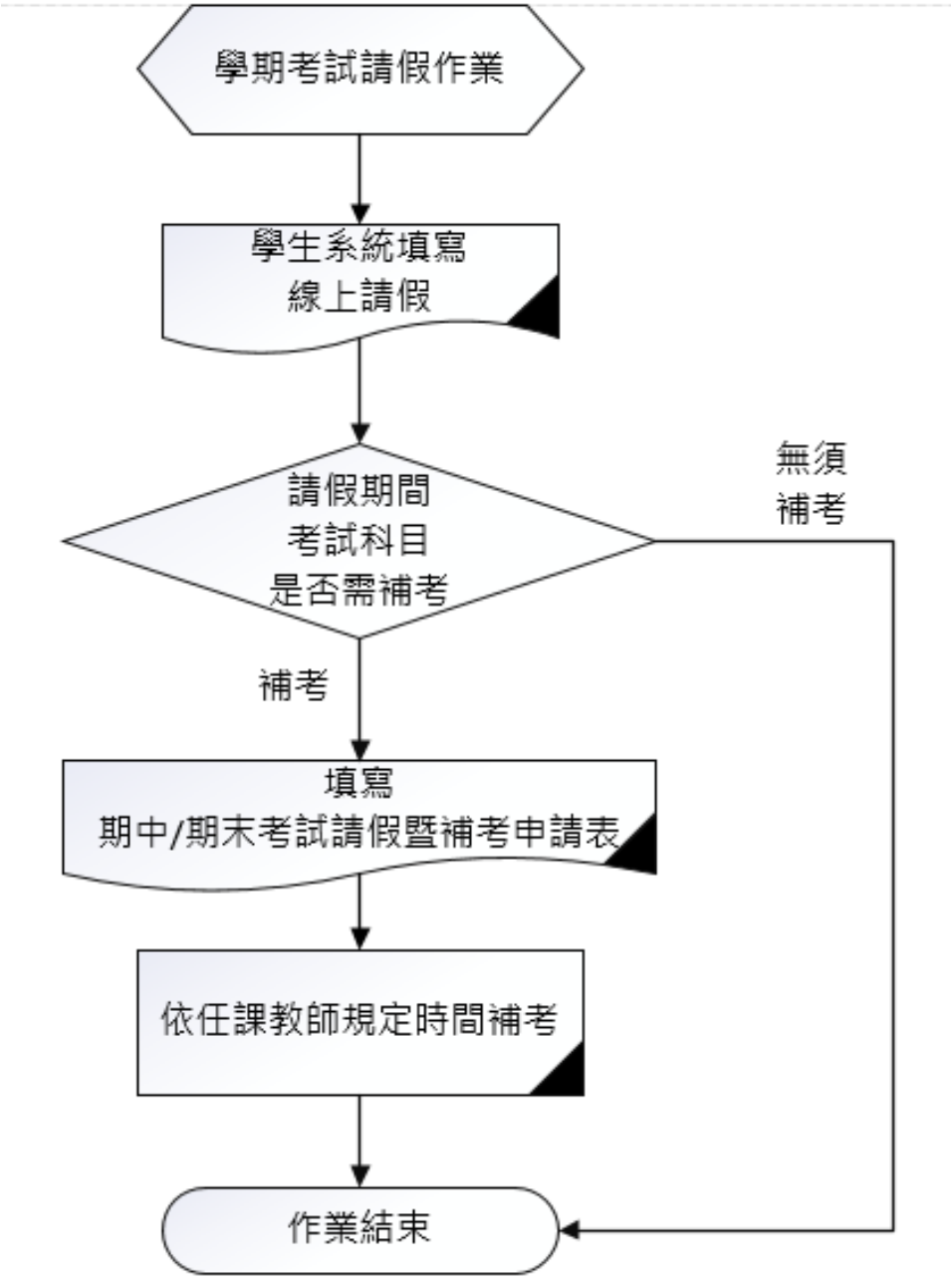長榮大學學生考試請假及補考作業流程表