



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		联系电话 Contact No.		邮箱 Email	
调整方式 Adjusting Way	() 加课 Add Course () 退课 Withdraw/Drop Course () 换课 Change Course				
教学学期 Term		理由 Reason			
原课程编号及 班级 Current Course No. & Section			原班级剩余人数及容量 Available Seats / Capacity of Current Section		
拟调整课程编号及 班级 Intended Course No. & Section			拟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. 课程调整截止时间请参考官网教学日历。 The deadline of Course Adjusting please refer to the Academic Calendar on WKU website.</p> <p>本人知晓并遵守以上规定。 The applicant must understand the above rules.</p> <p>学生(签字): Student's Signature 日期(Date):</p>				
任课老师意见 Permission from Instructor		学院院长审批 Approval from School Dean		教务部审批 Approval from Office of the Registrar	
	签字(盖章): Sign or Seal 日期(Date):		签字(盖章): Sign or Seal 日期(Date):		签字(盖章): Sign or Seal 日期(Date):