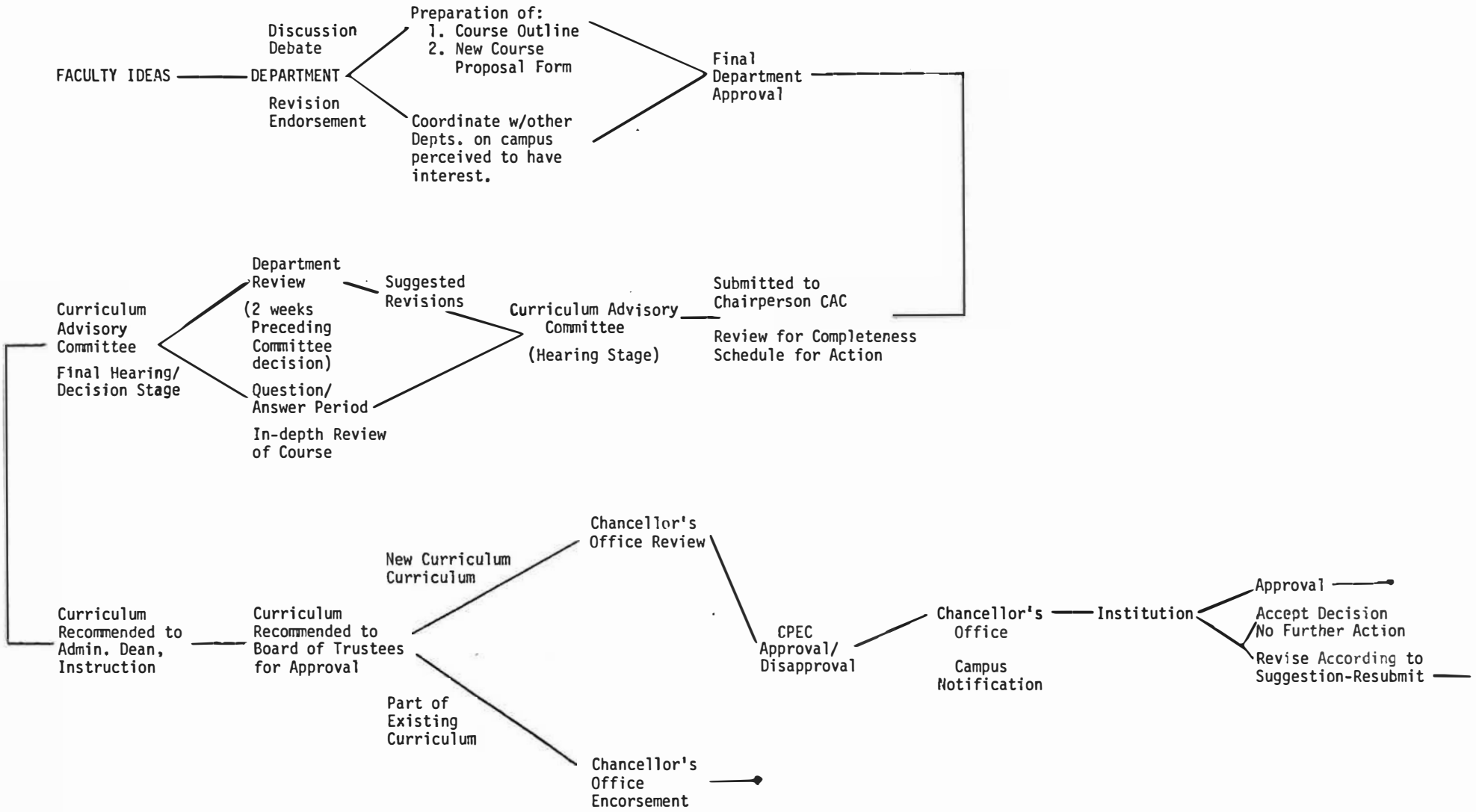COURSE APPROVAL PROCESS