CAROLINA-DUKE GRADUATE PROGRAM IN
GERMAN STUDIES

Milestone Planning Form

Updated January 2025

Student Name: _____

Duke Unique I.D. _____

UNC PID: _____

I plan to complete the following milestone:

- ☐ **Writing Proficiency Review**
- ☐ **PhD Exam (Prelims)**
- ☐ **Prospectus /Chapter Review**
- ☐ **Dissertation Defense (Final Exam)**
- ☐ ****en route MA(optional)**

Date: _____ **Time:** _____

On Campus

Location (UNC/DUKE): _____

Room Requested _____

Held via Zoom *(you are responsible for sending and setting up link to your committee)*

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

Advisor/Chair for this Milestone:_____

***For Prelims, en route MA, & Final Defense: Minor Area Representative is required**:* _____

Brief reason for the professor selection: _____

_____

_____

Committee Members for this Milestone:

_____ _____

_____ _____

*****optional en route MA after ALL requirements are meant for WPR/Prelims. including but not limited to all RCR Duke forums in order to meet minimum requirements for a master's degree.***

Signature of Advisor/Director of Graduate Studies: _____

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Duke University
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Durham, North Carolina 27708-0256
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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 efficiency in a second foreign language, before your Final Dissertation Defense can be scheduled.