



Cornell University  
Graduate School

## SPR Short Form Sample

### Student Progress Review

Short Form  
2019-2020

Student: (prefilled from student records)

Chair: (prefilled 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)

Graduate Field: (prefilled)

Admit Term: (prefilled)

Degree Type: (prefilled)

Current Status: (prefilled)

Student ID: (prefilled)

NetID: (prefilled)

Special Committee Member: (prefilled)

Role: (prefilled)

Concentration: (prefilled)

Special Committee Status: (prefilled)

Date: (prefilled)

Action Taken: (prefilled)

Required Date: (prefilled)

Extension Date: (prefilled)

***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.

[Previous button, Save Progress button, Next button]

## **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.

[Open text field]

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

[Open text field]

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

[Open text field]

List coursework you plan to complete in the coming year.

[Open text field]

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

[Open text field]

**Students: save your progress frequently!**

[Previous button, Save Progress button, Next button]

## **Student Document Upload**

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

[Select File button]

*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 button] *Files over 25 Mb will not be accepted*

Check this box to upload another document [check box]

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).

[Previous button, Save Progress button, Next button]

## **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):

[Open text field]

Comments regarding the student's overall progress:

[Open text field]

Evaluation of the student's overall progress and planning:

[Please Select – drop-down menu]

**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 button]

Check this box to upload another document [check box]

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

[Previous button, Save Progress button, Next button]

**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

[Text field]

Last Name  
[Text field]

[Previous button, Sign Electronically button]

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