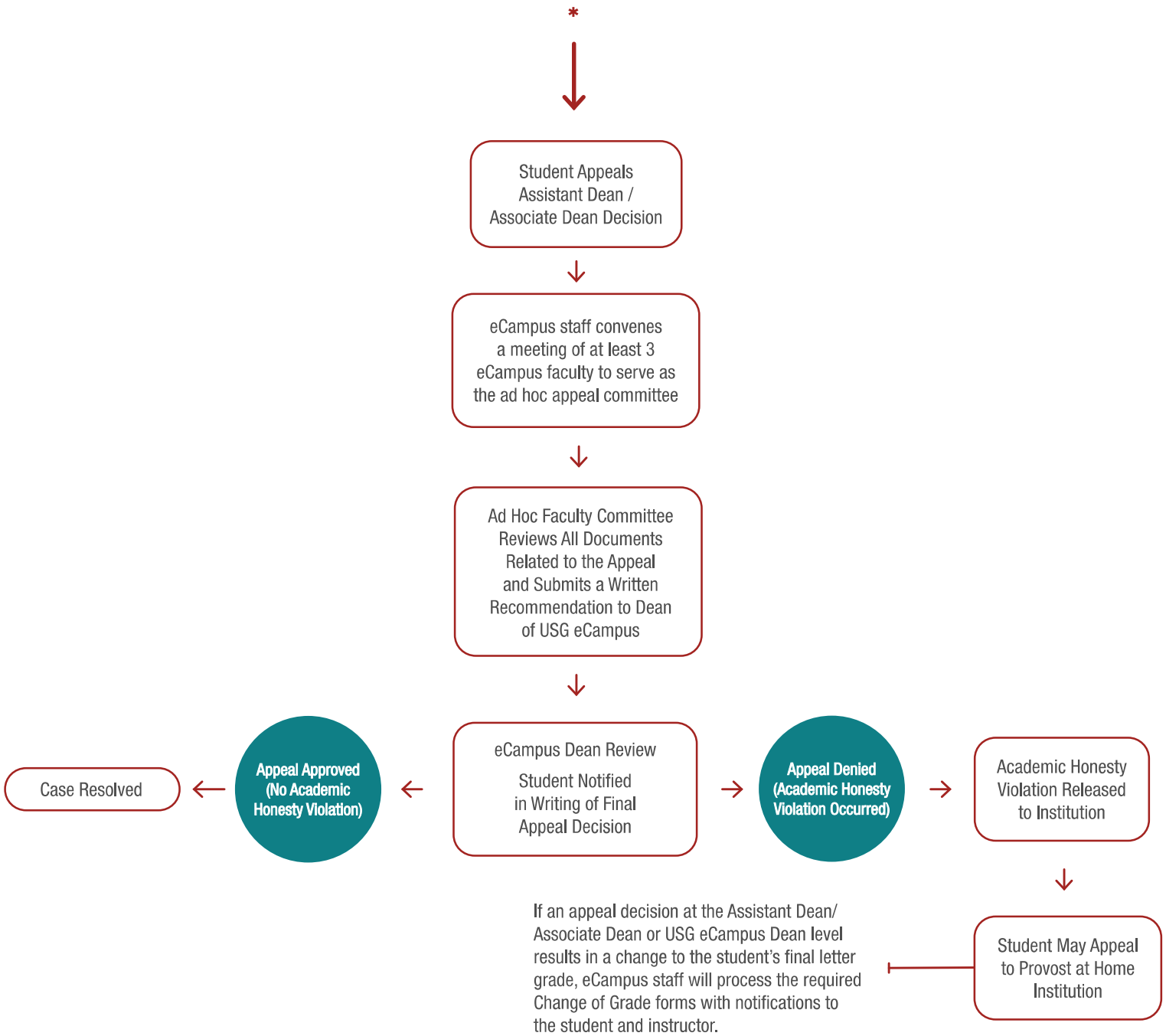DEAN'S APPROVAL PROCESS