**義守大學 學年度第 學期調課通知單**

100學年度第2學期起適用

**Notice of Change of Course date/time in \_\_\_Semester of Academic Year \_\_\_\_\_ I-Shou University**

請勾選異動項目Select the items for alteration：

□上課時間異動 Class Date/ Time □科目增開 New Course □科目停開 Course Cancellation

□教師異動Instructor (新任教師職工編號及姓名Job ID No. of Changed Instructor:

Name: 　)

**※請附當學期教師授課時間表 Please attach the instructor’s current class timetable.**

Filled out on \_\_\_\_/\_\_\_\_/\_\_\_\_(Y/M/D)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 系 級  Dept. & Grade | 科目代號  Course Code | 科目名稱  Course Title | | 原 排Original | | | | | 新 訂New | | | | 備 註Remark |
| 星期  Day | | 節次  Class Period | 教室  Classroom | | 星期  Day | 節次  Class Period | 教室  Classroom | |
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| 1.請填寫異動後貴單位各時段排課百分比及時數。  2.下表其中一個時段排課未符合8%~13%規定者，請以專簽陳核，本調課通知單無法受理。  3.不符合規定，但已專簽核准者，請附簽呈影本。　　 　　　　　　　　　　　　　　總時數(分母)：＿＿＿＿ | | | | | | | | | | | | | |
| 時段 | 節次 | | 星期一 | | 星期二 | | | 星期三 | | 星期四 | | 星期五 | |
| 上午時段 | 1~Z | | % | | % | | | 自行運用 | | % | | % | |
| 時數： | | 時數： | | | 學務活動時間 | | 時數： | | 時數： | |
| 下午時段 | 5~9 | | % | | % | | | % | | % | | % | |
| 時數： | | 時數： | | | 時數： | | 時數： | | 時數： | |
| □大一或大二必修課程調整後，符合所分配之教室於星期一上午或星期五下午排課規定。  □不符合上項規定者，請以專簽陳核，本調課通知單無法受理。  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　填表人： | | | | | | | | | | | | | |
| 調動原因  Reasons for the alterations | 以上調動符合本校排課規定  (The alteration conforms to the class arrangement regulations)  任課教師簽章Instructor’s Signature： | | | | | | | | | | | | |
| 說明：倘因上述科目學期異動而發生學生上課衝突，影響學生權益者，概由本系負責。  Explanation: Any class conflicts resulting from the alterations and thus affecting students’ rights and benefits shall be processed by the department.  系主任簽章Signature of the Chair of Dept.： | | | | | | | | | | | | | |
| 課務組經辦人  Curriculum Section Staff | | | 課務組組長  Chief of Curriculum Section | | | | | | 教務長  Dean of Academic Affairs | | | | |
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附註Notes：

一、申請前請先至各系辦公室，於北祥校務行政系統中查詢教室使用狀況以及教師課表，以確認無衝突情形及符合本校教師排課規定。

Before submitting the application, please check the availability of the classrooms and the list of instructor class period in the Pershing School Administrative System to ensure there is no class conflict and that the alteration conforms to the class arrangement regulations of this University.

二、選課後異動上課時間者，需列印網路上的修課名單當附件，讓學生各自簽名於名字後面，以證明全部已選課學生同意調至新的上課時段。

For a class time alteration, please print out a student list of the course as an appendix of this form and make sure the students sign their names on it to prove that all students who had selected the course agree to attend the class in the new class period.

三、為顧及學生選課權益，並避免學生選課衝堂，**請務必於加退選課前將本調課通知單送交課務組續辦，**以利同學即時辦理加退選。

To protect students’ rights for course selection and avoid class conflicts, please deliver this notice to Curriculum Section for further processing before students’ course add & drop so that the students can add and drop courses before the due date.