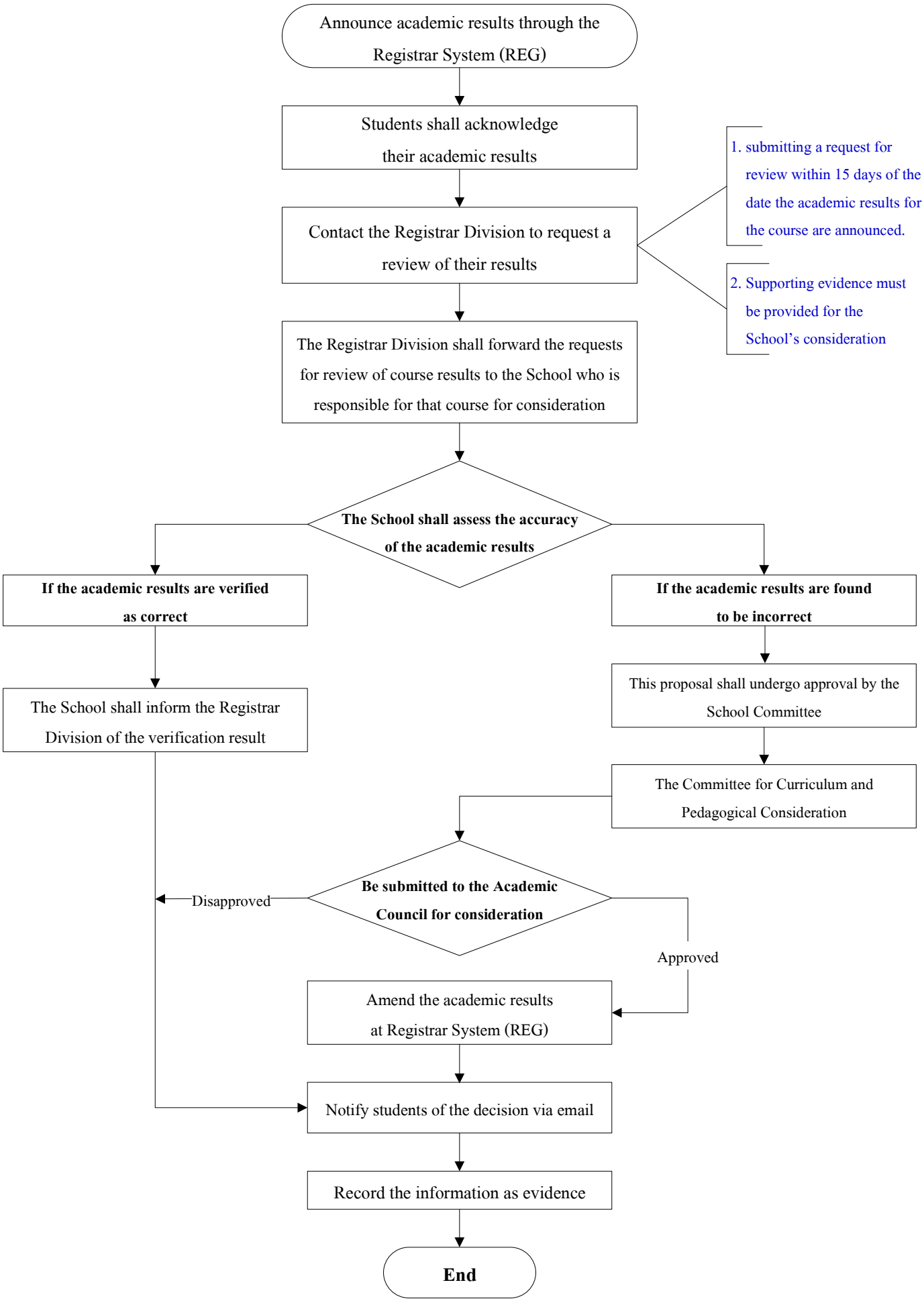The Procedure for Requesting Review of Student Grades