

## Steps to Scheduling the Qualifying Examination

**NOTE: Any deviation from the schedule below will require approval from the Vice Chair for Graduate Affairs**

**Identify a Faculty Adviser (Dissertation Chair):** To arrange the Qualifying Examination, you must first settle on an area of concentration, and identify and secure a prospective dissertation chair (faculty adviser) – someone who agrees to supervise your dissertation research if the examination is passed.

**Committee Formation:** **Two months** before the date of the exam, you must constitute the QE committee. Students should seek advice from their prospective dissertation chair (faculty adviser) when putting together their exam committee. The committee must consist of four faculty members. All committee members can be faculty in the Mathematics Department and the chair must be in the Mathematics Department. The Math member **least** likely to serve as the dissertation advisor should be selected as chair of the qualifying exam committee.

**Create an Exam Syllabus:** In consultation with the chair of the QE committee, you will write up an exam syllabus. Sample syllabi and a list of faculty who have served as outside members in the past are all available in the QE Resource Folder linked on the department's QE website. The syllabus must indicate the departmental sections for which you will be examined and must be approved by the exam committee. Please use the syllabus template provided in the QE Resource Folder to conform to standard formatting requirements.

**Distribution of Exam Syllabus to Faculty:** **6 weeks** before the exam, you should send a PDF copy of the QE syllabus to the Graduate Advisor who will distribute it to all faculty in the two (or three) sections in which you will be examined. You should allow for two weeks for a response from the faculty. If feedback on the syllabus content is received, the student must then consult the chair of the exam committee and their prospective adviser before proceeding with changes to the syllabus.

**Exam Logistics:** **4 weeks** before the date of the exam, the student reserves a room using the [room reservation calendar](#) or schedules a remote meeting via Zoom. Any department space with a chalk or white board (aside from 1015) should be suitable for the exam. If a room in the department is not available you can ask Main Office staff to reserve a room in Evans from the central Scheduling Office. If you are taking the QE on Zoom, please review these [Best Practices for Zoom Qualifying Exams](#).

**4 weeks** before the exam you should also submit the **Graduate Division Application for the Qualifying Examination** which is an eForm housed in CalCentral. The eForm is called, "**Higher Degrees Committees Form.**"

Once your exam is formally approved at the Graduate Division level you will see a notice of approval on the My Academics tab of your CalCentral account. Please note that the exam will not be valid until approved at the Graduate Division level.

**Failure to submit the application four weeks prior to your exam may require you to reschedule the exam!**

Two or three days before the exam date, the student should send a reminder to all committee members with all exam details (date, location, time) and a copy of the syllabus.

**OTHER DETAILS:**

At the conclusion of the exam, the QE committee submits the exam results to the Graduate Office, which is then submitted to Graduate Division.

Once you have passed the QE you are required to advance to candidacy before the start of the following semester. Students who fail to advance to candidacy in the stated time will have an enrollment hold placed on their account.