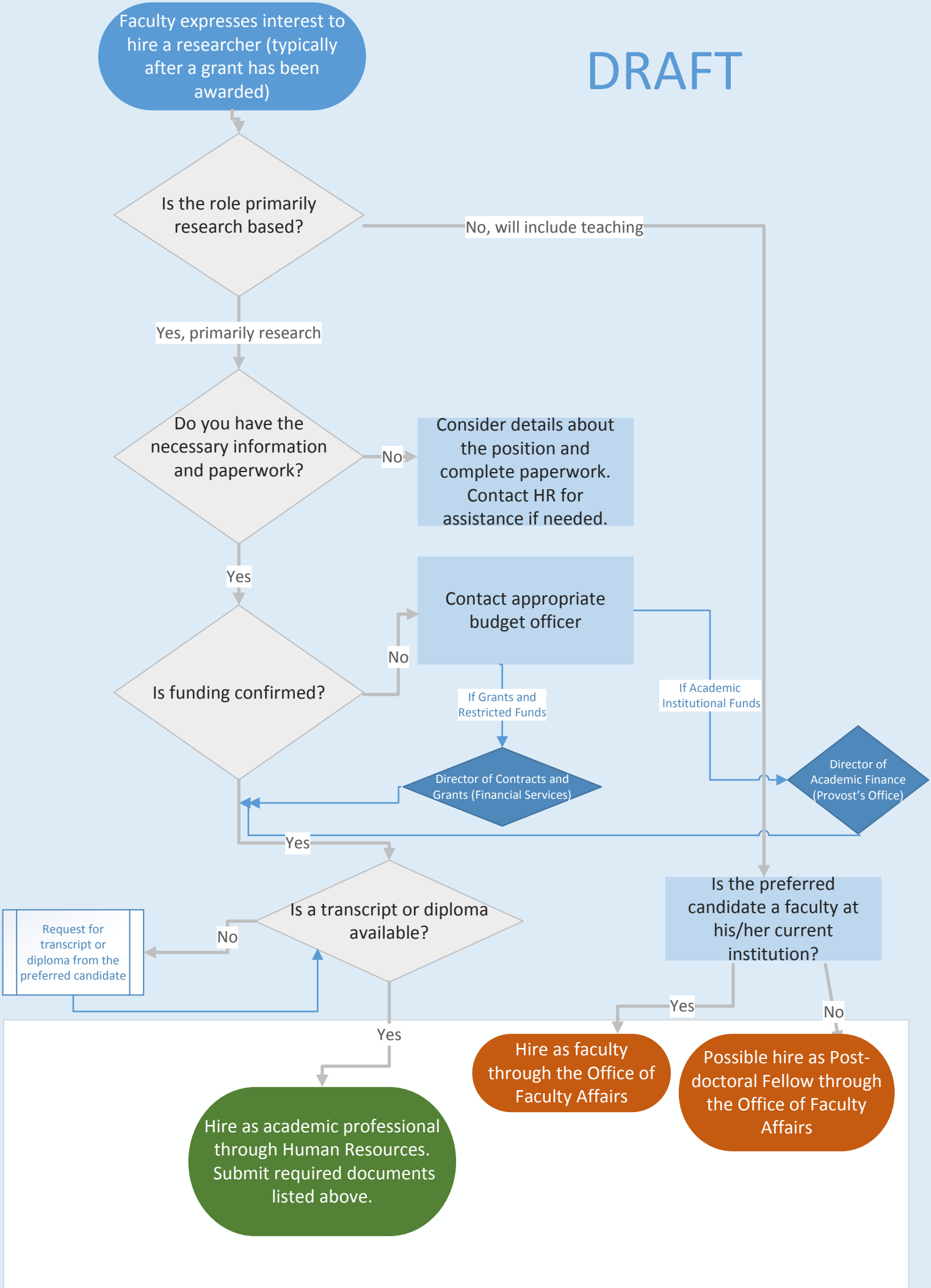Chapman University Academic Professional (AP) Workflow