

## Milestone Planning Form

Updated April 2023

Student Name: \_\_\_\_\_

I plan to complete the following milestone:  Writing Proficiency Review  
 PhD Exam (Prelims)  
 Prospectus/Chapter Review  
 Dissertation Defense  
 **\*\*en route MA (optional)**

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, en route MA, & Final Defense: Minor Area Representative is required:*** \_\_\_\_\_

*Brief reason for the professor selection:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional 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.***

Attending via Zoom or Skype; 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.

<b>Event will occur:</b>	<b>Milestone form due:</b>	<b>Event will occur:</b>	<b>Milestone form due:</b>
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.