Milestone Planning Form

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.

<table>
<thead>
<tr>
<th>Event will occur:</th>
<th>Milestone form due:</th>
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</thead>
<tbody>
<tr>
<td>Mid/Late Fall</td>
<td>September 25</td>
</tr>
<tr>
<td>Early Spring</td>
<td>November 25</td>
</tr>
<tr>
<td>Mid/Late Spring</td>
<td>January 25</td>
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<tr>
<td>Early Summer</td>
<td>April 25</td>
</tr>
<tr>
<td>Late Summer/Early Fall</td>
<td>June 25</td>
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</tbody>
</table>

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.