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| **Notes** | **Person Responsible** | **Reason for Delay** | **Rescheduled Deadline** | **Task Deadline** | **Task Name** |
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| Authorized by | Authorized by | Report Presenter |
| College Dean | College Vice Dean | Chair for College Committee of Academic Initiative |
|  | Name  |  | Name  |  | Name  |
|  | Signature  |  | Signature  |  | Signature  |
|  | Date |  | Date |  | Date |