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

Mentors must submit a monthly status report for each mentee institutions. The Mentee College is expected to make notable progress toward completing the PoS / CAE application. If progress is not made, the mentee institution may be removed from the Application Assistance and forfeit their assigned application cycle slot.

1. **Please provide a summary of specific progress toward CAE application completion and any challenges identified.**
2. **The following table shows the series of steps and chronology to complete this Application Assistance 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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