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| Advisee Institution: | Advisor Name: |
| Point of Contact: | **Reporting for the month:** |
| Advisee Start Date: | **Target Completion date:** |

Advisor must submit a monthly status report for each advisee institutions. The Advisee College is expected to make notable progress toward developing their selected Program of Study. If progress is not made, the advisee institution may be removed from Program Development.

1. **Please provide a summary of progress made.**
2. **The following table shows the series of steps and chronology to complete this Program Development plan. A target deadline for all of the activities to be accomplished is included.**

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| What | How | Percent completed as of this report | Expected completion date | Date completed |
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