|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Notes** | **Person Responsible** | **Reason for Delay** | **Rescheduled Deadline** | **Task Deadline** | **Task Name** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |