**调课申请单**

**调课必须由教师前来办理 ，课表变更不能用此表（用课表变更表） 年 月 日**

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| **姓 名** | | | | | |  | | | | | **课程名称** | | | | |  | | | | |
| **拟**  **调课**  **情况** | | **班级** | | **周** | **日** | **星期** | | **节次** | | **内容安排** | **补课安排** | | **周** | **日** | | **星期** | **节次** | | **内容安排(代课教师)** | |
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| **调课原因** | **申请教师签字： 年 月 日** | | | | | | | | | | | | | | | | | | | |
| **专业主任签字** | | |  | | | | **二级教学院长签字** | |  | | | **教务处长签字** | | |  | | | **教学院长签字** | |  |

**注：调课一般不安排上自习，**可安排其他老师代上课。

**为避免教学事故，调课必须由教师前来办理。并由教师本人通知班级。**

**调课申请单**

**调课必须由教师前来办理 ，课表变更不能用此表（用课表变更表） 年 月 日**

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| **姓 名** | | | | | |  | | | | | **课程名称** | | | | |  | | | | |
| **拟**  **调课**  **情况** | | **班级** | | **周** | **日** | **星期** | | **节次** | | **内容安排** | **补课安排** | | **周** | **日** | | **星期** | **节次** | | **内容安排(代课教师)** | |
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