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)

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| 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 |
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| 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 |
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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 ).