**Yuan Ze University Application for Adjusted (Make-Up) Course**

**Semester of Academic Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_ semester of \_\_\_\_\_\_\_\_\_\_\_\_\_ academic year

Date of Application: / /

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher Information** | Name: | | | | Department: | | | | | |
| Title: □Professor □Associate Professor  □ Assistant Professor □ Lecturer | | | | □ Full-Time □Part-Time | | | | | |
| **Course Information** | Course Offering Department: | | | | Years of Courses Offered: | | | | | |
| Course Title: | | | | | | | | | |
| Course Code: | | Course Class: | | Credits: | | Course Category:   * Required Course * Elective Course * Required Elective Course | | | |
| **Reason for Application (Required)** |  | | | | | | | | | |
| **Original Class Time** | Year/Month/Day: 　 /　 /  Section: 　 ~  Year/Month/Day: 　 /　 /  Section: 　 ~ | | | | **Original Classroom** | | |  | | |
| **Adjusted Class Time** | Year/Month/Day: 　 /　 /  Section: 　 ~  Year/Month/Day: 　 /　 /  Section: 　 ~ | | | | **Adjusted Classroom** | | |  | | |
| **Supporting Measures**  **(Required)** | Please elaborate on the counseling measures for students with conflicting courses: | | | | | | | | | |
| **Course Instructor** | (Signature) | **Course Offering Department** | | (Staff Signature) | | **Course Offering Department** | | | (Supervisor Signature) |
| **Audit Result** | * Completed, the teacher has provided relevant supporting materials. * Not completed.   **(Checked by the course offering department)** | | | | | **Course Offering Department** | | | (Supervisor Signature) |

**Notes**:

1. After the teacher submits the application and is approved by the instructor of the course offering department, the teacher must notify all the students through the Portal or email announcement.
2. After the adjusted (Make-Up) courses, the teacher must provide relevant supporting materials, such as descriptions, photos, or student sign-in records, etc., for the course offering department to keep it for future reference.
3. If a teacher needs to ask for leave or find a substitute teacher, please follow the relevant regulations of the Personnel Office.
4. The power supply and e-desk of classrooms for adjusted (make-up) courses are turned on by the automatic scheduling system. Please complete the online reservation application process on Portal in advance to avoid being unable to use them immediately due to temporary borrowing. If you need to use the computer classroom, please contact the Office of Library and Information Services (#2969) to inquire about the application.
5. If the borrowed classroom is locked, please contact the staffs of the General Affairs Office during working hours (relevant information: General Affairs Office website→Contact Us); at night or on holidays, please contact the Campus Security Squad (#2270, #2271). In case of problems with borrowed classroom equipment, please contact the Teaching Services Section (#2257).