**2019年体考期间需调课教师调课申请表**

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| **所属部门** | |  | | | **教研室** | | | |  | | | | | | |
| **课程调整方案**（调课信息必须填写规范、准确；“调整后上课时间、地点”一栏不得填写“顺延”，必须写明上课时间和地点。**）** | | | | | | | | | | | | | | | |
| **课程信息** | | | | | | **原上课时间、地点** | | | | | | **调整后上课时间、地点** | | | |
| **任课教师** | **课程名称** | | **授课对象** | | | **周 次** | **星 期** | **节 次** | | **地 点** | | **周 次** | **星 期** | **节 次** | **地 点** |
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| **教研室主任意见**  **教研室主任签字：**  **年 月 日** | | | | **教师所属部门意见**  **主管教学领导签字：**  **年 月 日** | | | | | | | **教务处审批意见**  **主管教学领导签字：**  **年 月 日** | | | | |
| **注：调课后请任课教师通知到学生，确保学生知晓！** | | | | | | | | | | | | | | | |

注: 1、表中“调换上课时间”由教师和学生共同协商确定，“调换上课地点”由教务科协调确定。

2、“调整后上课时间、地点”一栏不得填写“顺延”，必须写明上课时间和地点。

3、调课手续以教研室为单位集中办理，各系收齐后统一将调课申请表的电子版和纸质版交教务科。