**湖南艺术职业学院教师行课补课登记备案表**

**专业系（部）签章： 登记时间： 年 月 日**

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| --- | --- | --- | --- | --- | --- | --- |
| **序号** | **教师姓名** | **任教课程** | **被调整时间** | **补课时间** | **补课地点** | **补课时节** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **教研组意见** |  | **系主任意见** |  | **教务处意见** |  |