

**Policy for  
Written Comprehensive Exams  
Department of Pharmacotherapy and Outcomes Science**

- A. A written comprehensive exam committee will be formulated which consists of the student's major advisor, who will chair the committee, and at least two additional graduate faculty members. At least two of the comprehensive exam committee members should be from the Department. The members of this committee may or may not serve as the Department's representatives on the student's research advisory committee.
- B. A written research proposal will be submitted by the student in the NIH format as follows:
1. Abstract/Summary (one page)
  2. Specific Aims
  3. Background and Significance
  4. Preliminary Results (if any)
  5. Proposed Research Design and Methods (include anticipated results)
  6. Human Subjects research (include Protection of Human Subjects, data and safety monitoring plan, inclusion of women and minorities, and inclusion of children)
  7. Vertebrate Animals (if appropriate)
  8. References
  9. Budget & Budget Justification

A title page, with the title of the proposal and student's name, must be placed before the abstract. The topic of the proposal may be either related or unrelated to the student's Ph.D. project and should be a maximum of 25 pages in length (double space 12 pt font, 1" margins) including figures and tables but excluding the title page.

The proposal should be submitted at least two weeks before the written exam is administered. The proposal will be evaluated by the comprehensive exam committee to determine whether the student can proceed to the written comprehensive exam.

- C. The student's major advisor in consultation with the examining committee will formulate and administer a written, problem-solving oriented exam in the student's major field. The written answers to the questions will be due one week from the date the student receives the exam questions. The exam and proposal will be graded Pass/Fail by the examination committee. In the event of failure, the graduate faculty of the Department of Pharmacotherapy and Outcomes Science will evaluate the student's standing.

- D. The research proposal will be modified according to comments from the examination committee and the oral qualifying exam should be scheduled within 6 weeks of passing the written exam. This modified proposal will serve as a guide for advisory committee use prior to the oral qualifying exam.
- E. The proposal is due to the committee prior to the end of the student's 36<sup>th</sup> month of study. The entire written examination process should be completed by the end of the student's 39th month of study.

Reviewed 1/19/15