



WENZHOU-KEAN
UNIVERSITY

温州肯恩大学学生课程调整申请表

Application Form for Course Adjusting

姓名 Name		性别 Gender		学号 Student ID		专业 Major	
调整课程编号及班级 Course No. & Section				教学学期 Term		任课老师 Faculty (Printed)	
调整班级 Intended Section		当前班级剩余 人数及容量 Available Seats / Capacity of Current Section			调整班级剩余人 数及容量 Available Seats / Capacity of Intended Section		
须知 Notes	<p>1. 所改课程时间需与所在学期其他课程时间不冲突。 Changed course should not have time conflict with other registered courses.</p> <p>2. 申请人需有正当理由，相关部门才予以考虑调课申请。 Applicant should have appropriate reason, otherwise related department has right to refuse the application.</p> <p>3. 如果所选课程容量已满，需经过相关部门进一步审核。 Applicant should get the permission from related department, if capacity of chosen elective course is full.</p> <p>4. 各学期的课程注册需在学期开始前完成，课程注册调整需在学期开始一周内申请并办理相关手续（冬季和夏季学期为学期开始三个工作日内）。 Course adjusting process should be finished within first week after the Spring term and Fall term starts, and within three working days after the Winter term and Summer term starts.</p> <p>本人知晓并遵守以上规定。 The applicant must understand the above rules.</p> <p style="text-align: right;">学生（签字）： Student's Signature 日期（Date）：</p>						
选修理由 Reason							
任课老师意见 Permission from Instructor	签字（盖章）： Sign or Seal 日期(Date):			导师意见 Permission from Advisor	签字（盖章）： Sign or Seal 日期（Date）：		
学术副校长意见 Permission from VP. of Academic Affair	签字（盖章）： Sign or Seal 日期（Date）			教务部审批 Approval from Office of the Registrar	签字（盖章）： Sign or Seal 日期（Date）：		