



Cornell University

Student Progress Review

Short Form

2019-2020

Student: (prefiled from student records)

Chair: (prefiled from student records)

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.

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: (prefilled) **Admit Term:** (prefilled) **Current Status:** (prefilled)
Graduate Field: (prefilled) **Degree Type:** (prefilled) **Student ID:** (prefilled) **Net ID:** (prefilled)

Special Committee Member (prefilled)	Role (prefilled)	Concentration (prefilled)
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Special Committee Status (prefilled)

Date (prefilled)	Action Taken (prefilled)	Required Date (prefilled)	Extension Date (prefilled)
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[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

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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.

List coursework you plan to complete in the coming year.

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

Students: save your progress frequently!

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Student Document Upload

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

Select File

Files over 25 Mb will not be accepted

Students: Upload any additional SPR documents requested by your graduate field (if applicable).

You may submit up to 5 files (PDF, DOC, DOCX, JPG, GIF, or PNG).

Select File

Files over 25 Mb will not be accepted

Check this box to upload another document

This is the last section of the student portion of the form.
Please read the instructions below to proceed.

STUDENTS:

- To submit the form to your special committee chair now, select **Next** until you have reached the Electronic Signature Page; enter your name and click the "Sign Electronically" button. 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 reach the Faculty Feedback Page.
- 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).

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

Comments regarding the student's overall progress:

Evaluation of the student's overall progress and planning:

* -- Please Select -- ▼

Faculty: Upload any additional SPR documents requested by your graduate field (if applicable).

You may submit up to 5 files (PDF, DOC, DOCX, JPG, GIF, or PNG) not exceeding 25 MB.

Select File

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 Electronic Signature Page; enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
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FACULTY:

- To submit feedback for the student now, select **Next** to reach the Electronic Signature Page; enter your name and click the "Sign Electronically" button. You will not be able to edit the form after it is submitted!
- 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).

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Electronic Signature

Please read the [Disclosure/Consent \(IEsignDisclosure.htm\)](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

First Name

Last Name

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Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

Opt out and print