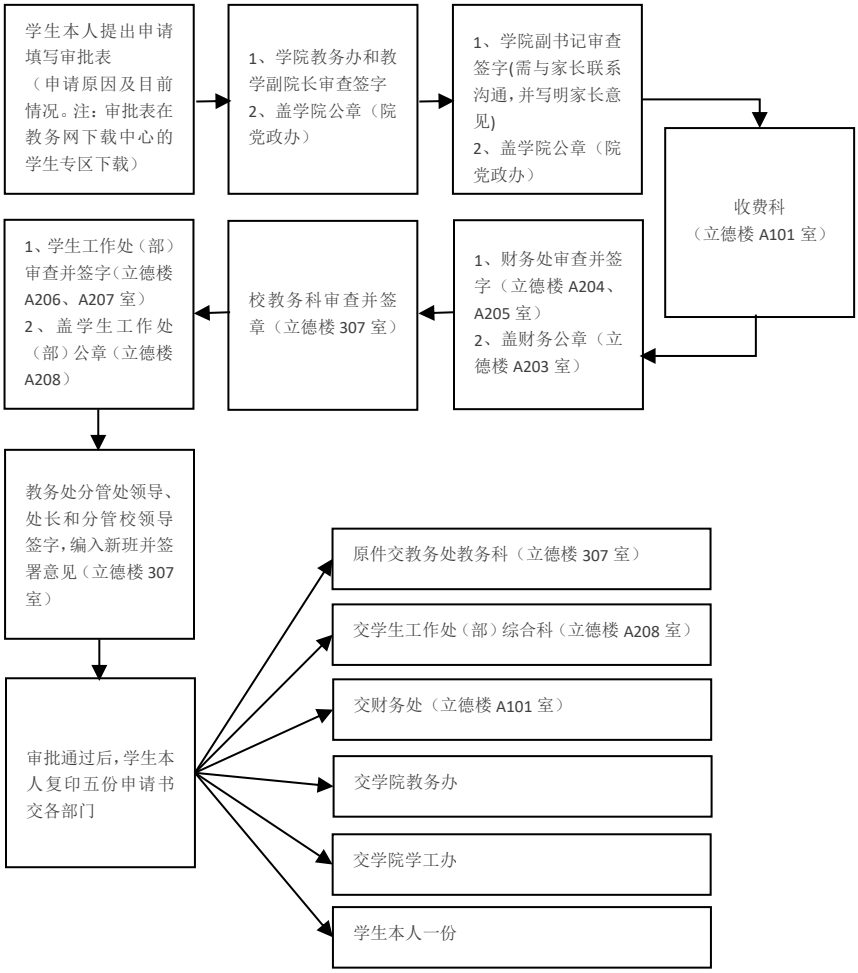湖南科技大学潇湘学院办理留级审批流程