**Required Forms for All Carolina-Duke Milestone Events *Update: February 2017***

**CDG Milestone Form Deadlines:**

*All milestone forms should be submitted according to the following schedule and must include the date of the event.*

*However: See critical additional deadline information below, for PhD Exams and Final Defenses.*

 **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

**Writing Proficiency Review**

 **Student must pre-submit:**

[ ] CDG Milestone Form (signed by DGS OR advisor)

**Must be signed by advisor during event:**

[ ]  CDG WPR Documentation Form (advisor must sign)

**PhD Exam (Prelims): Written and Oral**

**Student must pre-submit:**

 [ ] CDG Milestone Form (signed by DGS OR advisor).

 *Must be submitted a minimum of 37 calendar days before the first written exam date.*

 *Allow additional time (submit earlier) if any committee members will need extra approval (see below).*

 *Failure to meet this deadline may result in both written and oral exams being rescheduled.*

 [ ] For any committee member who is not a current member of the regular CDG faculty at UNC or Duke: student must

check with staff in both Departmental offices, whether they are already eligible to participate in a committee. If not:

[ ]  Duke Departmental Staff needs the committee member’s CV as well as his or her date of birth.

[ ] UNC Departmental Staff needs the committee member’s CV.

*CV must include current academic appointment, as well as a section showing academic degrees.*

**Must be pre-submitted by staff:**

[ ] Duke Graduate Faculty Nomination Approval Form (if needed) (needs DGS approval).

[ ] Duke Committee Approval Form (needs DGS approval).

 *Must be approved by Duke Graduate School 30 days before the first written exam date.*

[ ] Duke Request for any faculty members to participate remotely (if needed).

[ ] UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval).

**Must be signed by advisor, DGS, and/or faculty committee during/immediately after event:**

[ ] Duke Preliminary Exam Form (committee and DGS must sign).

[ ] Duke SACS Forms (each committee member [minimum 4 people] must submit individual form).

[ ] UNC PhD Examinations Form, parts 1 & 2 (advisor must sign).

[ ] If any faculty member(s) participated remotely, their vote is required separately (on letterhead).

 **Prospectus/Chapter Review**

**Student must pre-submit:**

 [ ] CDG Milestone Form (signed by DGS OR advisor).

 [ ] For any new committee member who is not a current member of the regular CDG faculty at UNC or Duke:

student must check with staff in the UNC Departmental office, whether he or she is already eligible to participate

in a committee. If not:

[ ] UNC Departmental Staff needs the committee member’s CV.

*CV must include current academic appointment, as well as a section showing academic degrees.*

**Must be pre-submitted by staff:**

[ ] UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval).

**Must be signed by committee and DGS during/immediately after event:**

 [ ] UNC Prospectus/Committee form with minimum of FOUR committee signatures (ask UNC Staff to prepare this form).

**Final Dissertation Defense**

***Students should carefully read and follow all instructions in the CDG Graduation Timelines document.***

 **Must be on file in both departmental offices prior to scheduling defense:**

[ ] Clear documentation of having fulfilled the requirement of proficiency in a second foreign language.

**Student must pre-submit:**

[ ]  **Dissertation (penultimate draft to advisor 6 weeks before defense; final draft to committee 4 weeks before defense)**

 [ ] CDG Milestone Form (signed by DGS OR advisor).

 *All milestone forms should be submitted according to the standard schedule and must include the date of the event.*

 *Must be submitted a minimum of 37 calendar days before the defense date.*

 *Allow additional time (submit earlier) if any new committee members will need extra approval (see below).*

 *Failure to meet this deadline may result in in the final defense being rescheduled.*

 [ ] For any new committee member who is not a current member of the regular CDG faculty at UNC or Duke: student

must check with staff in both Departmental offices, whether they are already eligible to participate in a committee.

If not:

[ ]  Duke Departmental Staff needs the committee member’s CV as well as his or her date of birth.

[ ] UNC Departmental Staff needs the committee member’s CV.

*CV must include current academic appointment, as well as a section showing academic degrees.*

 [ ]  UNC Application to Graduate.

 [ ]  Duke Application to Graduate.

 *Both of these applications are due by the EARLIER (UNC or Duke) deadline.*

*Note: Regardless of when that deadline is, student must apply to graduate at Duke,*

*before they can make an appointment to receive their Duke Phd Exam Card (see below).*

 [ ] CDG Dissertation Defense Announcement Form (signed by DGS AND advisor)

 *Student must enter Dissertation Title and coordinate the signing of this form.*

 *Due in both departmental offices a minimum of 10 calendar days before the defense.*

 *Failure to meet this deadline may result in both written and oral exams being rescheduled.*

**Must be pre-submitted by staff:**

[ ] Duke Graduate Faculty Nomination Approval Form (if needed) (needs DGS approval).

[ ] Duke Committee Approval Form (needs DGS approval).

 *Must be approved by Duke Graduate School 30 days before the defense date.*

[ ] Duke Request for any faculty member(s) to participate remotely (if needed).

[ ] UNC Graduate Faculty Nomination (if needed) (needs DGS or Chair approval).

 [ ] UNC revised committee form (needs DGS approval).

 [ ] CDG Dissertation Defense Announcement Form (signed by DGS AND advisor).

 *Must be received at the Duke Graduate School a minimum of 7 calendar days before the defense date.*

**Student must receive from Duke Graduate School:**

[ ] Duke PhD Exam Card.

*During the week before the defense--once the completed CDG Dissertation Defense Announcement Form has been received at the Duke Graduate School (signed by both Advisor and DGS, and submitted by staff)--the Duke Graduate School personnel will contact student and arrange an Exam Card appointment.*

*(Wait to be contacted; notify Duke Departmental Staff if this does not happen).*

[ ] DukeSpace License Agreement.

 *This document will be presented to you at the Exam Card appointment, for your signature.*

[ ] Duke Exit Survey.

 *This survey will be provided to you at the Exam Card appointment.*

**Must be signed by advisor, DGS, and/or committee during/immediately after event:**

 [ ] Duke PhD Exam Card (committee and DGS must sign).

 [ ] Duke SACS Forms (each committee member [5 people] must submit individual forms).

 [ ] UNC PhD Examinations Form, parts 3 & 4 (committee must sign).

 [ ] If any faculty member participated remotely, his or her vote is required separately (on letterhead).

**Final PhD Forms and Related Tasks**

**Must be signed by advisor or DGS before Dissertation Submission:**

 [ ] UNC PhD Examinations Form (advisor must initial part 4).

[ ] UNC Degree Requirements Form (DGS must sign).

**Student must submit:**

 [ ] Dissertation

*Upload to the UNC ProQuest program "Carolina-Duke Joint Program in German Studies" no later than 30 days after defense.*

[ ] UNC Exit Survey.

 *This survey will be provided to you by way of email, from the UNC Graduate School.*

**Additional tasks for student, to ensure transcript accuracy and to prevent diploma/transcript holds:**

[ ] Carefully check transcript information at both UNC and Duke, to ensure there are no missing courses/grades.

[ ] Carefully check student accounts at both UNC and Duke, to ensure there are no outstanding financial responsibilities.