



Cornell University

Sample

Student Progress Review Short Form

Student:

Chair:

The first section on the Student Progress Review (SPR) Short Form displays student and program information from student records; the second section contains questions for the student. If a particular question is not applicable, it is fine to simply enter "NA".

The last section of the SPR form is for faculty to enter constructive comments and feedback for the student. It is to be completed by the special committee chair after reviewing the information entered by the student (either before or after an in-person meeting with the student).

Some graduate fields may provide more specific instructions about the information that students and/or faculty should include in their responses.

The SPR form results will be available to the student, as well as the student's special committee chair, DGS, and GFA. Some fields may also opt to make results available to the full special committee.

Section 1 Student and Program Information

This section displays student record information.

If any of the information in this section is incomplete or inaccurate please contact the Graduate School.

Student Name: _____ **Admit Term:** Fall 2017 **Current Status:** Active in Program
Graduate Field: _____ **Degree Type:** PHD **Student ID:** _____ **Net ID:** _____

Special Committee Member	Role	Concentration
	Chairperson	
	Minor Member	
	Minor Member	

Special Committee Status	Completed		
Date	Action Taken	Required Date	Extension Date
23-MAR-2018	Satisfactory	Fall 2018	

A Exam Status			
Date	A Exam Action Taken	Required Date	Extension Date

B Exam Status			
Date	Action Taken	Required Date	Extension Date

[Advisor Center](#) may be used by the Chair and Special Committee to view the student's course history and grades.

[Student Center](#) provides similar information for students.

Select **Next** to continue

Section 2

Student Reflections on Academic Progress and Planning

This section to be completed by the student and reviewed by the special committee chair.

Briefly summarize activity and progress on your research/scholarship this year. Describe the status of your prospectus/proposal and thesis or dissertation chapters/manuscripts as appropriate to your field of study. If you have a working title for your thesis or dissertation, please include it.

Describe any obstacles that affected or impeded your academic progress this year. What actions have you taken to overcome these obstacles?

Please provide any additional observations or information that you would like to share regarding your academic progress this year.

Briefly summarize your plans and goals for research/scholarship in the coming year.

Students: save your progress frequently!

Section 2

Student Reflections on Academic Progress and Planning - Continued

Upload your current resume or curriculum vitae (if required by your field).

Upload any additional SPR documents required by your graduate field (if applicable).

NOTE: The document file cannot exceed 25 Mb and must be one of these file types:

- PDF file
- image file in .jpg, .gif, or .png
- Word file (.doc, .docx)

1. You may upload up to 5 files
2. Click on 'Choose File,' then navigate in the pop-up window to select the file you wish to upload
3. Use the check box to choose another file to add to this submission

File Upload

Check this box to upload another document

Check this box to upload another document

STUDENTS:

- To submit the form to your special committee chair now, select **Next** until you have reached the end of the form. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

FACULTY:

- To enter feedback for the student now, select **Next**.
- To enter feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

Section 3

Faculty Feedback - General Comments and Overall Evaluation

This section is to be completed by the special committee chair; all feedback will be visible to the student.

Comments regarding the students' demonstrated strengths and areas for development (in relation to the student's career interests):

Comments regarding the student's overall progress:

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Evaluation of the student's overall progress and planning:

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STUDENTS:

- To submit the form to your special committee chair now, select **Next** and enter your electronic signature. You will not be able to edit the form after it is submitted!
- To submit the form later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF for download).

FACULTY:

- To submit feedback for the student now, select **Next** and enter your electronic signature.
- To submit feedback for the student later, select **Save Progress** (you will have the option to exit and/or save the form as a PDF).

Student Signature

Electronically signed by	on
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Advisor Signature

Electronically signed by	on
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