

CAROLINA-DUKE GRADUATE PROGRAM IN
GERMAN STUDIES

Milestone Planning Form

Updated October 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/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.***

Attending via Zoom or Skype; Give details or additional comments:

Signature of Advisor/Director of Graduate Studies: _____



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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 proficiency in a second foreign language, before your Final Dissertation Defense can be scheduled.