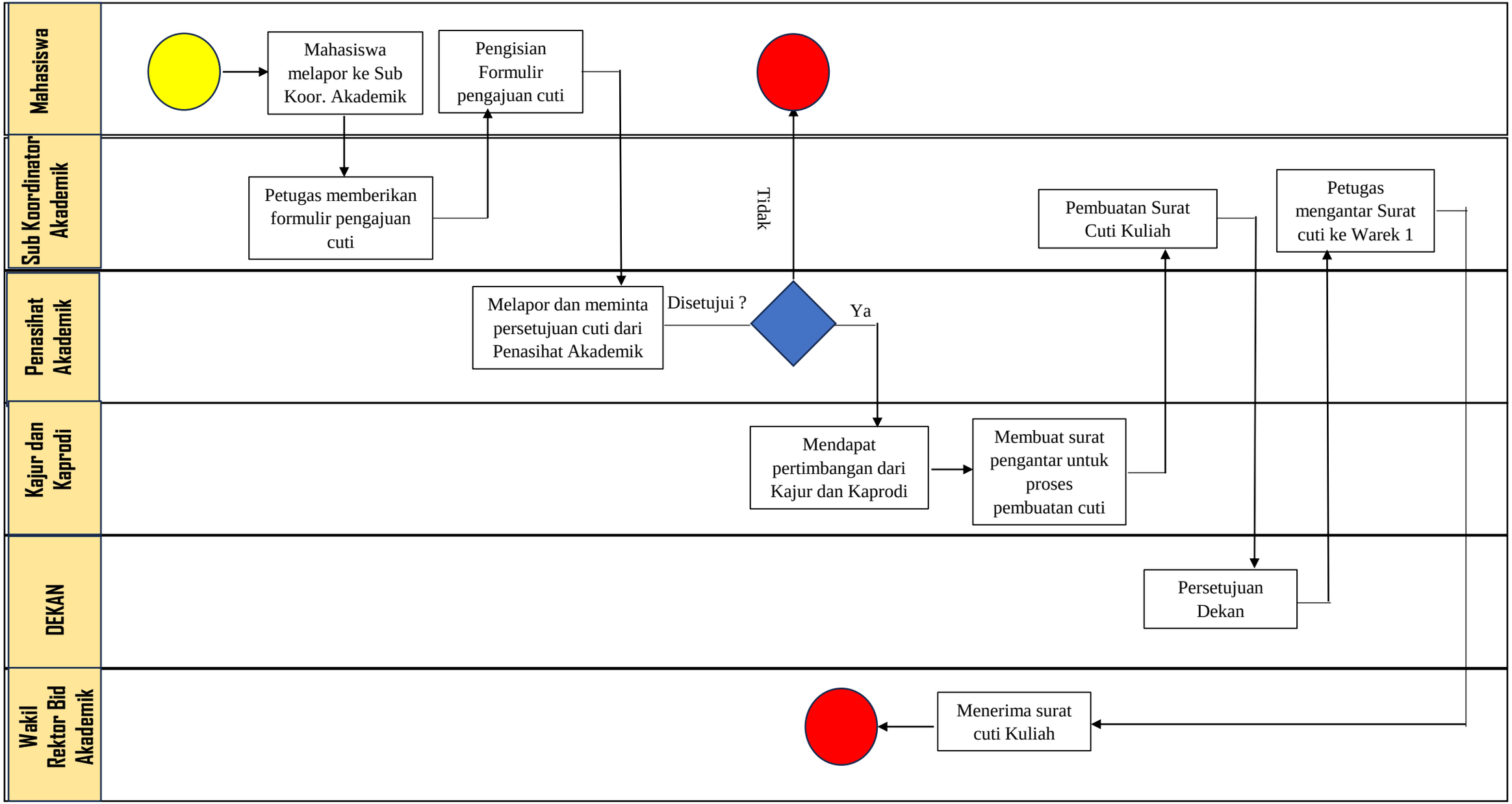SOP CUTI KULIAH