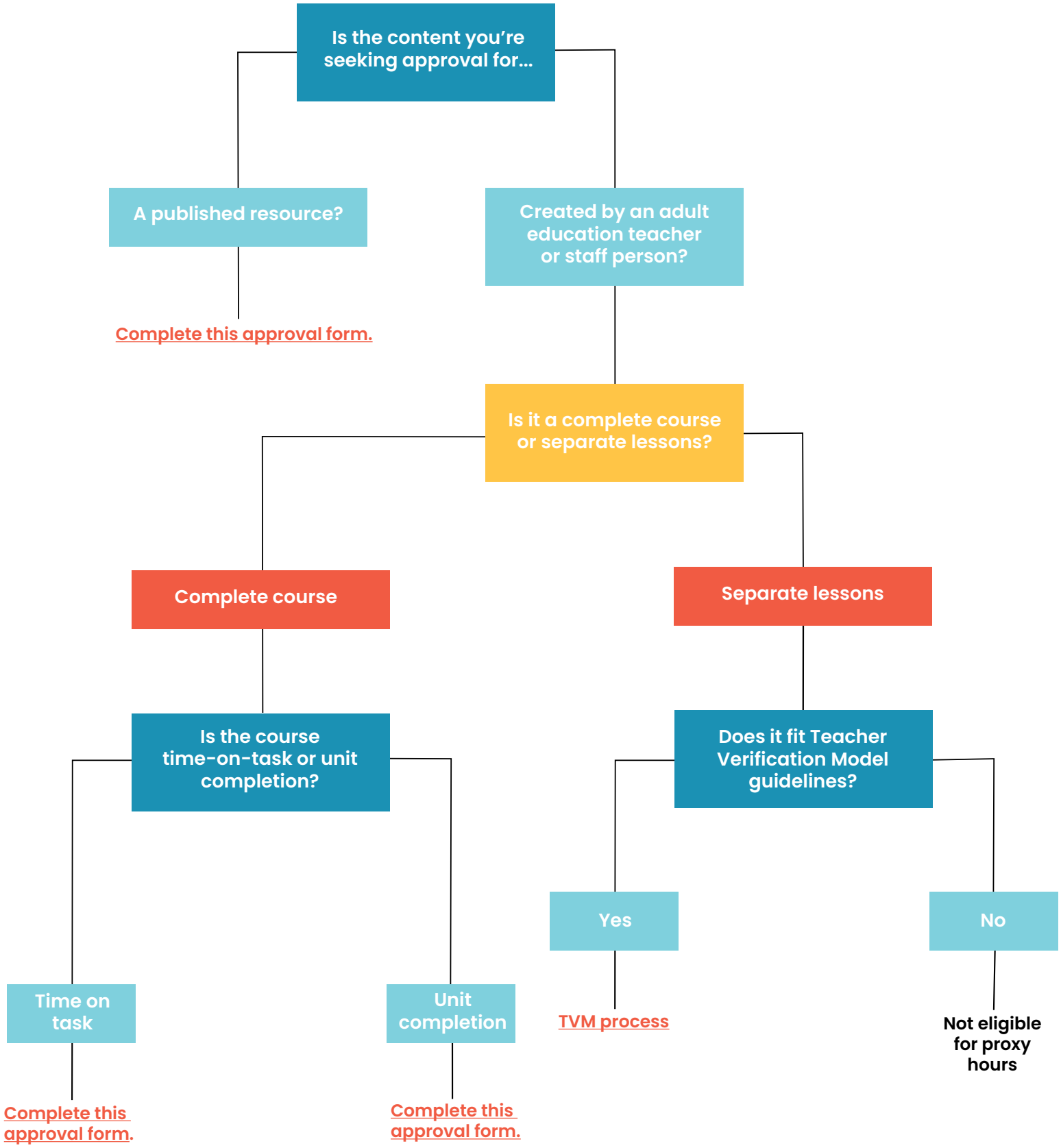DISTANCE LEARNING PROXY HOUR APPROVAL PROCESS