**Milestone Planning Form Updated March 2017**

**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:

 *For Prelims or Final Defense: Minor Area professor:*

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:

**Deadlines:**

Form may be given to department staff at either UNC or Duke; they will share documents between the offices.

All milestone forms should be submitted as soon as the milestone event is scheduled; however, please respect the following due dates. Submitted forms must include the date, time and location (UNC/Duke) of the event.

 **Event will occur: Milestone form due: Event will occur: Milestone form due:**

 Mid/Late Fall September 25 Early Summer April 25

 Early Spring November 25 Late Summer/Early Fall June 25

 Mid/Late Spring January 25

***Additional Critical Deadline for PhD Exams or Dissertation Defense:***

This form must MUST be submitted a minimum of 37 calendar days before the first written exam or the defense. Late submission will result in the re-scheduling of your Exam/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 Final Dissertation Defense can be scheduled.