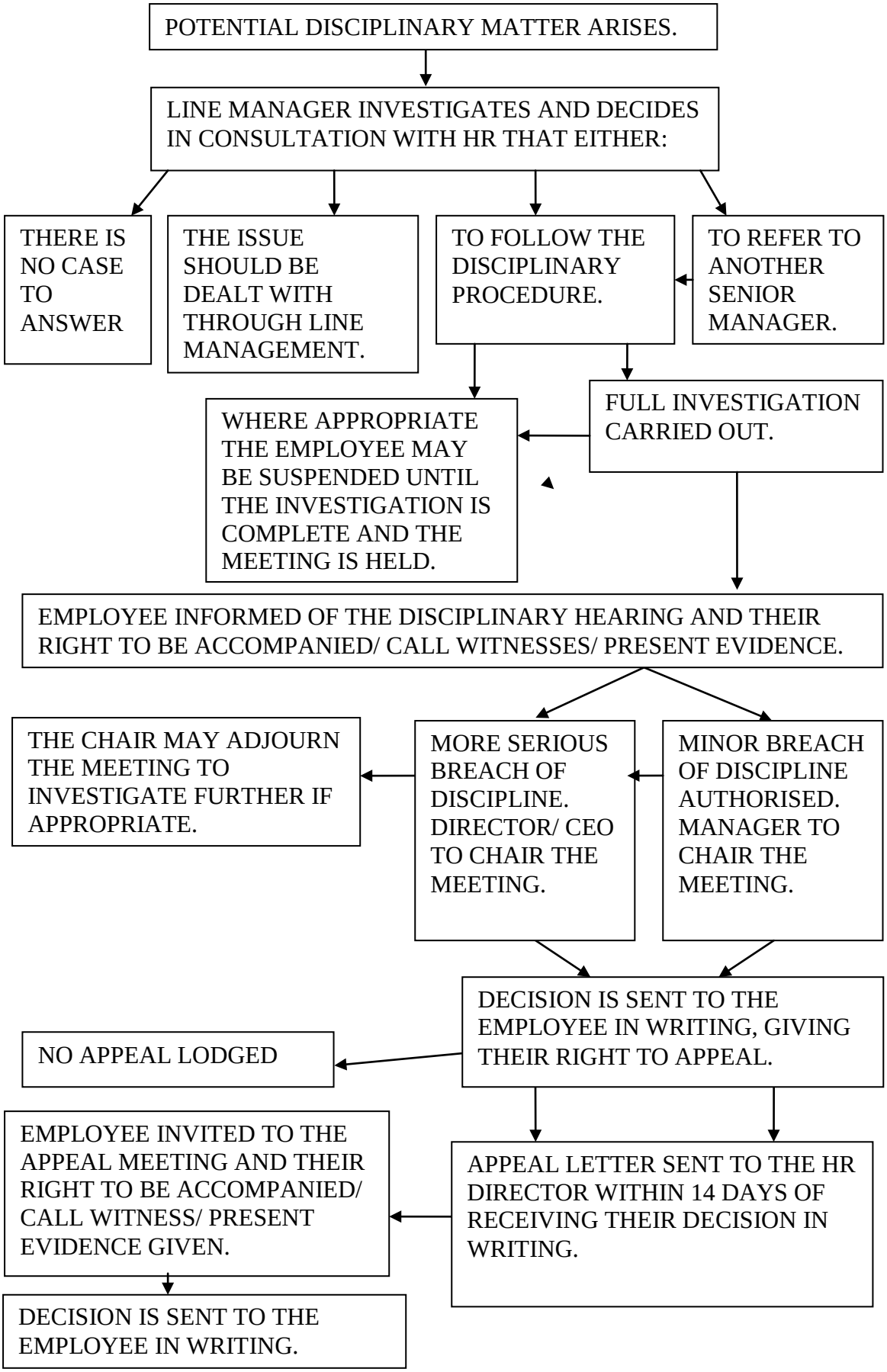DISCIPLINARY PROCEDURE FLOWCHART