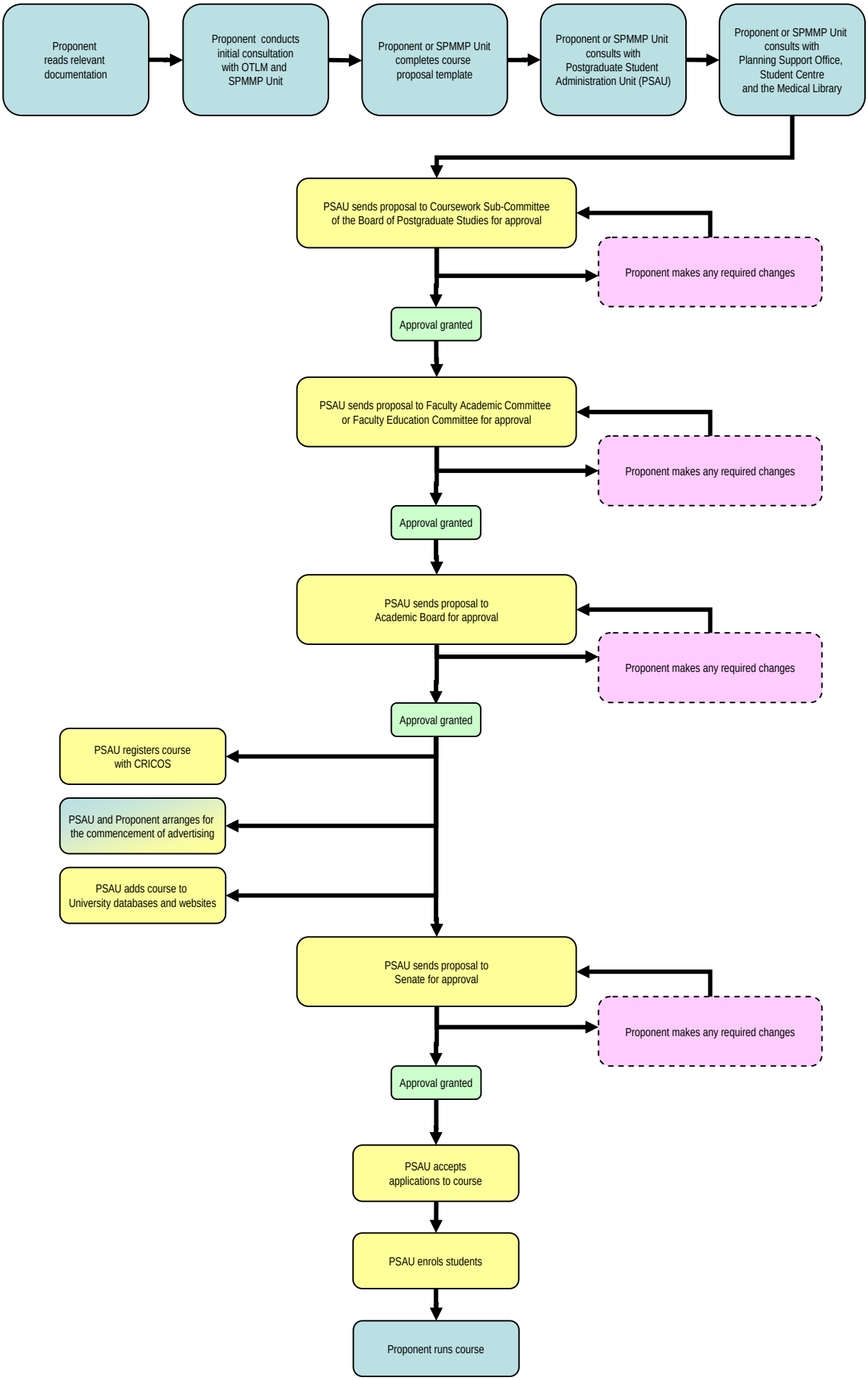Course Proposal Process