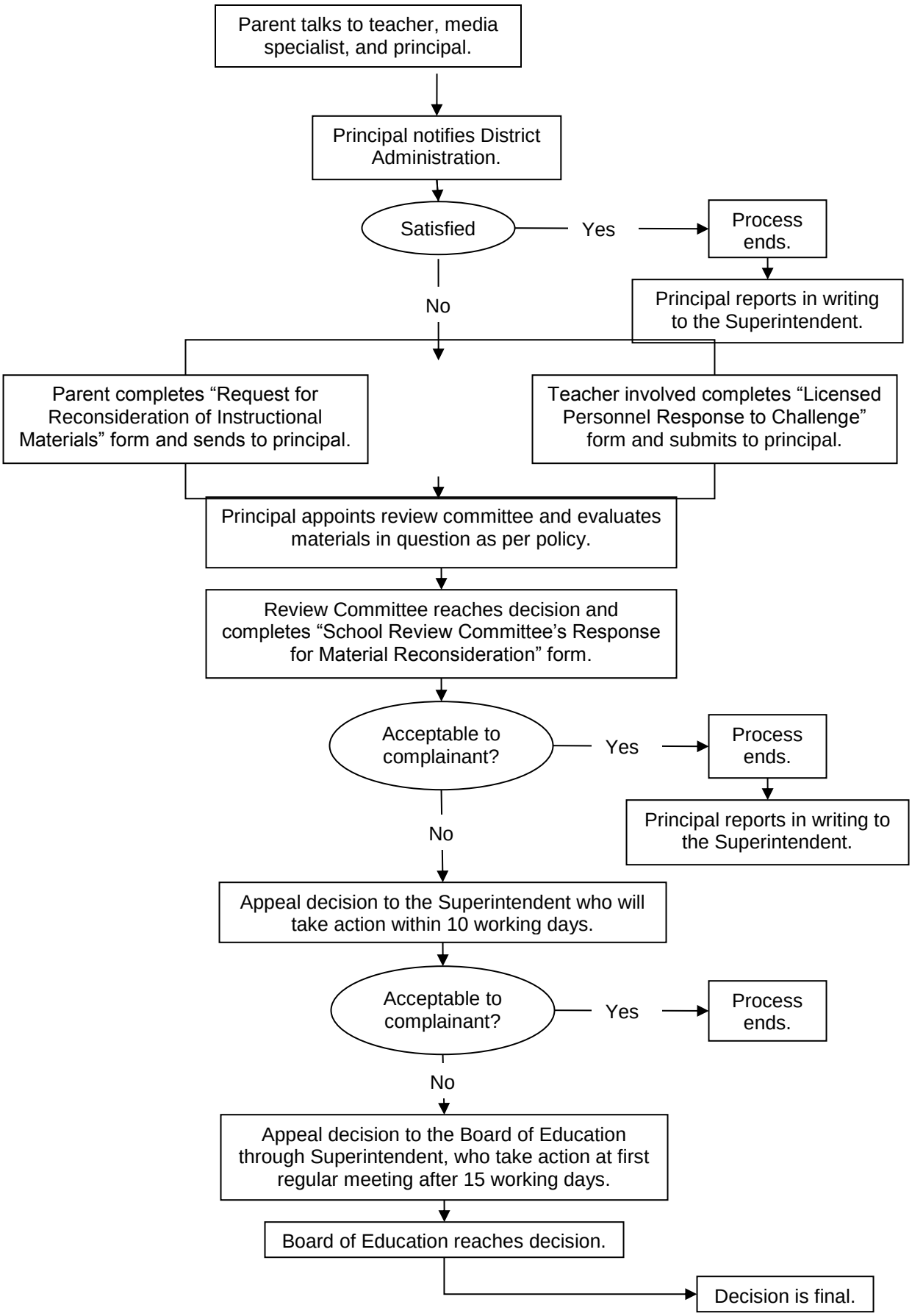PROCEDURES FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS