**Updated October 2015**

**Milestone Planning Form**

(To be turned in to both Duke and UNC staff as soon as the event is scheduled.)

Student Name:

I plan to complete the following milestone: Writing Proficiency Review

PhD Exam (Prelims)

Prospectus/Chapter Review

Dissertation Defense

Date: Time:

Location (UNC/Duke): Have you requested a room?

*PhD Exams: on what dates will the written exam take place?*

Advisor for this Milestone:

Additional Committee Members for this Milestone:

Will anyone attend via Skype, Phone, etc.? Give details or additional comments:

Signature of Advisor/Director of Graduate Studies:

***For PhD Exams or Dissertation Defense:***

*Must be submitted a minimum of 37 days before the first written exam or the defense.*

*REMINDER: Clear documentation must be on file in both departmental offices, that you have fulfilled the requirement of proficiency in a second foreign language before your Dissertation Defense can be scheduled.*