

義守大學教師調課申請單

Notice of Change of Course date/time at I-Shou University

填寫日期 Filling out this form on / / (Y/M/D)

系級 Dept.	科目名稱 Course Title	教師姓名 Instructor (for the make-ups)	原上課時間及教室 Scheduled Class Time and Classroom					調課時間及教室 Change the Scheduled Class Time and Classroom				
			月 Month	日 Day	星期 Mon.~Sun.	節次 Class Period	教室 Classroom	月 Month	日 Day	星期 Mon.~Sun.	節次 Class Period	教室 Classroom
調課事由 Reasons for the alterations												
任課教師 Instructor		系所主管 Dean of the Department				課務組組長 Head of Curriculum Section			核示 Ratification			

附註：

- 一、非教師個人請假因素需調課者，得填寫本單提出申請。This form is for non-personal leave only.
- 二、請於調課日前五個工作天至應用系統完成教室借用申請，並於調課日前三天經單位主管簽核後將本單擲交課務組續辦。For classrooms booking, please apply by the Application System five days in advance and submit this application form to the curriculum section three days in advance.
- 三、本班學生若需於學務時間(星期三 3、4、Z 節)參與活動，請勿安排補課。Do not arrange the make-ups during the academic session (the third, the forth period and lunch break on Wednesday).