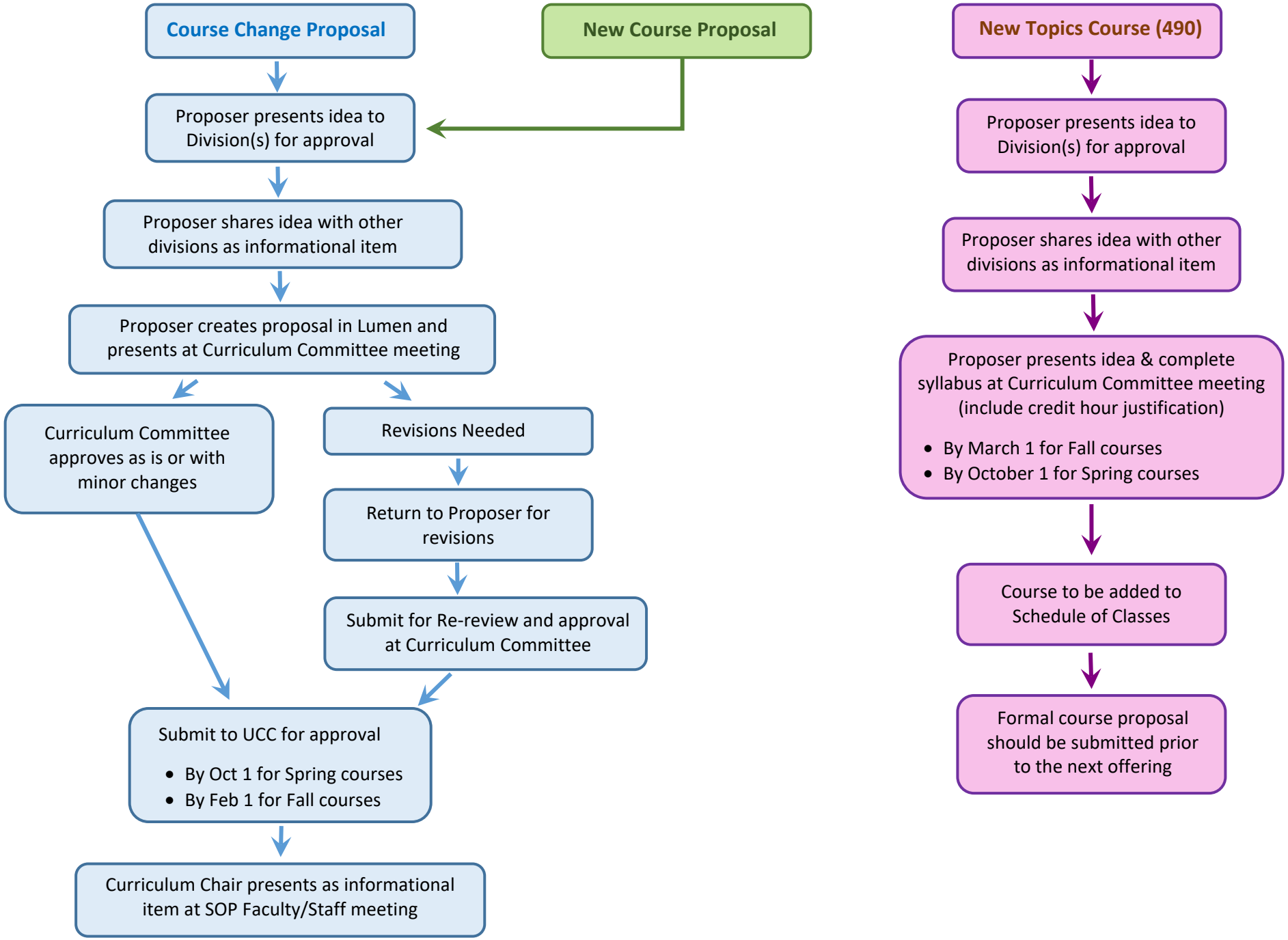SOP COURSE PROPOSAL WORKFLOW