

# Qualifying Examination Scheduling Guidelines

*Please follow the directions outlined below to ensure the successful scheduling of your QE. Failure to schedule your own QE will be considered “Unsatisfactory” academic progress at your annual review.*

## **Graduate Affairs Officer Responsibilities:**

- Provide you with dates and times in which your committee members are NOT available during the quarter that you are assigned to take your QE.
- Assist in securing a location for your QE.

## **Student Responsibilities:**

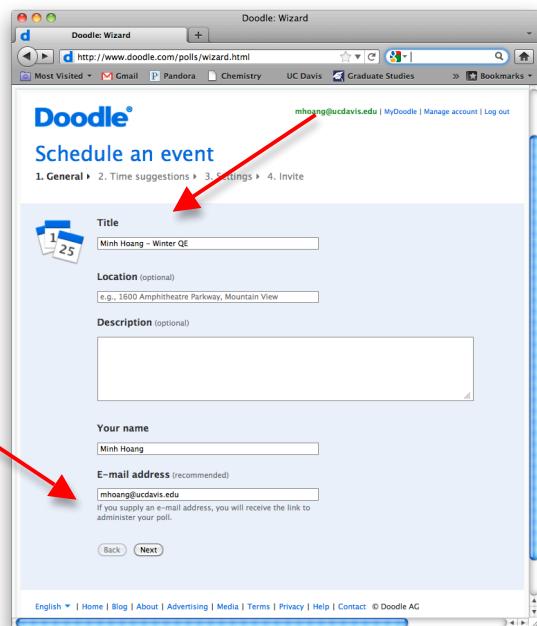
1. Identify all dates and times in which all committee members are tentatively available for three (3) hours.
2. Create a poll at “doodle.com” for individual members to confirm their availability.
3. Find a location for your QE with help from your Graduate Affairs Officer.
4. Close the poll after a final date and room have been determined.
5. Send a “Final Date” e-mail to your committee members with a copy to your Research Director and Graduate Affairs Officer.
6. Send an e-mail reminder of the final date up to 72 hours in advance of your QE.

## **Doodle Step 1: Schedule an Event**

Title format should read “[First Name] [Last Name] – [Quarter] QE”

Example: Donald Duck – Winter QE

Location and description not necessary, but please provide your campus e-mail address.



Doodle Wizard

Doodle: Wizard

<http://www.doodle.com/polls/wizard.html>

1. General 2. Time suggestions 3. Settings 4. Invite

**Doodle®**

**Schedule an event**

**Title**

**Location (optional)**  
e.g., 1600 Amphitheatre Parkway, Mountain View

**Description (optional)**

**Your name**

**E-mail address (recommended)**

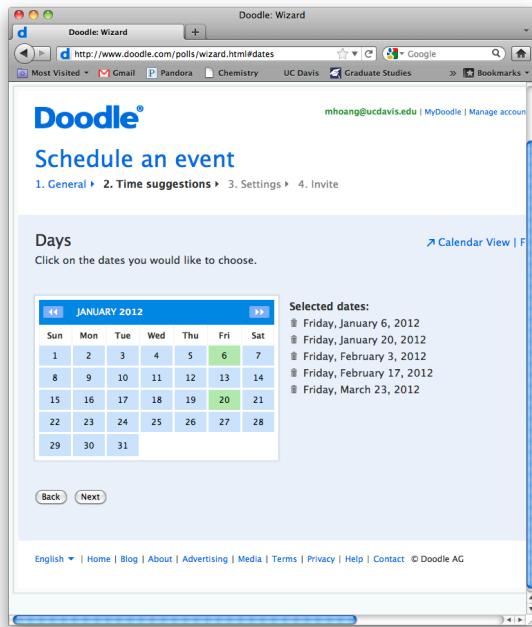
If you supply an e-mail address, you will receive the link to administer your poll.

**Back** **Next**

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## Doodle Step 2: Select Dates

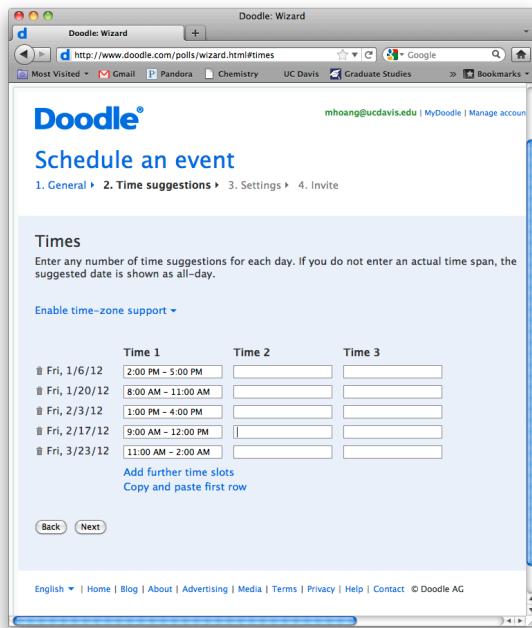
Dates must be within the quarter you have been assigned, as early as the day the “**Quarter begins**” and as late as the day the “**Quarter ends**” (please refer to the Academic Calendar on the Registrar’s Office website).



The screenshot shows the 'Days' step of the Doodle Wizard. The title bar says 'Doodle: Wizard'. The main content area is titled 'Schedule an event' with the sub-step '2. Time suggestions'. Below this, a breadcrumb navigation shows '1. General > 2. Time suggestions > 3. Settings > 4. Invite'. The main area is titled 'Days' and contains a sub-instruction 'Click on the dates you would like to choose.' Below this is a calendar for January 2012. The days of the week are labeled: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are numbered 1 through 31. The 6th, 13th, and 20th are highlighted in green, while the 20th is also highlighted in yellow. To the right of the calendar, a 'Selected dates:' list shows the chosen dates: Friday, January 6, 2012; Friday, January 20, 2012; Friday, February 3, 2012; Friday, February 17, 2012; and Friday, March 23, 2012. At the bottom of the calendar are 'Back' and 'Next' buttons. The footer of the page includes links for English, Home, Blog, About, Advertising, Media, Terms, Privacy, Help, and Contact, along with a copyright notice for Doodle AG.

## Doodle Step 3: Suggest Times

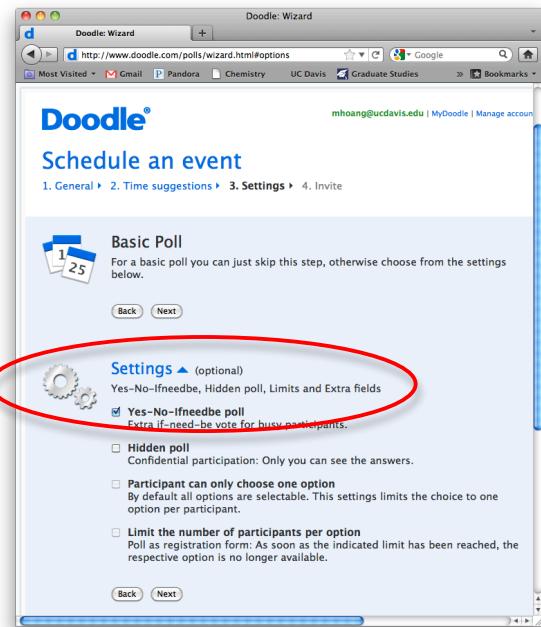
Provide only one three-hour-block per day between the hours of 8:00 AM and 5:00 PM Monday through Friday (unless dates are severely limited)



The screenshot shows the 'Times' step of the Doodle Wizard. The title bar says 'Doodle: Wizard'. The main content area is titled 'Schedule an event' with the sub-step '2. Time suggestions'. Below this, a breadcrumb navigation shows '1. General > 2. Time suggestions > 3. Settings > 4. Invite'. The main area is titled 'Times' and contains a sub-instruction 'Enter any number of time suggestions for each day. If you do not enter an actual time span, the suggested date is shown as all-day.' Below this is a table with three columns: 'Time 1', 'Time 2', and 'Time 3'. The table has five rows, each corresponding to a date: Fri, 1/6/12; Fri, 1/20/12; Fri, 2/3/12; Fri, 2/17/12; and Fri, 3/23/12. Each row contains three input fields for time ranges. The first row (1/6/12) has ranges '2:00 PM - 5:00 PM', '8:00 AM - 11:00 AM', and '1:00 PM - 4:00 PM'. The second row (1/20/12) has ranges '9:00 AM - 12:00 PM', '11:00 AM - 2:00 PM', and '1:00 PM - 4:00 PM'. The third row (2/3/12) has ranges '9:00 AM - 12:00 PM', '11:00 AM - 2:00 PM', and '1:00 PM - 4:00 PM'. The fourth row (2/17/12) has ranges '9:00 AM - 12:00 PM', '11:00 AM - 2:00 PM', and '1:00 PM - 4:00 PM'. The fifth row (3/23/12) has ranges '9:00 AM - 12:00 PM', '11:00 AM - 2:00 PM', and '1:00 PM - 4:00 PM'. Below the table are buttons for 'Add further time slots' and 'Copy and paste first row'. At the bottom are 'Back' and 'Next' buttons. The footer of the page includes links for English, Home, Blog, About, Advertising, Media, Terms, Privacy, Help, and Contact, along with a copyright notice for Doodle AG.

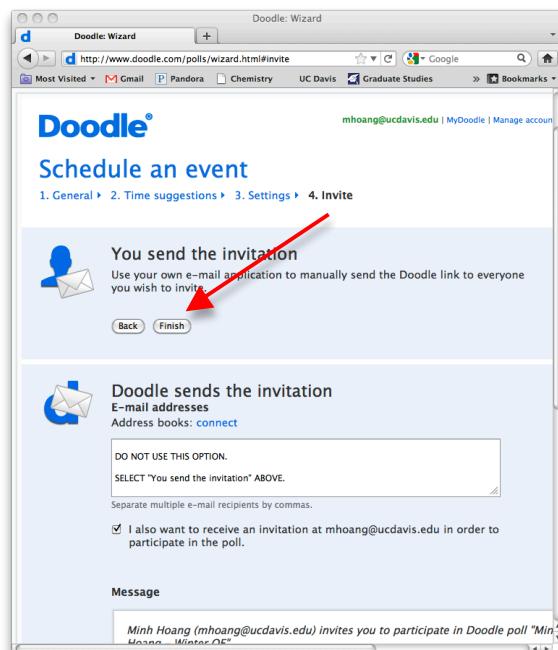
## Doodle Step 5: Choose Setting

Do NOT use a “Basic Poll”—change settings to “Yes-No-Ifneedbe” for more scheduling flexibility.



## Doodle Step 6: Send Invitation

Click “Finish” under the section “You send the invitation.” Do NOT have Doodle send the invitation. You will be e-mailed the appropriate link for your poll to distribute to your committee members.



## Doodle Poll E-mail Sample

To: QE Chair, QE Member 2, QE Member 3, QE Member 4,  
QE Member 5

Cc:

Subject: Please Reply – Tentative QE Dates for Donald Duck

Good Morning,

I have identified 5 dates in which all members are tentatively available for my Winter quarter QE. Please use the following link to mark your availability on those dates:

[\[insert doodle link here\]](#)

Thank you!

Donald

## Reminder E-mail Sample

*Please allow one week before sending any follow up messages.*

To: QE Member 2, QE Member 3,

Cc:

Subject: 2<sup>nd</sup> Request – Tentative QE Dates for Donald Duck

Dear QE Member 2 and QE Member 3:

3/5 responses are in. This is a reminder to please record your availability online:

[\[insert doodle link here\]](#)

It appears either January 6<sup>th</sup> or March 23<sup>rd</sup> is the date that may work for everyone.

Thank you!

Donald

## Final Date E-mail Sample

*After you have identified a date for your QE, secure a location before closing the poll and sending the following notice. Be sure to copy your Research Director and Graduate Affairs Officer on the notice.*

To: QE Chair, QE Member 2, QE Member 3, QE Member 4,  
QE Member 5  
Cc: Research Director, Graduate Affairs Officer  
Subject: Final Date – QE for Donald Duck (01/06/12)

Good Afternoon,

The consensus is in! The final date for the Winter QE of Donald Duck is:

Day: Friday  
Date: January 6, 2012  
Time: 2:00 PM – 5:00 PM  
Location: 159 Chemistry

I will send a reminder up to 72 hours before the date of the exam. Thank you!

Donald