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:
- o 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.
- o Assist in securing a location for your QE.
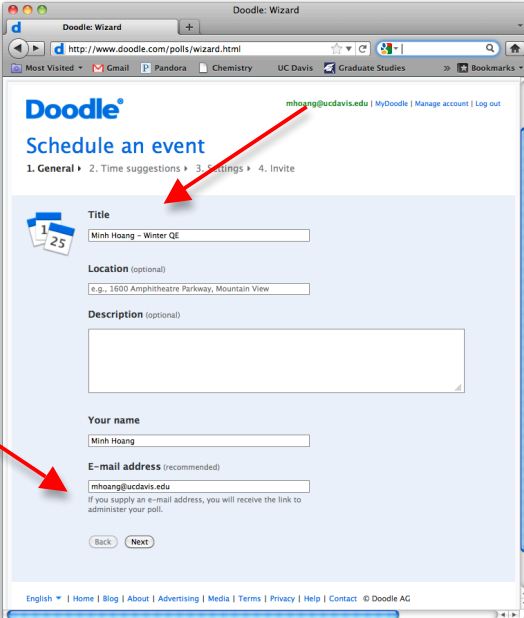
Student Responsibilities:
1. Identify all dates and times in which all committee members are tentatively available for three (3) hours.
2. Create a poll at "doodle.com" for individual members to confirm their availability.
3. Find a location for your QE with help from your Graduate Affairs Officer.
4. 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"
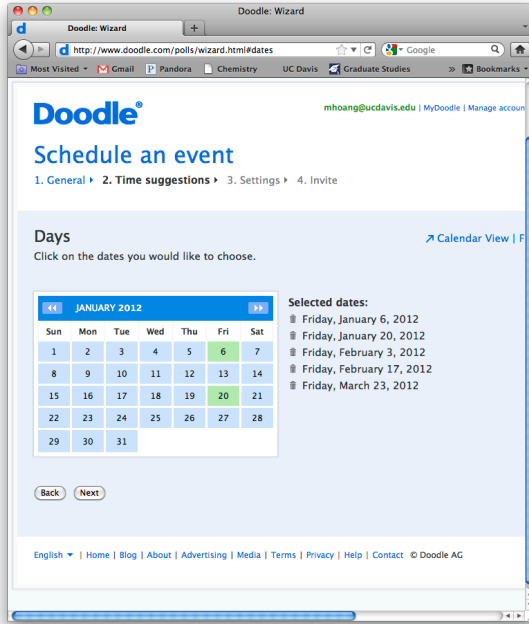Example: Donald Duck – Winter QE
Location and description not necessary, but please provide your campus e-mail address.
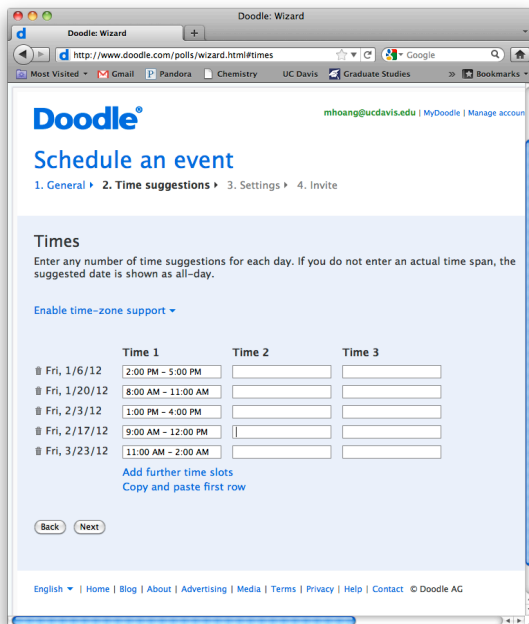
Doodle Step 2: Select Dates

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).
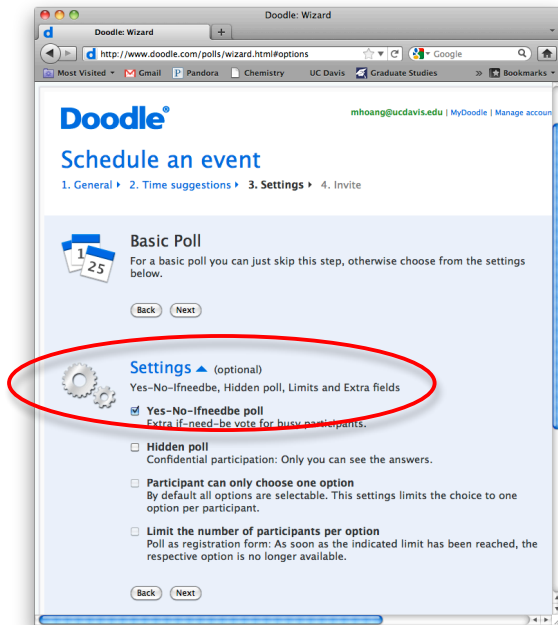

Doodle Step 3: Suggest Times

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)
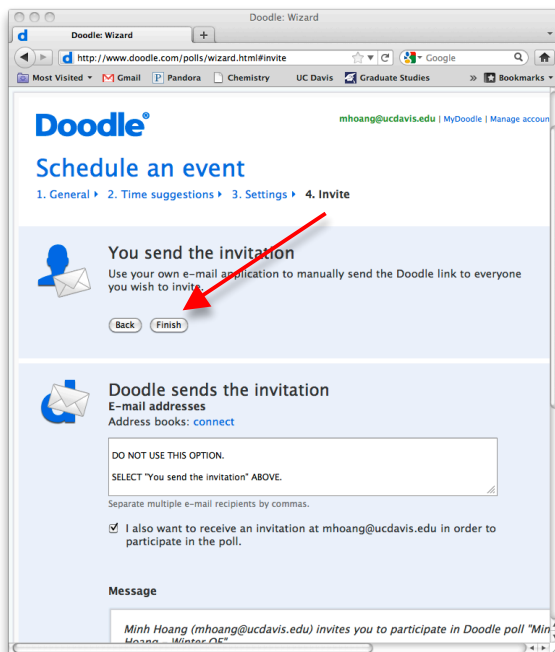
Doodle Step 5: Choose Setting

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 initiation. 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: 2nd 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 6th or March 23rd 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