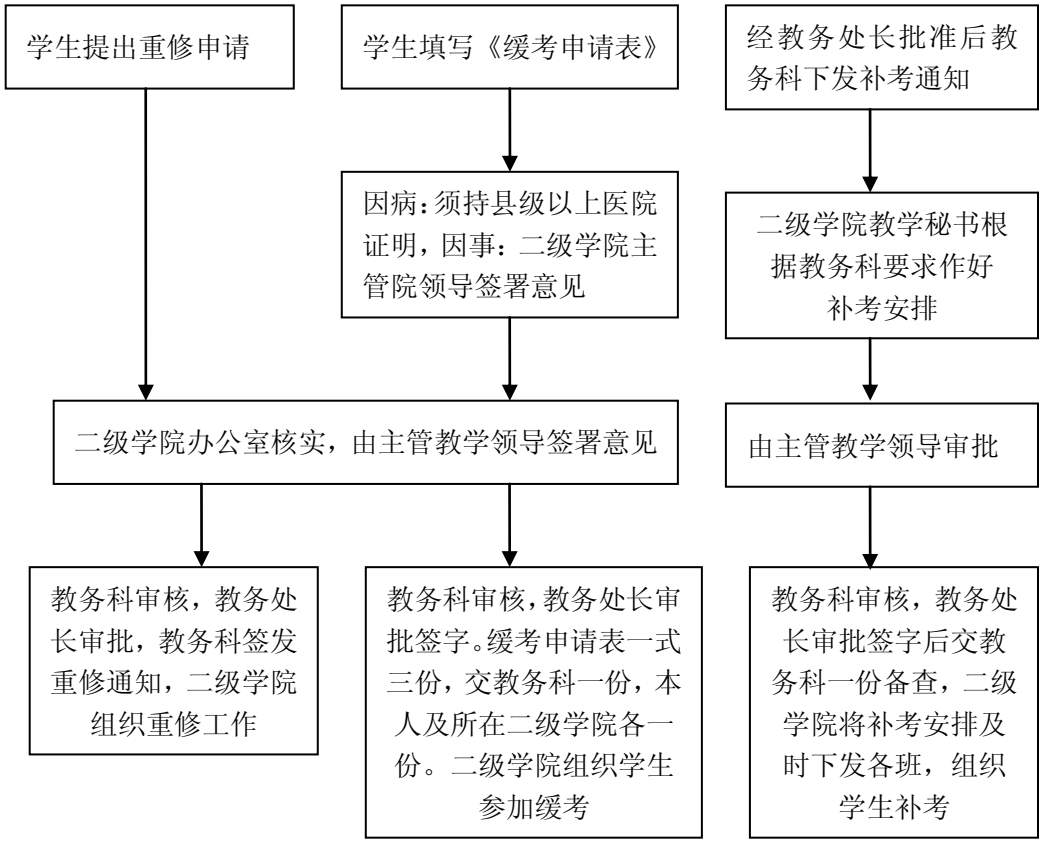本、专科学生重修、缓考、补考程序