

UNIVERSITY OF WISCONSIN-MADISON

Academic Policies and Procedures Handbook



Master of Science in
Biotechnology Program

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE
AND PUBLIC HEALTH

www.ms-biotech.wisc.edu

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**505 South Rosa Road
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Madison, WI 53719-1262**

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I. PROGRAM OVERVIEW

Intention/Role of Handbook

This handbook is intended for graduate students who are pursuing Master of Science in Biotechnology degrees. The UW-Madison Graduate School is the ultimate authority for granting graduate degrees at the University. The Department of Cell and Regenerative Biology administers the M.S. in Biotechnology program under the authority of the Graduate School. The Graduate School's Academic Policies and Procedures provide essential information regarding general University requirements. Program authority to set degree requirements beyond the minimum required by the Graduate School lies with the M.S. in Biotechnology program faculty. The policies described in this handbook have been approved by the program faculty as a whole. Degrees and course requirements may change over time. However, students must meet the degree and course requirements in effect when they entered the program. In addition, administrative procedures and processes can change over time. Students are required to follow the procedures and processes listed in the current handbook. The information in this handbook should also be supplemented by individual consultation with your advisor and committee so that individual needs/interests and all degree requirements are met. Additional information is available via the Department's Web page. Students may also wish to consult the Graduate School's Web page.

Key Terms

Where these regulations refer to the "chair," this typically means the chair of the Cell and Regenerative Biology Department.

"Faculty" refers to the faculty of M.S. in Biotechnology Program.

Key Individuals and Roles

Graduate Program Coordinator

Director of Graduate Studies

Other key program/unit/department staff members

Program Vision/Mission statements

Mission: An integrated curriculum in science, policy, law and business preparing students to LEAD the development and commercialization of new and promising technologies.

To provide a learning environment, rich in academic and industrial collaboration by drawing on the resources and expertise of global leaders in biotechnology, the Master of Science (M.S.) in Biotechnology Program is designed for the biotechnology professionals who are ready to broaden their understanding and skills—and advance their careers.

Learning Outcomes (aka “Learning Goals” or “Training Goals”)

Knowledge and Skills Learning Goals

- Apply core scientific and business principles to distinguish the difference between scientific and commercial success, and gain insight in to the challenge of balancing product usefulness with positive return on investment.
- Understand how regulation is developed and how it interacts with business and finance to influence the formation and growth of technology companies.
- Understand and apply modern biotechnology methods and practice, as well as effective written and oral scientific communication, through hands-on participation in the laboratory.
- Apply knowledge of seven functional specialties (regulatory affairs, quality assurance, biomanufacturing, quality control, non-clinical development, clinical development and project management) to the coordinated process of product development.

- Understand the processes, technologies, scientific principles and major challenges of the early drug discovery process as it continues to evolve.
- Evaluate the potential of a product or technology based on the organizational resources required for full commercialization.
- Understand firm-level strategic development, and apply strategic business principles in day-to-day operations.
- Demonstrate an ability to identify a global problem, and how biotechnology may offer a novel solution(s).
- Integrate the technical, sociological and leadership skills that are necessary to design, use and defend a global project management plan.

Professional Conduct Learning Goals

- Integrate topics in science, policy, law and business in order to lead the development and commercialization of new and promising technologies.
- Recognize and apply principles of ethical and professional conduct develop long-term networks and relationships with industry partners.
- Understand the ethical and safety issues that help shape public policies on biotechnology and its applications.

Program Statistics/Prospects

Student enrollment statistics

The M.S. in Biotechnology Program brings into focus the “big picture” of life science product development and commercialization. The cross-functional knowledge our students gain helps them successfully direct their careers toward positions of greater leadership and responsibility. A course schedule designed to accommodate working professionals allows students to maintain full time employment while earning their degree.

Over the last 10 years (2007-2016), the program has graduated over 225 students with 91.7% job placement rate. While many graduates remain with the company they were working with at the start of their program, several are able to shift careers, with almost all students taking a positive forward step in their career pathway.

Program Structure

Administration

Richard Moss, Ph.D.

- Senior Associate Dean for Basic Research, Biotechnology and Graduate Studies
- Executive Director and co-founder, M.S. in Biotechnology Program
- Professor, School of Medicine and Public Health

Kurt Zimmerman, M.S.

- Director, Industry Engagement for the School of Medicine and Public Health
- Director, Master of Science in Biotechnology

Natalie Betz, Ph.D.

- Associate Director and Faculty Instructor, Masters of Science in Biotechnology

Bryan Husk, M.A.

- Assistant Director, Master of Science in Biotechnology

Michele Smith, M.S., SCT(ASCP)

- Program Manager, Master of Science in Biotechnology

List of Program Faculty

Karin Borgh, Ph.D., Executive Director of BioPharmaceutical Technical Center Institute.

Dave Bormett, M.S., Executive Director, Quality Assurance, Arrowhead Pharmaceuticals.

Tom Burke, Ph.D., Director of Genome Engineering, Cellular Dynamics International Inc.

Russ Coff, M.B.A., Ph.D., Professor, Management and Human Resources.

Hansi Dean, Ph.D., Vice President and Head of Discovery Research, Takeda Pharmaceuticals, USA, Inc.

Ed Elder, Ph.D., R.Ph., Director, Zeeh Pharmaceutical Experiment Station, UW-Madison, School of Pharmacy.

Michael Falk, J.D., M.B.A., General Counsel, Wisconsin Alumni Research Foundation.

Scott Fulton, M.S., Founder and CEO, Celler, LLC.

Fabio Gaertner, Ph.D., Assistant Professor, Accounting & Information Systems, UW-Madison, Wisconsin School of Business

Martin Ganco, Ph.D., Associate Professor, Management and Human Resources, UW-Madison, Wisconsin School of Business.

Heather Gerard, M.S., Intellectual Property Manager, Promega Corporation.

Jennifer Gottwald, Ph.D., Licensing Manager, Wisconsin Alumni Research Foundation.

Derek Hei, Ph.D., Vice President of Clinical Manufacture, Quality, and Regulatory, Cellular Dynamics International.

Susan LaBelle, M.B.A., Managing Director, UW-Madison, Office of Corporate Relations.

Dave Lewis, Ph.D., Chief Scientific Officer, Arrowhead Research.

Thomas Machleidt, Ph.D., Senior Research Scientist, Promega Corporation.

Eugene McNally, Ph.D., Executive Director, Product Development and Manufacturing, Pharmaceutical Product Development, Inc. (PPD).

Pilar Ossorio, Ph.D., J.D., Professor of Law and Bioethics, UW-Madison, Law School.

Hart Posen, Ph.D., M.B.A., Associate Professor, Management and Human Resources, UW-Madison, Wisconsin School of Business.

Marla Rybowski, Director of Operations, The Employer Group.

Jay Scheistle, M.B.A., Vice President of Operations and Diagnostics, Lucigen Corp.

Richard Schifreen, Ph.D., Accelerator Program Manager, Wisconsin Alumni Research Foundation.

Ben Seffrood, M.B.A., M.S., Head of Finance, Roche NimbleGen.

Laura Strong, Ph.D., Founder and CEO at Propagate Health; Board Member at Starting Block Madison, President and COO, Quintessence Biosciences.

Charlie Trevor, Ph.D., Professor, Management and Human Resources, UW-Madison, Wisconsin School of Business.

Cheryl Vickroy, M.B.A., Director, Center for Technology Commercialization.

Eric Vincent, Ph.D., Global Product Manager, Promega Corporation.

Mary Westrick, Ph.D., Vice President, US Phase 1 (retired), Quintiles.

The M.S. in Biotechnology program is designed to meet the needs and obligations of working professionals by integrating science, business and law into each semester.

Interdisciplinarity students learn to work with diversity through group activities as they prepare to lead the development and commercialization of emerging biotechnologies. Courses are also team taught by a combination of university experts and private industry leaders, providing a unique blend of theoretical and functional knowledge that students can immediately apply to their careers.

Program defined in relation to the department, the school/college, and/or the university. The M.S. in Biotechnology falls under the Department of Cell & Regenerative Biology within the School of Medicine and Public Health. The program follows the main threads of the SMPH in terms of education, research, and community and public health. The program reaches out to experts within the university and the industry to provide real world teaching and research moments that affect public health.

Program partners: Campus (dual, double, joint degrees or less formalized campus partners); Industry Leading-edge instructors are drawn from the UW-Madison's highly ranked schools of law, medicine, business, pharmacy, engineering, and agricultural and life sciences, as well as the surrounding biotechnology industry. Through affiliations with the University Research Park, the Wisconsin Alumni Research Foundation (WARF), and the Biopharmaceutical Technology Center Institute, we provide students and insider's look at emerging technologies and start-up companies.

Defining the Field/Discipline

What is biotechnology? The UW-Madison's highly diverse concentration of bioscience expertise makes it a world leader in biotechnology, life science, and medical research. The UW-Madison ranks 6th in research expenditures out of 905 ranked (NSF, <https://ncesdata.nsf.gov/profiles/site?method=rankingBySource&ds=heard>). By fusing science, business, and the law, learners in the M.S. in Biotechnology become leaders. From early drug development, to leading diverse teams of people in biomanufacturing and diagnostics, the biotechnology program is part of the package to improve human health and welfare worldwide.

II. ADVISING

The M.S. in Biotechnology advisors include program administrators as well as faculty. The program fosters interaction among faculty and students. In this way, advising may change based on the semester and year. During the final year, students will be assigned specific advisors for their capstone project.

Advisor / Advisee Roles

Advisor:

The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/ her degree milestones. The chair or co-chair of the committee must be Graduate Faculty from the student's program. Advisors may often play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

Advisee:

Since the advisor's role can vary, students should discuss roles and expectations with their advisors or prospective advisors.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

Advising Resources

Advisor Selection

During the second students will be assigned an advisor for final project(s).

The advisor should be a faculty member whose expertise and project/research interests match closely with those that the student intends to acquire. Students are encouraged to gather information from courses, faculty and student seminars, the program website, and publications to help identify faculty with matching interests. While no faculty member is obliged to accept a student's request to serve as advisor, invitations are usually accepted except in cases where the faculty member judges that a different advisor would serve the student's needs better. For more information see the Advisor policy from the Graduate School, grad.wisc.edu/acadpolicy/#advisor.

A student who later decides that a different faculty advisor would be preferable should discuss this with the current advisor and then feel free to seek the change. Selection of an advisor, or a change of advisors, should be based on the faculty member's ability to guide the student expertly into the chosen area of interest/research. When a student has selected, or change, advisors, file the appropriate form with your program's graduate coordinator.

Additional Advising Contacts

Students should always reference the program's website, this Handbook, the Graduate School's website (grad.wisc.edu), and the Graduate School's Academic Policies and Procedures (grad.wisc.edu/acadpolicy/) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact the Graduate Program Coordinator. The Graduate Program Coordinator may play a role with issues including satisfactory academic progress, academic deadlines, graduation completion, program-related forms, advising/course holds and permissions, and course offerings.

III. MASTERS DEGREE REQUIREMENTS

Program Basics

- Program tracks/specializations/concentrations or formal named options (if applicable)
The M.S. in Biotechnology Program Mission is an integrated curriculum in science, policy, law and business preparing students to LEAD the development and commercialization of new and promising technologist.

The M.S. in Biotechnology Program provides one track to obtain a master degree. Students enroll in all required courses as a cohort. There are no elective courses for students. There are no substitute courses for the curriculum. Any courses taken outside of the requirements are up to the student and assessed as additional tuition.

- Credits and Courses
Each semester, all courses for each semester are especially designed to link to provide and discuss the science, the business and the regulatory needs to be successful in the field of biotechnology.

| COURSE | COURSE DESCRIPTION | SEQUENCE |
|---|--|---|
| Intellectual Property, Patients, and Licensing | The program begins with an emphasis on technology assessment. In addition to these courses, students will work as part of a team on a semester-long technology assessment project that puts everything they have learned into practice. | Year One Fall Semester Technology Assessment |
| Business of Biotechnology: Fundamentals | | |
| Molecular Technologies I Biotechnology Regulation and Ethics | | |
| Molecular Technologies II Biotechnology Operations | In the second semester, you'll build on previous coursework and gain in-depth exposure to regulatory affairs, quality assurance, and biomanufacturing. | Year One Spring Semester Product Development |
| Business of Biotechnology: Commercialization Pathways | The three courses in this semester provide an overview of drug discovery and the process of taking new technologies to market. By blending science and business, students gain a solid understanding of the complex management issues that can arise. | Year Two Fall Semester Market Assessment and Product Delivery |
| Early Drug Discovery | | |
| Molecular Technologies III | | |
| Business of Biotechnology: Sustaining Growth | The unlimited potential of biotechnology comes with complex scientific, business and management challenges. In this final semester, students complete a fully integrated capstone project that spans all three courses. Students select a technology, assess its business potential and explore the management issues that define its potential as a marketable project. | Year Two Spring Semester Frontiers and Strategic Planning |
| Project Management and Leadership | | |
| Advanced Biotechnology: Global Perspectives | | |

- Milestone Requirements

All assignments for all courses are due on the date indicated on the syllabus and/or assignments table. Late assignments will be given a grade of “zero”, unless the course instructor uses their discretion and gives a reduced score. Students are expected to contact their instructor as early as possible once he/she feels that an assignment will be turned in late or that he/she needs assistance. Only courses that receive a grade of “C” (2.00 on a 4.00 GPA scale) can be counted toward degree completion.

The M.S. in Biotechnology follows the Graduate School of UW-Madison requirements to maintain a cumulative grade-point average (GPA) of 3.00 (on a 4.00 scale) at all times. Students whose cumulative GPBA falls below a 3.00 will be placed on academic probation for a minimum of one semester.

- Sample Schedule/Timeline/Checklist

The Master of Science in Biotechnology program is a two-year degree with traditional Fall and Spring semesters (no courses are offered during the summer semester). Courses are designed to fit well for working adults. Each course is comprised of seven sessions, which take place every other week throughout the sixteen week semester. Each session consists of classes on Thursday evening (6:00pm-9:00pm), all day Friday (8:00am-5:00pm), and Saturday mornings (8:00am-12:00pm).

- Learning outcomes (learning goals):

The fast-paced curriculum in the M.S. in Biotechnology program is unique in its fully integrated approach. All courses are built around team projects and extensive written and oral communication exercises. Success in biotechnology demands cross-functional expertise and global vision. By fusing science, business and law, the program creates a well-rounded educational experience that provides a comprehensive view of product development and delivery. Students benefit from both academic and professional experts that teach with a team approach.

Tuition and fees are fixed within the M.S. in Biotechnology Program and are based on the core required courses over two years (four semesters). Students enrolled in the M.S. in Biotechnology Program are not permitted to enroll in other courses at the University of Wisconsin – Madison outside of the program.

The M.S. in Biotechnology does not provide direct financial aid for any students. Corporate tuition support must be sought out by the student by working with his/her employer. Student veterans should check with UW-Madison regarding tuition waivers.

IMPORTANT INFORMATION REGARDING CAMPUS ASSISTANTSHIPS:

- Students enrolled in the M.S. in Biotechnology Program **ARE NOT** allowed to accept research assistantships, teaching assistantships, project assistantships, or other University appointments that grant waivers on tuition and/or academic fees.
- Accepting an assistantship or tuition waiver while enrolled in the M.S. in Biotechnology Program may lead to the removal of the student from the cohort.

Students can contact the Office of Student Financial Aid to discuss federal loan programs and other lending opportunities. See <https://financialaid.wisc.edu> for more information. The Office of Student Financial Aid (OSFA) assists students whose personal and family resources are not adequate to cover the expenses involved in attending the M.S. in Biotechnology Program at UW-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

Choosing Advisor/Co-Advisor, Committee and Topic/Project

- Selection guidance
 - The M.S. in Biotechnology advisors include program administrators as well as faculty. The program fosters interaction among faculty and students. In this way, advising may change based on the semester and year. During the final year, students will be assigned specific advisors for their capstone project.
- Changing advisor
 - Students will have a wide variety of advisors including program staff and faculty. Advice on assignments and projects may be brought to all staff. For the final capstone project, students are assigned advisors based on the scope of the project. Students are encouraged to work with both program staff and faculty any time that there is a struggle or conflict in order to either resolve the problems including a change in an advisor.

Timelines and Deadline Requirements

- Final capstone thesis project
 - Eligibility requirements: All courses within the M.S. in Biotechnology program are geared toward the final capstone project. Students should be starting to develop a capstone plan by spring semester of their first year and then continue working on it throughout their second year, and finally submitting the final project during the final sessions of spring semester of year two.
 - Program deadlines/time limits; GS deadlines/time limits (including graduation deadlines: grad.wisc.edu/currentstudents/degreedeadlines/)
 - Evaluation/Assessment of thesis: The capstone thesis project is evaluated and assessed by cohort peers, team advisors, and selected faculty.
 - Availability of sample capstone theses projects: Due to the nature of the program, final projects are not shared fully with each cohort. Titles and partial information of outstanding projects may be shared.
 - Checklist for Graduation
 - Timing of final draft submission to committee: The final capstone thesis project must be submitted on the final session of the program. Oral presentations may be due during the sixth or seventh session of the spring semester of year two.
 - Warrant request steps/deadlines: Program staff and faculty take care of warrants for all students eligible for graduation.
-

IV. DOCTORAL DEGREE REQUIREMENTS

The M.S. in Biotechnology program does not have doctoral degree requirements.

V. DOCTORAL MINOR (TAKEN BY STUDENTS OUTSIDE THE PROGRAM)

The M.S. in Biotechnology program does not provide for a doctoral minor.

VI. ENROLLMENT

Enrollment Requirements

Qualified applicants will have achieved the following parameters:

- Bachelor's degree with a minimum of:
 - GPA of 3.00 out of 4.00
 - At least two semesters of biology or other related life science courses
 - International students need to achieve the equivalent of a bachelor's degree from an accredited evaluation company
- Three letters of recommendation from teachers, supervisors, or researchers
- Several years of work experience
 - Preferred consideration is given to applicants with work experience in the industry
 - Applicants with only classroom based experiences will be denied admission unless they can substantiate the work activities such as:
 - Independent laboratory experience
 - Internships
 - Job shadowing
 - Industry-related volunteer work
- Graduate Record Examinations (GRE) are not required

All students admitted into the M.S. in Biotechnology Program will be enrolled as full-time students. Each semester, students will be enrolling in two (2) to four (4) courses for a total of eight (8). All courses within the M.S. in Biotechnology Program are developed to be taught in a sequence. As a cohort, students will not be able to take elective courses. Students will not be able to attend part-time (less than 8 credit hours per semester).

Auditing Courses

Students enrolled the M.S. in Biotechnology Program are not allowed to audit any of the core courses of the program. Students wishing to audit other courses within UW-Madison will be subject to other enrollment parameters and additional tuition. No audited courses will be accepted toward graduation requirements.

Exception: International students are required to enroll in one English as a Second Language (ESL) for graduate students. This course is part of the core requirements and students are not assessed at a higher tuition rate. This course is designed to help international students learn and expand their research and writing skills in English. These courses will not be counted toward the degree for graduate students or be part of their comprehensive GPA.

Residence for Tuition Purposes

The M.S. in Biotechnology Program does not distinguish between residency requirements. All students are assessed the same tuition rate. The cohort that starts in fall 2017 and finishes in spring 2019 will be assessed \$42,000 over the two-year span. This works out to \$10,500 per semester, and \$21,000 each year.

Transfer of Graduate Work from Other Institutions

grad.wisc.edu/acadpolicy/#transferofgraduateworkfromotherinstitutions

Previous graduate work performed at other institutions or within UW-Madison will not be applied toward graduating with a M.S. in Biotechnology Degree. This is because of the unique cohort and team structure of the program.

VII. SATISFACTORY PROGRESS – ACADEMIC EXPECTATIONS

The following parameters are expectations to continue satisfactory academic progress:

- Minimum course grade requirements (for all and/or specific courses)
 - The M.S. in Biotechnology program uses a 4.00 grading scale so that:
 - A = 4.0
 - AB = 3.5
 - B = 3.0
 - BC = 2.6
 - C = 2.0
- C = 2.0GPA requirements if program requires more than 3.0 (overall and/or for specific courses – such as core courses)
 - Only courses in which the student receives a grade of “C” or above are counted toward degree completion.
 - The Master of Science in Biotechnology and the Graduate School of UW-Madison require that students maintain a cumulative grade-point average (GPA_ of 3.00 (on a 4.00 scale) at all times. Students whose cumulative GPA falls below a 3.00 will be placed on academic probation for a minimum of one semester.
- Course/seminar attendance requirements
 - Attendance at all class sessions is a requirement of the Master of Science in Biotechnology Program. Absences may be excused by participating faculty **if they are communicated in advance**. Students can expect a reduction in their grade for missed classes, and may not be limited to the class participation portion of the course grade.
 - Faculty and instructors may require students to attend scheduled meetings of a class and/or to participate in other course-related activities, including distance activities. Students are responsible for materials presented in such meetings or activities. Faculty and instructors are encouraged to extend reasonable consideration to accommodate students should their university-endorsed extracurricular activities, not including practice activities for performances or athletic events, conflict with class attendance requirements. It is expected that students provide adequate and reasonable advance notice to faculty and instructors in order that they can ensure that an accommodation, if granted, not jeopardize or compromise the pedagogical goals and requirements of the course and students’ learning. *(As approved by the Faculty Senate 1 December 1997, UW-Madison Faculty Document 1308b; and revised by the senate on 4 December 2006, UW-Madison Faculty Document 1308e)*
 - In-Class Participation and Professionalism
 - Students are expected to allocate their full attention to class while in attendance, which includes muting or shutting off mobile phones, closing laptops (if requested by faculty), and minimizing disruptions while others are speaking.
 - How you conduct yourself in class with your peers, faculty, guest speakers and staff is deemed an extension of your professional conduct and appearance outside the program. The degree of professionalism you maintain influences your potential to build valuable professional relationships within the program and to benefit from career-building opportunities well after you have graduated. Therefore, students are expected to maintain a consistent high degree of professional conduct throughout their involvement with the program.
 - Communication with Faculty and Staff
 - The faculty and staff of the Master of Science in Biotechnology program are deeply committed to students’ success. Whether direct affiliates with the UW-Madison or

- contracted instructors from private industry, all program faculty and staff care about all students' concerns and are willing to talk and/or meet with outside of class if needed.
- It is the student's responsibility, however, to reach out to faculty and staff when needed. For instance, in the event of a missed class or being unable to complete an assignment on time, it is the student's responsibility to notify the faculty beforehand. Missed class or homework submitted late will result in a reduced grade or other negative consequence, but the outcome will be less severe if students proactively contact their faculty sooner than later. Ignoring a problem will only make the situation worse.
 - Laboratory Etiquette
 - Proper laboratory etiquette will be followed at all times while in the laboratory. This includes wearing all personal protective equipment at all times: safety glasses, laboratory coat, and non-latex gloves. All personal protective equipment will be supplied by the program. In addition, closed-toe shoes and long pants or skirts will also be required. No food or drinks will be allowed in the laboratory – this includes gum, candy, or cough drops. Be respectful of the instructors, equipment, and fellow students while working in a laboratory environment. Always wash your hands before leaving the laboratory and discard of any waste in the appropriate receptacle.
 - Overall program expectations
 - File Naming Standards for ALL ASSIGNMENTS
 - All students will use the following file naming convention for all courses and assignments in the program:
 - **Student Name (last + first initial)_Course Abbreviation_Assignment Number_Date (year/month/day)**
 - Example: BETZN_MTI_A3_20170921
 - Late Assignments
 - All assignments for all courses must be completed and are due on the date indicated in the online course syllabus and/or assignments table. Late assignments will be given a grade of "zero", unless the course instructor uses their discretion and gives a reduced score. Please contact your instructor as early as possible if you think you will be late on an assignment or need an extension or assistance. Proper time management and organization will be necessary to successfully complete the UW MS in Biotechnology Program. In order to successfully pass a course all assignments must be completed.
 - Citation Style Requirements
 - All resources will be cited using the "Numbered Citation Style". A copy of this style guide can be found at: <https://www.deakin.edu.au/students/studying/study-support/referencing/numbered-citation>, but an electronic version will also be provided to all students at the beginning of the MS in Biotechnology Program and the courses. The main Deakin page can be found at: <http://www.deakin.edu.au/study-support>.
 - A numbered citation style of referencing is customary in many of the science fields and a range of disciplines. You must reference all material you use from all sources and acknowledge your sources in the body of your paper or assignment each time you use a fact, a conclusion, an idea, or a finding from someone else's work. Accurate referencing also allows your reader to identify and locate the sources cited in the paper. This style will be used to cite all journal articles, books, computer programs/software, and web sources as indicated in the guide.

- Incomplete grade requirements (time limit for removal, maintenance minimums, etc.)
 - Students are expected to communicate with faculty and staff at any time there is a problem with missing class or not being able to submit assignments on time. Each missed deadline may lead to a grade reduction. With continued failure, dismissal from the program may be the result.
 - The M.S. in Biotechnology Program realizes that certain health and personal crises may require a student to request a course grade of incomplete. The program will take each of these situations on a case-by-case basis and may decide to grant an incomplete grade for one semester.

A student's failure to comply with the above mentioned expectations for satisfactory progress may result in disciplinary action or dismissal. See the next section for more details.

Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's faculty advisor.

The Graduate School sets minimum standards that all graduate students in the university must meet. Many departments and programs have additional requirements that exceed these Graduate School minimum requirements. The definition of satisfactory progress varies by program. The *Graduate School Catalog*, grad.wisc.edu/catalog, includes the Graduate School's minimum degree requirements and each program's minimum criteria for satisfactory progress.

The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades. The Graduate School also considers Incomplete (I) grades to be unsatisfactory if they are not removed during the subsequent semester of enrollment; however, the instructor may impose an earlier deadline.

A student may be placed on probation or suspended from the Graduate School for low grades or for failing to resolve incompletes in a timely fashion. (grad.wisc.edu/acadpolicy/#probation)

In special cases the Graduate School permits students who do not meet these minimum standards to continue on probation upon recommendation and support of their advisor.

Most programs require satisfactory progress to continue guaranteed funding support. grad.wisc.edu/acadpolicy/#satisfactoryprogress

VIII. SATISFACTORY PROGRESS - CONDUCT EXPECTATIONS

Professional Conduct

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

1. **Plagiarism Policies:** Each semester, we experience instances where student assignments have liberal passages taken from Internet and print resources. In extreme cases, we observe cases where work exhibits all of the criteria of plagiarism. More commonly, we observe cases where the student does not seem to know the criteria for proper paraphrasing, using quotations, and how to cite references.

Here is a UW site that discusses plagiarism:

http://www.wisc.edu/writing/Handbook/QPA_plagiarism.html

The web resource, [Guidelines for Citing Sources](#), clearly states the proper way to [paraphrase](#) the work of others for use in your paper or project. The resource also distinguishes between paraphrasing (facts and concepts) versus using [quotations](#) (to capture the manner of speech and eloquence of an author). Read the articles on the web page closely and apply the lessons and rules to your assignments. As instructors, we cannot assess your work and give constructive feedback if it is the work of others.

Students should use the “Numbered Citation Style” to reference the work of others in all MS in Biotechnology Program courses. It is highly recommended that students use the most up-to-date research tools available (EndNote, Microsoft Word's referencing capabilities).

In certain situations, a faculty member may request that students alter their formatting style to better reflect the research done in completing the project, but the default referencing format for the UW MS in Biotechnology Program is the “Numbered Citation Style”.

www.ms-biotech.wisc.edu/pdf/Numbered_Citation_Style.pdf

The University of Wisconsin Student Code of Conduct Policies and Procedures addressing disciplinary action regarding academic misconduct and plagiarism:

<http://www.wisc.edu/students/saja/misconduct/UWS14.html#points>

Plagiarism is a very serious offense and may result in the expulsion from the UW-Madison and M.S. in Biotechnology program. Tuition will not be reimbursed and reentry into the program will not be permitted.

2. **Professional Ethics:** Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

3. **Honesty and Integrity:** Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.
4. **Interpersonal and Workplace Relationships:** Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.
5. **Commitment to Learning:** Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.
6. **Professional Appearance:** Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).
7. **Laboratory Etiquette:** Proper laboratory etiquette will be followed at all times while in the laboratory. This includes wearing all personal protective equipment at all times: safety glasses, laboratory coat, and non-latex gloves. All personal protective equipment will be supplied by the program. In addition, closed-toe shoes and long pants or skirts will also be required. No food or drinks will be allowed in the laboratory – this includes gum, candy, or cough drops. Be respectful of the instructors, equipment, and fellow students while working in a laboratory environment. Always wash your hands before leaving the laboratory and discard of any waste in the appropriate receptacle.

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional

behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course; or
11. tampering with a lab experiment or computer program of another student.

Additional information regarding Academic Misconduct:

Graduate School Policy & Procedure: Misconduct, Academic: grad.wisc.edu/acadpolicy/#misconductacademic

Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do If I know a Classmate is Cheating?

students.wisc.edu/doso/students.html

Dean of Students Office: Academic Misconduct Flowchart: students.wisc.edu/doso/misconductflowchart.html

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:

students.wisc.edu/doso/docs/uws_chapter_14.pdf

Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;

3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;
4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
grad.wisc.edu/acadpolicy/#misconductnonacademic

Dean of Students Office: Non-Academic Misconduct Standards Statement:
students.wisc.edu/doso/nonacadmisconduct-statement.html

Dean of Students Office: Non-Academic Misconduct Process
students.wisc.edu/doso/nonacadmisconduct.html

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
students.wisc.edu/doso/docs/NewUWS%2017.pdf

University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
students.wisc.edu/doso/docs/NewUWS%2018.pdf

Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train about the responsible conduct of research. For more information, contact the Associate Vice Chancellor for Research Policy, 333 Bascom Hall, (608) 262-1044.

Please see section on “Grievance Procedures and Misconduct Reporting” for further information on reporting research misconduct of others. Here are links for additional information regarding Research Misconduct and

Responsible Conduct:

Graduate School Policies & Procedures: Responsible Conduct of Research
grad.wisc.edu/acadpolicy/#responsibleconductofresearch

Office of the Vice Chancellor for Research and Graduate Education’s - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
research.wisc.edu/respolcomp/resethics/

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
kb.wisc.edu/gsadminkb/page.php?id=34486

Office of the Vice Chancellor for Research and Graduate Education’s Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
kb.wisc.edu/gsadminkb/search.php?cat=2907

IX. DISCIPLINARY ACTION AND DISMISSAL

Following UW-Madison Graduate Handbook, the M.S. in Biotechnology program adheres to the following situations that may lead to disciplinary action or dismissal from the program:

- Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not making satisfactory progress with regard to academic or conduct expectations, the advisor will consult with the student's committee to determine if disciplinary action or dismissal is recommended.
- Student progress will be reviewed through coursework and/or periodic meetings scheduled by the advisor and/or student. If the advisor finds that the student has failed to achieve satisfactory progress with academic or conduct expectations the student may face disciplinary action or dismissal from the program. Students placed on probation will be placed on probation for one semester and will be reviewed by the Steering Committee following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester.
- The status of a student can be one of three options:
 1. Good standing (progressing according to standards; any funding guarantee remains in place).
 2. Probation (not progressing according to standards but permitted to enroll; loss of funding guarantee; specific plan with dates and deadlines in place in regard to removal of probationary status).
 3. Unsatisfactory progress (not progressing according to standards; not permitted to enroll, dismissal, leave of absence or change of advisor or program).
- Any graduate student who fails to meet the program's expectations during two consecutive semesters (not including summer) will be dismissed from the program at the end of the subsequent semester. Any student who fails to meet the program's expectations because of failure to pass any required assignments and procedures within designated time limits will be dismissed from the program at the end of the subsequent semester.
- A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment the student may be dismissed from the program or allowed to continue for 1 additional semester based on advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate.
 - See the Graduate School Academic Policies & Procedures: Probation grad.wisc.edu/acadpolicy/#probation and Grade Point Average (GPA) Requirement grad.wisc.edu/acadpolicy/#gparequirement .
 - GPA is calculated based on the following scale:
 - A = 4.00
 - AB = 3.50
 - B = 3.00
 - BC = 2.50
 - C = 2.00

o General Grading Criteria for Written Summaries and Descriptions

| Writing | "A" Grade | "B" Grade | "C" Grade |
|---------------------------------------|--|--|---|
| Completeness | The summary covers all of the key topics requested in the assignment and includes detailed descriptions of the appropriate concepts, theories, research findings, etc. | The summary covers all of the major topics requested in the assignment, but key details that are important for understanding might be missing or unclear. | The summary covers all of the topics requested in the assignment, but omits 3-4 key details important for understanding. |
| Accuracy | The summary has no significant factual errors or misconceptions. | The summary includes at least one factual error and misconception; but does not significantly compromise the accuracy of the summary. | The summary includes a 2-4 major factual errors and/or misconceptions and compromises accuracy and understanding. |
| Organization & Conciseness | The summary has logical introduction with purpose or problem, main premise or premises, conclusion and summary. The summary is concise and directly conveys the key information. | The summary strays from the organization recommended for effective written presentation, but this does not significantly compromise the key message or answer to the question. | The summary is not logically organized, contains some irrelevant information; some passages may be difficult to understand. It is difficult to understand the key message or to understand the answer to key questions. |
| Knowledge Sources | Written and other references are cited that support the facts in the summary. | Written and other references are used sparingly and do not specifically support facts or arguments. | Written and other references are not cited or are irrelevant. |

| Presentation | "A" Grade | "B" Grade | "C" Grade |
|--|---|---|--|
| Organization Clarity Conveyance Illustrations | <p>Logical presentation using all key elements of effective presentation.</p> <p>Objectives are clearly defined and each topic is explained in a concise and informative manner. Presentation information is conveyed effectively and illustrations enhance understanding of all concepts and ideas. Presenter chooses the most effective medium.</p> <p>Overall, the Presenter introduces topic, explains objectives, and delivers a clear a concise presentation with a good summary and leaving a clear take-home message.</p> | <p>Presenter is well organized but omits some key elements of an effective presentation. Presenter does not clearly emphasize the goals and objectives.</p> <p>Presenter is well organized but does not use all of the components of effective presentations. The presentation is clear but not concise.</p> <p>Take home message and summary are weak or inadequate.</p> | <p>Presentation is delivered in a chaotic fashion, without including the key components of an effective presentation. Objectives have not been outlined and are not clearly addressed.</p> <p>Inappropriate medium is chosen or used inappropriately for the audience or event. Summary or take home message is absent or confusing.</p> |
| Question/ Answer Discussion | <p>Time is allotted for questions; either during the presentation or at the end.</p> <p>Presenter is able to answer any question or, if working collaboratively, group members satisfactorily answer questions asked by fellow students or instructors.</p> | <p>Ample time for questions is not allotted. Most questions are answered by students or other group member.</p> <p>Questions not answered are those that one would reasonably expect the student to have considered when preparing the presentation.</p> | <p>Presenter leaves no time for questions.</p> <p>Most questions are not accurately answered.</p> <p>Answers are on topics that one would reasonably expect a student to have considered.</p> <p>Presenter seems confused by question.</p> |

- In the case of a required course in which the student earns a grade below a C, the course must be repeated. Required courses may only be repeated once. Failure to receive a C or higher in the repeated course may result in dismissal from the program. Students must do all the work in the repeated course, including laboratory; attend regularly; participate in class discussions; take examinations; and write papers. Students will earn a final grade in the course. Both grades will be used in calculating the student's graduate grade-point average; however, the course will count only once toward meeting degree credit requirements for the program. See the Graduate School Academic Policies & Procedures: grad.wisc.edu/acadpolicy/#repeatingcourses

- Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

Process / Committee / Possible Sanctions

The Advanced Standing Committee (ASC)

The Advanced Standing Committee (ASC) administers the regulations established by the faculty. It makes sure students are meeting the program expectations and imposes sanctions when appropriate. Faculty and faculty committees determine whether the quality of a student's work and conduct are satisfactory, while the ASC determines whether the student is satisfying the academic requirements in a timely fashion and meeting program conduct expectations. Students who are falling behind academically or not meeting conduct expectations are first warned, then put on probation, and then dropped from the program if they cannot complete the requirements or remedy their conduct. Within boundaries set by the faculty, the ASC is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

Disciplinary Actions

Disciplinary actions are based on gravity of the action. Consequences of disciplinary actions are evaluated on a case by case basis. Previous disciplinary actions may be considered with new or subsequent conduct problems leading to dismissal from the program. The following disciplinary actions included below are not inclusive and may not be followed in the way they are listed below:

- Written reprimand
- Denial of specified privilege(s)
- Imposition of reasonable terms and conditions on continued student status
- Probation
- Removal of the student from the course(s) in progress
- Failure to promote
- Withdrawal of an offer of admission
- Placement on Leave of Absence for a determined amount of time
- Suspension from the program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis. See the Graduate School Academic Policies & Procedures: Readmission to Graduate School: grad.wisc.edu/acadpolicy/#readmission
- Suspension from the program. The suspensions may range from one semester to one year.
- Dismissal from the program
- Denial of a degree

Depending on the type and nature of the misconduct, the Division of Student Life may also have grounds to do one or more of the following:

- Reprimand
- Probation
- Suspension
- Expulsion

- Restitution
- A zero or failing grade on an assignment on an assignment/exam
- A lower grade or failure in the course
- Removal from course
- Enrollment restrictions in a course/program
- Conditions/terms of continuing as a student

Additional Information

Links for additional information regarding Academic Misconduct:

grad.wisc.edu/acadpolicy/#misconductacademic
students.wisc.edu/doso/students.html
students.wisc.edu/doso/misconductflowchart.html
students.wisc.edu/doso/docs/uws_chapter_14.pdf

Links for additional information regarding Non-Academic Misconduct:

grad.wisc.edu/acadpolicy/#misconductnonacademic
students.wisc.edu/doso/nonacadmisconduct.html
students.wisc.edu/doso/docs/NewUWS%2017.pdf
students.wisc.edu/doso/docs/NewUWS%2018.pdf

Links for additional information regarding Research Misconduct and Responsible Conduct:

grad.wisc.edu/acadpolicy/#responsibleconductofresearch
kb.wisc.edu/gsadminkb/page.php?id=34486
kb.wisc.edu/gsadminkb/search.php?cat=2907

X. GRIEVANCE PROCEDURES & REPORTING MISCONDUCT AND CRIME

Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals:

grad.wisc.edu/acadpolicy/#grievancesandappeals

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's Grievance Advisor or Director of Graduate Study to discuss the grievance. The Grievance Advisor or Director of Graduate Study will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: oed.wisc.edu/index.html.
3. Other campus resources include
 - o The Graduate School - grad.wisc.edu
 - o McBurney Disability Resource Center - mcburney.wisc.edu
 - o Employee Assistance Office - eao.wisc.edu
 - o Ombuds Office - ombuds.wisc.edu
 - o University Health Services – uhs.wisc.edu
 - o UW Office of Equity and Diversity - oed.wisc.edu/index.html
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.
7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures: grad.wisc.edu/acadpolicy/#grievancesandappeals

Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, Graduate Program Coordinator, or other campus resources (such as the [UW Office of Equity and Diversity](#), [Graduate School](#), [Mc Burney Disability Resource Center](#), [Employee Assistance Office](#), [Ombuds Office](#), and [University Health Services](#)).

Research Misconduct Reporting

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. Please find full details at research.wisc.edu/respolcomp/resethics/

Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

Sexual Assault Reporting

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit uhs.wisc.edu/assault/sa-resources.shtml.

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit students.wisc.edu/doso/reporting-allegations-of-sexual-assault-datingdomestic-violence-and-stalking/.

Child Abuse Reporting

As a UW-Madison employee (under [Wisconsin Executive Order #54](#)), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at oed.wisc.edu/child-abuse-and-neglect.htm

Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details at students.wisc.edu/doso/biasreporting.html and students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/

XI. ACADEMIC EXCEPTION PETITION

General Statement Example with Director of Graduate Studies/Advisor

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for course exceptions/substitutions or exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or relevant committee chair (example Curriculum Chair). The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.
2. The student's academic advisor must provide written support for the petition.
3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty or curriculum chair.

More generally, the Director of Graduate Studies, in consultation with the student's advisor, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations, this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one's personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted *only in the event of highly extraordinary circumstances*. Extensions will be granted formally with a note of explanation to be placed in the student's file.

Exceptions Committee procedures are designed to encourage a student to work closely with an advisor and other faculty, who will be aware of the student's work and personal circumstances. A student petitioning for a deadline extension or waiver of any type must obtain an endorsement from his or her advisor, and/or members of the graduate committee. Advisors may petition the Exceptions Committee on behalf of their advisees. The Exceptions Committee may ask the advisor for further information beyond that written on the petition.

Students may ask the Director of Graduate Studies or other faculty members to advise them, to speak to the Exceptions Committee on their behalf, or to endorse their petitions. Students may consult with the chair of the Exceptions Committee or with the graduate advisor about Exceptions Committee procedures and standards, but the Exceptions Committee cannot substitute for an advising relationship.

Specific Statement Example – Extension Requests (adapted from Sociology)

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the Exceptions Committee. The Exceptions Committee is authorized to approve these requests upon written justification from the student and their advisor. The student must describe the reasons for the request and provide a proposed timetable for completing all program requirements. The major professor must sign the request form and write comments endorsing the request. The request should be made as soon as the need for an extension becomes apparent. The Exceptions Committee may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the full program faculty.

XII. FUNDING AND FINANCIAL INFORMATION

Overview: Funding Landscape

Direct financial support from the M.S. in Biotechnology program is NOT available.

Students can contact the Office of Student Financial Aid to discuss federal loan programs and other lending opportunities.

The Office of Student Financial Aid (OSFA) assists students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin–Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

Student Financial Aid
Rm 9701
333 East Campus Mall
Madison, WI 53715-1382
Phone: (608) 262-3060, Fax: (608) 262-9068
E-Mail: finaid@finaid.wisc.edu
Website: <https://financialaid.wisc.edu>

Information on Guaranteed Funding (if applicable)

Tuition and fee bills are mailed accord prior to the start of the semester.

- Tuition and fee charges must be paid in full by the tuition due date indicated on the Tuition and Fee bill, in order to avoid a late payment fee of \$100.
- If mailing a payment, allow at least five business days to ensure adequate Domestic mail delivery time. Consult with the Post Office to determine adequate International mailing time.

Graduate Assistantships (TAs, PAs, RAs, Lecturer [SA] positions)

Process for awarding graduate assistantships

- **Graduate Assistantship Policy:** Students enrolled in this program are NOT permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments that would result in a tuition waiver.
- **Program/Course Enrollment Policy:** Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum.

Students enrolled in the Master of Science in Biotechnology Program are not allowed to accept research assistantships, teaching assistantships, project assistantships or other University appointments that grant waivers of tuition and/or academic fees. Accepting an assistantship or tuition waiver while enrolled in the program may lead to removal of the student from the M.S. in Biotechnology student cohort. Corporate tuition support is not included in these categories, nor is the waiver of tuition due to veteran status.

External Funding/Fellowships

We encourage all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations, employers). While the Graduate School supports

selected federal/private fellowships through the provision of tuition support and health insurance, it may not be as appropriate for M.S. in Biotechnology students. See list at kb.wisc.edu/gsadminkb/page.php?id=34761.

Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that you should take time to understand. Questions on external fellowships can be directed to the Office of Diversity, Inclusion and Funding. grad.wisc.edu/studentfunding/types

The following are some sources of information on external funding:

1. Major external fellowships: kb.wisc.edu/gsadminkb/page.php?id=34769.
2. The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library grants.library.wisc.edu/
The GIC is a great collection of print and on-line resources to help students find external fellowships and scholarships. You can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities.
3. PLEASE REMEMBER: the timetable for identifying, applying for and receiving such external funding is generally quite long; plan on 9-12 months between the time you start your search and the time you may receive funding. For M.S. in Biotechnology students, this timeline might not fit within the plan.

Once you find a fellowship, scholarship, or award to which you want to apply, consider contacting the Writing Center (writing.wisc.edu/Individual/index.html). The Writing Center staff can provide valuable advice on crafting your application.

Loans

The Office of Student Financial Aid (OSFA) (finaid.wisc.edu/graduate-students.htm) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University of Wisconsin-Madison. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.

XIII. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your very first year on campus, it is expected that you will take full advantage of the career and professional development resources that best fit your needs and support your goals. Since our alumni thrive not only in academia but also in industry, corporate, government, and non-profit arenas, we strive to be in-tune, holistic, and innovative our approach to meeting the diverse professional development needs of our students. By actively participating in these professional development opportunities, you will build the skills needed to succeed academically at UW-Madison and to thrive professionally in your chosen career.

Professional Skills Development Seminar Series

The M.S. in Biotechnology provides a series of interactive seminar series is designed to help students develop and enhance critical tools for developing and managing their careers. The sessions are scheduled on Saturday mornings from 9:00 a.m. to noon in the final semester of the program.

“Professional Skills Series Objectives for 2nd Year Students”

(five sessions from January through March) taught by Marla Rybowskiak.

Program Participants will discuss:

- Who they are as an employee -- What are their strengths and how to play to those strengths
- What they truly offer a team/organization -- In what culture they will thrive?
- How to utilize and be useful in a professional network
- How to find the best organization and opportunity to succeed in their careers
- Develop an effective resume and interview skills

Professional Skills Series Outline

- Introduction; Know Thyself; Biotech Executive Panel
- Networking and Starting on Resume Building
- Resume and Cover Letter
- Part 2 of Resume and Cover Letter Writing; Networking and Interviewing Skills
- Mock Interviews

M.S. in Biotechnology Alumni Association

Beginning with the first graduating Class of 2004, the M.S. in Biotechnology program today boasts an alumni base of over 300 graduates. As a group, the program’s alumni have consistently found value and support in the relationships not only within their graduating cohort, but across all the alumni sharing this degree.

Current students are strongly encouraged to participate in any planned alumni events.

An M.S. in Biotechnology Alumni Board comprised of one representatives from each graduating class actively plans annual social networking events, milestone celebrations and scientific presentation events. The original mission statement drafted in 2008 by the alumni board reads as follows:

M.S. in Biotechnology Alumni Board Mission Statement:

“To enhance the careers of University M.S. in Biotechnology alumni through continuing education, connections and networking, between and for alumni.”

LinkedIn and Other Social Media

The M.S. in Biotechnology program has adopted LinkedIn as the primary method for developing professional relationships, maintaining alumni contacts and relaying job opportunities and career events.

If they have not done so already, all current students and alumni are strongly encouraged to create a professional LinkedIn profile.

Also, the program has a Facebook page and Twitter handle for sharing news and information in the mainstream social media. If interested, please “Like” and/or “Follow” the program’s social media accounts.

M.S. in Biotechnology Social Media Addresses:

Facebook: <https://www.facebook.com/msbiotechprogram>

Twitter: <https://twitter.com/BadgerBiotech> (@BadgerBiotech)

LinkedIn: <https://www.linkedin.com/company/master-of-science-in-biotechnology-uw-madison>

YouTube: https://www.youtube.com/channel/UCIOgZ_YCGJkmAWO8MEANgyg

Campus-wide Resources for Professional Development

The Writing Center

Many of the assignments given in the program require strong writing skills. All students are encouraged to access the services provided by the UW-Madison Writing Center, especially international students with English as a second language.

The Writing Center's programs are staffed by career writing instructors, doctoral teaching assistants from composition and rhetoric and literary studies, and undergraduate Writing Fellows. All tutors in Writing Center programs are highly trained, expert readers and are qualified to offer help with writing in all disciplines and at all levels.

To make or cancel an appointment at the main Writing Center, call (608) 263-1992 or visit 6171 Helen C. White (600 North Park Street).

The Writing Center

Hours & Contact Information

Monday through Thursday: 9:30-5:30 (Weeks 1-3)

Monday through Thursday: 9:30-6:15 (Weeks 4-15)

Friday: 9:30-3:00 (All Semester)

6171 Helen C. White

600 North Park Street, Madison, WI 53706

Phone: (608) 263-1992

Email: wcenter@writing.wisc.edu

Website: <http://www.writing.wisc.edu>

UW Libraries Services

You regularly will need to locate research articles and scholarly materials in order to complete projects and papers assigned to you. Fortunately, the UW Libraries services are convenient, extensive and easy to use.

UW Libraries web site

<http://library.wisc.edu>

The M.S. in Biotechnology program has a UW Libraries liaison assigned to work with the program. Feel free to contact **Rhonda Sager**, Academic Librarian at the Ebling Health Sciences Library with any questions on how to obtain information through the UW Libraries services.

Rhonda Sager

Academic Librarian

Office at Health Science Learning Center:

[Ebling Library, Rm. 2341](#)

Email: rhonda.sager@wisc.edu

Yahoo IM: rhonda_atebling

Phone: (608) 262-2372

Fax: (608) 262-4732

In addition to opportunities at the local level, the **Graduate School Office of Professional Development** provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus. The best way to stay informed is to watch for the weekly newsletter from OPD, **GradConnections Weekly**, and to visit the webpage grad.wisc.edu/pd/events for an up-to-date list of events. For example, typical topics covered throughout the year are:

- Individual Development Plans (IDPs)
- Planning for academic success
- Communication skills
- Grant writing
- Mentoring
- Research ethics
- Community engagement
- Entrepreneurship
- Career exploration: academic, non-profit, industry, government, etc.
- Job search support

Be sure to keep a pulse on programs offered by the following campus services as well.

- Writing Center writing.wisc.edu/
- Grants Information Collection grants.library.wisc.edu/
- Student Technology Training (STS) sts.doit.wisc.edu/
- Delta Program delta.wisc.edu
- UW Teaching Academy tle.wisc.edu/teaching-academy
- UW Center for the Humanities humanities.wisc.edu
- Wisconsin Entrepreneurial Bootcamp bus.wisc.edu/degrees-programs/non-business-majors/wisconsin-entrepreneurial-bootcamp

XIV. OPPORTUNITIES FOR STUDENT INVOLVEMENT

As a graduate student at UW-Madison, you have a multitude of opportunities to become involved on campus and in your academic discipline. This involvement enhances your academic, professional, and social development.

Student Representation in Governance

Associated Students of Madison (ASM) - The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more here: asm.wisc.edu/

Registered Student Organizations

There are more than 750 student organizations on campus. The best way to seek out current organizations is to visit the **Center for Leadership and Involvement (CFLI)** website, cfl.wisc.edu, and visit the Registered Student Organization directory. This list will not include unregistered student organizations, and you may find that there are groups in your department that you would like to get involved with as well. If you are interested in officially registering an organization you are involved, you must register at cfl.wisc.edu. Once registered through CFLI, your organization is eligible for funding from ASM, and your group can reserve rooms in the Union and access other resources.

Outreach and Community Connections

The Wisconsin Idea is the principle that education should influence and improve people’s lives beyond the university classroom. For more than 100 years, this idea has guided the university’s work. Learn how you can get involved at wisc.edu/public-service/.

The Morgridge Center for Public Service connects campus with community through service, active civic engagement, community-based learning and research, and more. Explore opportunities at morgridge.wisc.edu/.

Engagement with the Graduate School

The Graduate School facilitates opportunities by which graduate students can interact with and provide feedback to leadership on important graduate education topics. Email graduateschooldean@grad.wisc.edu to find out more.

XV. STUDENT HEALTH AND WELLNESS

UW-Madison has a holistic resource for all things wellness called “UWell”. The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to uwell.wisc.edu/

Students who pay segregated fees are eligible for University Health Services (uhs.wisc.edu/services/counseling/). There is no charge to students for many basic services including counseling sessions, because services are paid through tuition and fees. Personal health and wellness services are also available in addition to medical services.

Graduate students without an assistantship or fellowship who are currently enrolled can use the services of University Health Services (UHS), the campus health clinic. Many services are provided at no extra cost, including outpatient medical care during regular business hours, Monday through Friday. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at uhs.wisc.edu.

Prescription medications, emergency room visits and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

Disability Information

Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. As an admitted student, you should first go through the steps to “Become a McBurney Client” at mcburney.wisc.edu/students/howto.php

Additional [non-academic] disability campus resources (not found through the McBurney Center) can be found at mcburney.wisc.edu/services/nonmcburney/index.php

The UW-Madison Index for Campus Accessibility Resources can be found at wisc.edu/accessibility/index.php

Mental Health Resources On and Off Campus

University Health Services (UHS) is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services to the diverse student population of UW-Madison. They offer immediate crisis counseling, same day appointments and ongoing treatment. Go to uhs.wisc.edu/services/counseling/ or call 608-265-5600.

UHS service costs are covered for students through tuition and fees.

There are many mental health resources throughout the Madison community, but UHS Counseling and Consultation Services is the best resource for referrals to off-campus providers. Call 608-265-5600 for assistance in finding an off-campus provider.

XVI. MISCELLANEOUS INFORMATION FOR NEW STUDENTS

The Graduate School maintains a checklist for new graduate students at <https://grad.wisc.edu/newstudents/checklist/>

Most importantly:

Activate your NetID

You will need your NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10-digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the [DoIT Help Desk](#) at 608-264-4357.

Get your UW Photo ID Card (Wiscard)

Get your UW ID card - Wiscard - photo taken at the Wiscard Office (<http://www.wiscard.wisc.edu/contact.html>) in Union South, room 149, M-F 8:30 am - 5:00 pm. You must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get your photo ID.

MGE Building Access Card

During orientation you will receive an MG&E Building Access Card. This card will give you access to the building, after the building has locked, for the purpose of attending classes, meeting with groups in reserved conference rooms, and meeting with faculty, etc. The MG&E Building hours are Monday – Friday, 6:30 a.m. – 6:00 p.m. The doors will be locked after 6:00 p.m. The MG&E Building is always locked on weekends.

Email Addresses

In order to avoid confusion with email addresses from semester-to-semester, and often from day-to-day, students will use their Wiscmail email address for all course and program-related correspondence. Everyone (M.S. Biotechnology Administration, faculty, and other students) will have this email address for the duration of your program.

If you would prefer, you can forward your Wiscmail to another email account using the following instructions provided by the UW-Madison Help Desk:

<https://kb.wisc.edu/office365/page.php?id=36539>

Reserving Conference Rooms and Data Projectors

The MGE Innovation Center has a number of conference rooms that students and teams may reserve to work on projects, practice presentations, etc. Students should contact Michele Smith to arrange a reservation. You can reach Michele at (608) 262-9753 or email michele.smith@wisc.edu. Information needed for reservation: Date, Time (from-until), Class, Team Members, Equipment needs. If you have equipment needs, copy Bryan Husk.

The program owns a variety of data projectors that students can reserve for practicing presentations. Contact Bryan Husk at (608) 265-0773 or email bryan.husk@wisc.edu to arrange a time to pick up a projector at the program office.

If you would like to reserve a room at BTCL, please contact Natalie Betz at (608) 274-4330 or email nabetz@wisc.edu or Natalie.Betz@btci.org.

Enroll in classes

You will be given permissions to enroll in courses at least one week prior to being able to enroll in courses for each semester. You will be provided with course numbers and additional information to make the enrollment process as easy as possible.

Pick up your free Madison Metro bus pass

As a UW student, you can pick up a bus pass at no charge from the Memorial Union at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services:

asm.wisc.edu/asm-bus-pass.html. Be sure to bring your UW Photo ID card.

Prerequisite: You must be enrolled.

Attend the New Graduate Student Welcome, hosted by the Graduate School

This event provides a great opportunity to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources available to you, and meet other new graduate students from across campus. Learn more and register here:

grad.wisc.edu/newstudents/ngsw/

The Guide to Graduate Student Life

The Guide is published annually by the Graduate School and contains a wealth of essential information for new graduate student. It covers information about the city of Madison, student services, finances, employment, housing, transportation, shopping, local services, recreation, and healthy living. Check it out at grad.wisc.edu/newstudents/.

Attend Program Orientation Events

First year students are required to attend a two-day orientation. These two days are filled with information, networking, and the first of many group activities. The orientation lays out the purpose of each course, and how they fit together to complete the final capstone thesis project.

XVII. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services (ISS)

International Student Services (ISS) is your main resource on campus and has advisors who can assist you with visa, social and employment issues. Visit their website for more information at iss.wisc.edu or to schedule an appointment.

Student Visas

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by International Student Services (ISS). The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Documents required of new international students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 232 Bascom Hall. The admissions requirements page grad.wisc.edu/admissions/requirements/ has a dropdown menu under “degrees” which lists the documents required for each country.

Students with ESL requirements

English as a Second Language (ESL) courses are offered to all non-English speaking graduate students at UW – Madison.

Graduate students with a TOEFL score below 92 on the iBt or below 580 on the paper-based TOEFL must take the ESL Assessment Test (ESLAT) upon arrival.

Graduate students should enroll in the recommended ESL course in their first semester based on the recommendation determined by their ESLAT test. Taking the recommended course will fulfill the ESL requirement for most students.

The MS in Biotechnology Program, in collaboration with the English as a Second Language Department, has developed the “Professional Writing for Biotechnology” course that is required for all students to take if English is not your native language. This course will be held either on campus or at the MG&E Building outside of the regular MS in Biotechnology Program class times – the location and time will be determined at the discretion Mary Wang, the course instructor. This course is only offered to the MS in Biotechnology Program students and focuses on professional English writing skills and the assignments in the program, particularly the first semester. It will include the proper use of references.

Students may wish to work further on their English. People who want to enroll in English 344, 345, 349 or 350 may do so without taking the ESLAT. See [Course Descriptions for Academic Classes](#) to find out if one of these classes meets your needs. Previous students in the MS in Biotechnology Program have recommended the following courses:

ESL 349 Academic Writing for Graduate Students.

Semesters I or II, 3 credits; Summer Session, 2 credits

Course Description: Practice writing different aspects of research writing (e.g. data presentation; literature review; summary; critical summary; discussion). Grammar aspects are covered and students examine specifics of writing in their chosen field.

ESL 350 Professional and Academic Writing Skills.

Semesters I or II, 3 credits; Summer Session, 2 credits. Graded credit/no credit.

Course Description: Students work on writing projects in their own fields, such as dissertations and theses, research reports, or articles for publication. In addition, general academic writing skills, documentation and genre-specific styles are covered. Prerequisite: Graduate status or consent of instructor.

ESL courses, including the “Professional Writing for Biotechnology” do not count toward the degree for graduate students.

Program in English as a Second Language

5134 Helen C. White Hall

600 N. Park Street, Madison, WI 53706

Phone: (608) 263-3780

Website: <https://english.wisc.edu/esl/> or Contact ESL at: askesl@wisc.edu
