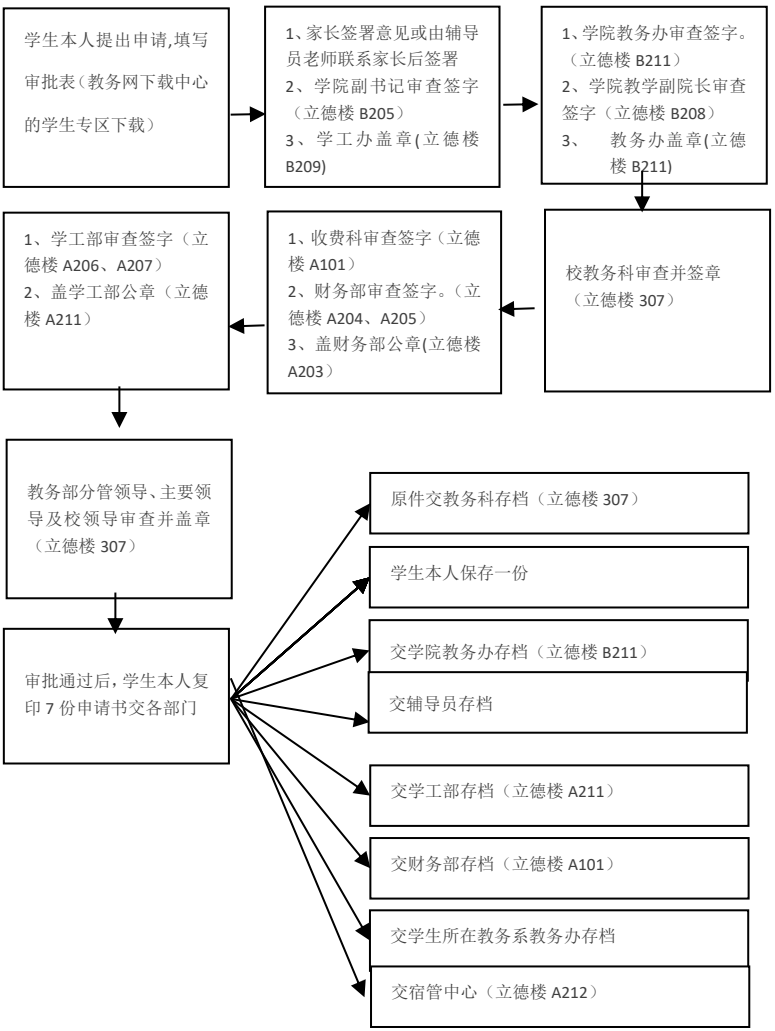湖南科技大学潇湘学院办理退学审批流程