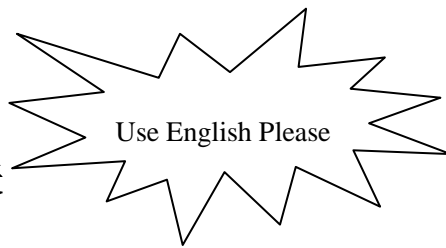


Warning:  
DO NOT apply for  
unneded courses to create  
time conflict deliberately.  
We can contact colleges  
to file AI3 against student  
who deceive.



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. 申请学生需有正当理由，相关部门才予以考虑调课申请。 Students 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。 Students 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>5. 申请学生在其指定的注册时间前提交的表格将被拒绝并需要重新提交。在适当的时间内提交的表格将按照收到的时间顺序处理。Forms will not be accepted for processing prior to the day and time assigned to the student's registration priority group. Forms submitted prior to a students assigned registration window will be declined and require re-submission. Forms submitted within the appropriate time window will be processed in the order received.</p> <p>6. 如果在处理过程中需要额外的信息或更正，将发送电子邮件给申请学生。学生被要求在 7 天内回复这些电子邮件请求。7 天期限结束后，只有在加课/退课截止日期未过的情况下，学生才能填写并提交新的表格。 If additional information or corrections are required for processing an email will be sent to the student. Students are required to respond to these email requests within seven days. After the seven-day period has expired, the student can complete and submit a new form only when the add/drop deadline has not passed.</p> <p>本人知晓并遵守以上规定。 I must understand the above rules.</p> <p style="text-align: right;">学生签字 (Student's Signature) : 日期 (Date) :</p>				
任课老师意见 Permission from Instructor	签字 (盖章) : Sign or Seal 日期(Date):	学院院长审批 Approval from School Dean	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) :

温州肯恩大学教务部  
Office of the Registrar