**西安汽车职业大学调（停）课通知单**

学院（处室）： 日期：

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| 任课教师 | |  | | | | | 任课名称 | | | |  | | | |
| 调停课原因 | |  | | | | | | | | | | | | |
| 调课方案 | 序号 | | 时间 | 周次 | | 星期 | | 节次 | | 教室 | | 班级 | | 备注 |
| 调  整  前 |  | |  |  | |  | |  | |  | |  | |  |
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| 调  整  后 |  | |  |  | |  | |  | |  | |  | |  |
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| 教师所属教研室主任意见 | | | | |  | | | | 教师所属学院院长意见 | | | |  | |
| 班级所属学院办公室主任意见 | | | | |  | | | | 班级所属学院院长意见 | | | |  | |
| 教务处审核意见 | | | | |  | | | | 主管校长审核意见 | | | |  | |
|  | | | | | | | | | | | | | | |
| **补课回执单（备注：请学院将回执单每月末反馈到教务处教务科（行政楼四楼））** | | | | | | | | | | | | | | |
| **教务处：**  **教师 已按照调整后方案，将课按期补上。特此证明。**  学习委员签名： 电话：  办公室主任签字： 时间： | | | | | | | | | | | | | | |

**西安汽车职业大学调（停）课通知单（存档）**

学院（处室）： 日期：

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| 任课教师 | |  | | | | 任课名称 | | |  | | |
| 调停课原因 | |  | | | | | | | | | |
| 调课方案 | 序号 | | 时间 | 周次 | 星期 | | 节次 | 教室 | | 班级 | 备注 |
| 调  整  前 |  | |  |  |  | |  |  | |  |  |
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| 调  整  后 |  | |  |  |  | |  |  | |  |  |
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