



Master of Science in Biotechnology

Program Handbook

2026-2027

School of Medicine and Public Health

Consult this handbook to learn about program-specific information, procedures and resources for graduate students in the MS in Biotechnology Program.

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Navigating Policy and Resources at UW-Madison

This handbook shares important information specific to your degree program. Refer to it as you become familiar with the policies, procedures, requirements, and resources of graduate education at UW-Madison.



[Master of Science: Biotechnology](#)

[Graduate Guide](#)

[UW-Madison Policy Library](#)

Resources and information curated by the Graduate School for prospective and current students are found the [Graduate School website](#). The [Graduate Student Life website](#) is also maintained by the Graduate School and provides useful information for new graduate students.

How to Use This Handbook

The [Graduate School's Academic Policies and Procedures](#) provide essential information regarding general University requirements. The Master of Science (M.S.) in Biotechnology Program serves to administer the policies and procedures and explain how our degree requirements specifically fit within them. Students are required to follow the policies and procedures listed in the handbook. Information in the handbook, along with individual communications with program staff and faculty, is used to ensure that all degree requirements are met.

Providing direct and timely student support is a hallmark of this professional degree. While this handbook is a valuable resource, the MS in Biotechnology Program encourages students to contact program staff whenever they have questions or concerns or need assistance.

Who to Contact for Questions

Several key positions in this master's program and on campus are ready to answer your questions:

M.S. in Biotechnology Program Staff Contacts:

Michele Smith, Graduate Program Manager	michele.smith@wisc.edu
Barbara Bielec, Graduate Advisor	bielec@wisc.edu
Bryan Husk, Administrative Associate Director	bthusk@wisc.edu
Natalie Betz, Academic Associate Director	nabetz@wisc.edu

Graduate Program Coordinator/Manager

Each graduate program has at least one department staff person, typically called a Graduate Program Coordinator/Manager, who serves as a point person for program policy and procedures. Graduate Program Coordinators/Managers are well versed in most elements of graduate education that extend beyond academic instruction in your program and will likely be your first stop for questions related to the content in this handbook.

Director of Graduate Studies

Each graduate program has one faculty member designated to direct its educational vision and structure.

Names and contact information of your Graduate Program Coordinator/Manager and Director of Graduate Studies are found on your program's page in the Graduate [Guide](#). Navigate to the "Degrees/Majors" tab, click on your program's name, and look for the contact information box on the righthand side.

Faculty Advisor

Programs should add the assigned advisor to a student's record through the Student Information System (SIS). See the [add student advisor instructions](#) for technical information. Programs may choose to explain to students when their advisor will be added to their record. If no explanation is added, delete this fillable text.

Each student will be assigned a faculty advisor in the graduate program in which they are enrolled. Your faculty advisor(s) will be a key source of guidance for your academic development. The [Graduate School: Advisor](#) policy provides the definition for an advisor. The "[Advising and Mentoring](#)" section provides guidelines for finding, changing, and working with your advisor.

The MS in Biotechnology is a standalone professional degree designed for adults working full-time and living off-campus. The program staff and faculty serve as academic and career advisors for all students in the program.

Opportunities to directly engage faculty and staff are available during scheduled course meetings. Additionally, students are encouraged to reach out to program staff and faculty if an individual meeting is preferred.

Your Advisor Team Contacts:

Natalie Betz, Academic Associate Director	nabetz@wisc.edu
Bryan Husk, Administrative Associate Director	bthusk@wisc.edu
Michele Smith, Graduate Program Manager	michele.smith@wisc.edu
Barbara Bielec, Graduate Advisor	bielec@wisc.edu

Graduate School Services

The Graduate School is available for general inquiries. The contact information for the appropriate office is found on the [Graduate School's website](#).

Department and Program Overview

The MS in Biotechnology program provides 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 that is rich in academic and industrial collaboration, the MS in Biotechnology Program draws on the resources and expertise of global leaders in biotechnology. The MS in Biotechnology Program is designed for biotechnology professionals who are ready to broaden their understanding and skills—and advance their careers.

For more information about the MS in Biotechnology program's degree requirements, policies, and learning outcomes, please visit:

<https://guide.wisc.edu/graduate/medicine-public-health-school-wide/biotechnology-ms/>

How to Get Involved

As a graduate student at UW-Madison, there are a multitude of opportunities to become involved on campus and in your academic discipline. This involvement often enhances your academic, professional, and personal growth through developing advanced leadership, communication, and collaboration skills. It also provides an opportunity for professional networking.

In Our Discipline

Most students in the [MS in Biotechnology Program](#) are working full time, as well attending classes full time. The program provides several ways for networking within the biotechnology industry and staying involved as part of the "Biotech Badger" alumni group. You can find students and alumni at this url link with direct LinkedIn profiles: <https://ms-biotech.wisc.edu/current-students-and-alumni/>

Additionally, students and alumni are encouraged to attend the BioForward annual Wisconsin Biohealth Summit. Visit the BioForward website: www.bioforward.org/

In Our Program/Department

Students and alumni networking events, including invited speakers, are scheduled throughout the year. The alumni group benefits through expanding their networks, learning about where others are employed, and discussing how to move up the career ladder. These events may be formal with a focus on career development, or more informal with a focus on networking and socialization.

On Campus and In the Community

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.

You will find ways to engage in campus and local community life at: [Graduate School: Support for Your Wellbeing](#).

The Graduate School Office of Access, Engagement and Funding supports students from an array of life experience and backgrounds. This office helps students build a sense of belonging on campus. You can read more about participating in events hosted by the Graduate School at: [Graduate School: Community and Belonging](#).

If you are a student actively involved in leadership and service activities, consider nominating yourself for membership in the following honor society: [Edward A. Bouchet Graduate Honor Society](#).

Getting Started as a Graduate Student

This section guides you through important steps to take as you begin your journey as a graduate student at UW-Madison.

New Graduate Student Checklist

The Graduate School's ["New Students" page](#) has useful information, including the new graduate student checklist. The checklist also links to additional resources for new international students, students with disabilities, student veterans, and students with children: [Graduate School: New Graduate Student Checklist](#).

Graduate Student Portal

The [Graduate Student Portal](#) allows you to complete actions related to your graduate program as well as other resources. You should become familiar with this site as you navigate graduate education. You can also complete the following through this page:

- Submit add/change/discontinuation requests for any major/named option, doctoral minor or graduate/professional certificate;
- View status of degree completion warrants;
- Discover professional development opportunities;
- Submit payment for completion of your doctoral dissertation; and more.

In Our Program

Each new student cohort must attend our August orientation session. This allows incoming students to meet each other and faculty before the start of class.

The Fall 2026 orientation for the Class of 2028 schedule includes:

- Thursday evening 8/27 from 6:00pm–9:00pm at **University Research Park, MGE Innovation Center**, 510 Charmany Drive, Room 50, Madison, WI 53719
- Friday 8/28 from 8:30am–5:00pm at the **BTC Institute**, 5445 East Cheryl Parkway, Madison, WI 53711. Program staff will invite all students to this event.

Advising and Mentoring

Advising relationships are a central part of academia, important to both the experience and development of students and faculty members alike.

The Graduate School's definition of an advisor can be found in the [Graduate School: Advisor](#) policy.

Advising relationships are a central part of academia, important for both the experience and development of students and faculty members alike.

The MS in Biotechnology Program advising team is different than traditional graduate advising because of its locked curriculum. The advising team serves in a greater capacity to assist students who are struggling with class expectations, work/life balance, career opportunities, and navigating various university entities including the registrar, bursar, and library.

The locked curriculum means that MS in Biotechnology **students are not eligible to enroll in other courses available on campus.**

In addition, **students are not eligible to accept tuition-remitting graduate assistantships** (research or teaching). Students may work on campus, but they must

be considered and paid as hourly employees. The program advisors work with students and other departments to maintain these guidelines.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advising team.

Other roles of your advisor may include tracking your progress towards degree completion (note: this may include use of the advisement reports created by [Graduate Student Tracking System](#)), assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

Finding and Selecting an Advisor

The program advising team includes both faculty and staff members in the program. Throughout the program, staff serve as advisors to all students in terms of coursework, individual and group projects, and career decisions.

To learn more about the faculty and staff in our program, consider consulting our program website (ms-biotech.wisc.edu/) to find our faculty and their links to the University or LinkedIn Profiles.

Students will be paired with two faculty mentors (one scientific and one business) for their final Capstone project.

No faculty member is obligated to accept a student's request to serve as advisor or mentor though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better. Students are encouraged to work with the program advising team when seeking out mentors that best fit their academic and professional goals.

Changing Your Advisor

The Graduate School requires a student to have an advisor. The [Graduate School: Advisor](#) policy explains the consequences of not having an advisor as well as the possibility of having a co-advisor. The official record of your advisor is located on the Student Center on [MyUW](#) under "Academic Progress" and then "Advisors." Discuss an

advisor change with your prospective advisor to seek the change and connect with your graduate program/manager for the appropriate procedures.

As the advisor-student relationship is one of mutual agreement, it may be changed by either party. The MS in Biotechnology Program staff are here to serve as advisors for both students and faculty. If you decide that you would prefer working with a different advisor, discuss this with your program staff to seek the change.

We understand that some people work better with others. Students are encouraged to work with program staff when challenges arise. We will work together to find the best advisor(s) and mentor(s) for each student throughout the program.

A Graduate Student Guide to Working with Faculty Advisors

Through [this interactive, self-paced micro-course](#), graduate students learn about the characteristics of functional and dysfunctional relationships with advisors, strategies for communicating effectively and aligning expectations, as well as program grievance processes and Hostile and Intimidating Behavior resources. Completing the micro-course takes about 20 minutes and is optional but encouraged for all graduate students.

Mentoring Networks

The Center for Teaching, Learning and Mentoring is one of several centers of excellence for [research mentor training](#) on campus. You may wish to add information about your program's own use of CTLM resources.

In addition to your formal advisor, you are encouraged to develop a broad network of individuals who can provide academic and professional mentorship during and beyond your time as a graduate student.

Your mentoring network while a student includes program staff, course faculty, guest speakers, and your cohort. This network remains throughout your career. As you rely on them, they will rely on you for input, mentoring, career growth, and advice.

Giving and Receiving Feedback

Advising and mentoring feedback may be in the form of oral and written communication.

Students can expect the following types of feedback for their checkpoints:

- Written feedback either directly on submitted work and/or email correspondence.

- In-person and virtual conversations may be requested by either student or mentor

Degree Requirements

Master's Degree

All students in the Master of Science in Biotechnology program are responsible for staying informed of the following requirements to earn the degree.

Requirements

For all current requirements to earn your degree (e.g., minimum credit requirement, required courses, non-curricular milestones, learning outcomes/goals, etc.) see [our program's page in the Graduate Guide](#). Navigate to Graduate [Guide](#), then select "Degrees/Majors," our program's name or the "[Biotechnology](#)" and then "Requirements" from the navigation bar on the right side. Similarly, see "Policies" from the navigation bar of our program's page to learn about major-specific policies affecting these requirements (e.g., prior coursework, probation, credits per term allowed, time limits, grievances and appeals, etc.). When you look at the Guide to learn about program requirements, you are viewing the current year's version. To find past versions of program requirements, see the [Guide Archive](#) and search for your program and the year you would like to reference.

Capstone

For the MS in Biotechnology Capstone you will identify a global biotechnology problem, find a novel technical solution, analyze all aspects from a business, regulatory, and intellectual property perspective, and deliver a final written capstone thesis and a summary oral presentation.

Your Capstone mentor team will be chosen from the program faculty and will comprise of one scientific or technical mentor, as well as one business mentor. The mentoring team, along with advisory team, provides guidance on refining your Capstone topic. The actual topic selection and project development is the responsibility of each student.

Form and Content

Students will be provided with a template of expectations to complete their capstone project. A series of checkpoints will be used to assure that all required capstone elements are met. These include, but are not limited to:

- Required style/form
- Required components and sections
- Content areas
- Reading lists
- Length
- Citation styles
- Evaluation/grading criteria

Procedures

The Capstone project follows a series of checkpoints where the student submits parts of the project to mentors who provide feedback. Checkpoint communication may occur in the following manner: face to face interactions, email correspondence, and written submissions with written feedback. The continuous communication loop of submission and feedback guides the student in terms of making revisions and moving forward to complete all expectations.

Sample Course Schedule

The MS in Biotechnology Program is a locked curriculum. All students within the cohort take the same courses in the same order. Courses are concentrated in **seven "sessions" that occur every other week throughout the semester**, for a total of eight credits each semester. Credit hours differ depending on time spent in and out of the classroom.

Program courses are locked in the following fashion. [Full course calendars for each student cohort are available on the program website](#)

Year 1: Fall Semester

COURSE #	COURSE TITLE	CLASS TIME
BIOMDSCI 800 2 credits	Intellectual Property, Patents, & Licensing	Thursday 6:00pm-9:00pm
BIOMDSCI 801 2 credits	Business of Biotechnology: Business Fundamentals	Friday 8:00am-12:00pm
BIOMDSCI 803 2 credits	Molecular Technologies I: Diagnostic Testing	Fridays 1:00pm-5:00pm

BIOMDSCI 802 2 credits	Biotechnology Regulation and Ethics	Saturday 8:00am-12:00pm
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Year 1: Spring Semester

COURSE #	COURSE TITLE	CLASS TIME
BIOMDSCI 810 4 credits	Biotechnology Operations	Thursday 6:00pm-9:00pm Friday 8:00am-12:00pm
BIOMDSCI 812 2 credits	Project Management and Leadership	Fridays 1:00pm-5:00pm
BIOMDSCI 813 2 credits	Molecular Technologies II: Biomanufacturing	Saturday 8:00am-12:00pm

Year 2: Fall Semester

COURSE #	COURSE TITLE	CLASS TIME
BIOMDSCI 820 4 credits	Early Drug Discovery	Thursday 6:00pm-9:00pm Friday 8:00am-12:00pm
BIOMDSCI 822 2 credits	Business of Biotechnology: Commercialization Pathways	Friday 1:00pm-5:00pm
BIOMDSCI 823 2 credits	Molecular Technologies III: Assay Development	Saturday 8:00am-12:00pm

Year 2: Spring Semester

COURSE #	COURSE TITLE	CLASS TIME
BIOMDSCI 830 1 credit	Professional Development and Effective Management	Thursday 6:00pm-9:00pm
BIOMDSCI 831 3 credits	Advanced Biotechnology: Global Perspectives	Friday 8:00am-12:00pm
BIOMDSCI 832 3 credits	Business of Biotechnology: Corporate Strategy	Friday 1:00pm-5:00pm
BIOMDSCI 834 1 credit	Biotechnology Capstone	Independent work

Master's Degree Checklist: Timeline and Deadlines

The Graduate School maintains a list of steps to [complete your master's degree](#), including deadlines and important things to know as you progress toward graduation. In addition to what is posted on this webpage from the Graduate School, you must meet all required steps of the program (outlined below).

Program staff work directly with the graduate school regarding warrants and other materials required for graduation. The checklist for graduation includes:

1. Completing all required coursework
2. Meeting minimum cumulative GPA of 3.00
3. Completing the Capstone project
4. Student declaring intent to graduate (from the Student Center in MyUW)
5. Program staff submitting warrant request to the Graduate School

Academic Policies

Enrollment Requirements

The Graduate School maintains the [official academic and administrative policies](#) relevant to graduate students.

The Graduate School's [Academics page](#) provides important information related to academic matters, policies and academic success. The following links have important information relevant to courses and enrollment that is important for you to be aware of:

- [Enrollment Requirements](#)
- [Late Enrollment, Course Change, or Drop](#)
- [Other Types of Courses](#)
- [Cancel or Withdraw Enrollment](#)

Academic Exception Petitions

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 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 faculty and the program's Academic Director.

More generally, the Academic Director, in consultation with the student's advisors, may grant extensions to normal progress requirements for students who face circumstances) 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.

Capstone Project

A student who fails the final (does not obtain a grade of C or better on the final capstone paper) may not graduate from the program. A student who has not satisfied the Capstone within 36 months of entering the program will be dropped from the program.

Extension Requests

Students who have not completed the degree on schedule may request extensions. Requests for a one-semester/year extension can be made to the program's Academic Director. The Academic Director is authorized to approve these requests upon written justification from the student. 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 Academic Director may request additional documentation as needed. Appeals or requests for additional extensions must be approved by the program's Academic Director.

If an individual course cannot be completed during the semester, and a limited amount of work is outstanding, an Incomplete may be issued for the course grade. The remaining assignments must be completed prior to the beginning of the next semester so that the Incomplete grade can be replaced with the earned grade before the next semester begins. This situation should be discussed with the Academic Director of the program and the course faculty, and a detailed timeline for completion determined and approved by all involved.

Progress Towards Your Degree

The Graduate School provides relevant information you should be aware of as you [progress towards your degree](#). Students must follow Graduate School policies, program-specific policies and if applicable, employment policies. Programs are required to provide doctoral students with annual written feedback on progress toward the degree. The following sections highlight two areas related to courses and enrollment.

Satisfactory Academic Progress (SAP)

The [Graduate School: Satisfactory Progress](#) policy defines what is expected of students to make satisfactory progress toward degree completion. Probation or dismissal from the Graduate School can impact your academic standing, financial aid or funding (consult your sources of funding as applicable). In addition to the Graduate School's monitoring of satisfactory academic progress, this program regularly reviews the satisfactory academic progress of its students, defined as follows.

The MS in Biotechnology Program follows the graduate school policy on academic progress. Students enrolled in the MS in Biotechnology Program must maintain an average GPA of 3.0 or better. Students with a lower than 3.0 cumulative GPA will be notified via email and placed on academic probation. Students are placed on an academic hold while on probation and are not able to enroll in courses until after final grades for the semester have been posted.

Grades lower than a C are considered unsatisfactory and may lead to dismissal from the program. Students are allowed to appeal the final grade following the exception rules stated in this handbook.

Attendance

Attendance in the MS in Biotechnology Program is mandatory for every course and every session. The content is very condensed and missing even one course or session can have significant impacts on your learning and course participation. Missing a course/session is only acceptable under exceptional extenuating circumstances. Please contact the program staff as soon as possible to explain the situation and alert us to your absence.

- An unexcused absence(s) will result in loss of points for the entire semester (10% of final course grade).
- Missing more than 2 sessions in the semester will result in a full letter grade drop in the final course grade.

Courses will not be recorded except for extenuating and approved circumstances. Illness absences should be accompanied by a health note from your provider, after the first illness absences.

Assignment Submissions

Assignments (individual or team) are due on the date indicated in the Canvas course. If an assignment is going to be submitted late you must contact the course instructors and program staff prior to the due date to arrange for a new deadline and explain the situation – only exceptional circumstances will be deemed acceptable.

- One assignment per course per semester can be submitted past the deadline with previous approval.
- Any other assignments that are submitted late (even with prior approval) will be docked points:

Days Late	Point Reduction on Assignment
1 Day	10%
2 Days	20%
3 Days	30%
4 Days	40%
5 Days	50%
After 5 days	Submission will not be accepted

- No assignments will be accepted past 5 days. This is critical for instructors – they have to schedule grading time, and it is very important for students to receive feedback prior to the next assignment being due.

Not Meeting Academic Expectations

Student progress will be reviewed through coursework during each semester. If the advisors and Academic Director find at any other time that a student has failed to achieve satisfactory progress in the academic expectations set in this handbook, the student will be notified and given an opportunity to submit a response within a set time period (typically 2 weeks).

Program leadership and faculty advisor(s) will review the response within 2 weeks and determine if further action is needed. Students may be dismissed from the program. Students may, alternatively, be placed on probation for one semester and then reviewed by the program advising team following the probationary semester. Students placed on probation may be dismissed or allowed to continue based upon review of progress during the probationary semester. If a student wishes to appeal any decision stemming from this review process, they can do so within 2 weeks of the date of the decision letter through submitting a letter to the Academic Director.

The program will work closely with the student and Graduate School's [Assistant Dean for Academic Services](#) for assistance and consultation in developing specific dismissal procedures for lack of satisfactory academic progress.

Grievances and Appeals

Each college or program on campus has a grievance process that students can use to address other concerns regarding their experience in the program. This program's grievance process, including academic appeals, can be found detailed at:

Programs should detail program-specific grievance and appeals in their program Guide page. Programs should direct students to that policy as listed in their program's Guide page. [Insert the link to your program's "Policies" page in Guide.]

You may also link to the Graduate School's [Grievances and Appeals](#) page.

Personal Conduct Expectations

Professional Conduct

The [Office of Student Conduct and Community Standards](#) maintains detailed guidance on [student rights and responsibilities](#) related to learning in a community that is safe and fosters integrity and accountability. You are responsible for keeping aware of their [policies and procedures](#).

In addition, the MS in Biotechnology Program has a Code of Conduct for all students to sign. Please refer to the [New Student Orientation course site](#) in Canvas and the "[Read and Sign Your Code of Conduct](#)" assignment for further information.

Academic Misconduct

[Academic misconduct](#) is governed by state law, UW System Administration Code Chapter 14. For further information on this law, what constitutes academic misconduct, and procedures related to academic misconduct, see:

Office of Student Conduct and Community Standards

- [Academic Misconduct Definition](#)
- [Student Resources for Academic Integrity](#)
- [Academic Misconduct Process at UW-Madison UWS Chapter 14](#)

University of Wisconsin System (UWS): [Chapter 14: Student Academic Disciplinary Procedures](#)

Policy for Using Generative AI in the MS in Biotechnology Program 2026-2027

AI is a rapidly evolving technology that is impacting all aspects of daily life and learning, including graduate school. The MS in Biotechnology Program allows the use of AI in limited circumstances.

Please see the latest policy for using AI in the MS in Biotechnology Program:

- [2026-27 Policy for Using Generative AI in the MS in Biotechnology Program](#)

Note: This policy applies to all courses in the program unless otherwise indicated in a particular course.

Non-Academic Misconduct

[Non-academic misconduct](#) is governed by state law, UW System Administration Code Chapters 17 and 18. For further information on these laws, what constitutes non-academic misconduct, and procedures related to non-academic misconduct, see:

Office for Student Conduct and Community Standards: [Student Nonacademic Disciplinary Procedures](#)

University of Wisconsin System (UWS)

- [Chapter 17: Student Non-Academic Disciplinary Procedures](#)
- [Chapter 18: Conduct on University Lands](#)

Research Misconduct

Trust in the accuracy and veracity of the scholarly record are fundamental to science. When that record is tainted, whole fields of study can be set back or questioned. Moreover, when scientists have been found to engage in misconduct, partners and the public lose faith in the ability of all scientists to address society's grand challenges.

The [Faculty Legislation II-314: Misconduct in Scholarly Research](#) policy defines research misconduct. The policy applies to all those involved in the research process including graduate students. The Office of the Vice Chancellor for Research's [Research Misconduct page](#) is another resource that provides the definitions, applicability and confidentiality in research misconduct proceedings.

If you have questions or concerns about research misconduct or integrity, this can be discussed confidentially with the Research Integrity Officer (rio@research.wisc.edu).

Describe any additional procedures or policies your program has in place regarding research misconduct.

Hostile and Intimidating Behavior (Bullying)

Hostile and intimidating behavior (HIB), sometimes referred to as "bullying," is prohibited by university policy applicable to faculty, academic staff, and university staff. Refer to the Graduate School's [Reporting Incidents page](#) for further definition, policy, and procedures. Students who are employees and feel they have been subject to HIB in the workplace are encouraged to review the [Hostile and Intimidating Behavior website](#) for information about the [informal](#) and [formal](#) approaches and investigations to take in addressing hostile and intimidating behavior.

Process and Sanctions for Violations of Conduct Standards

The program advising team 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 program advising team 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 program advising team is authorized to take account of individual circumstances and problems, and to grant extensions of deadlines and waivers of requirements.

Possible disciplinary actions might include but are not limited to:

- Verbal and written reprimand
- Imposition of specific terms and conditions on continued student status
- Probation • Restitution
- 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 policy on readmission: <https://policy.wisc.edu/library/UW-1230> .
- Suspension from the program, ranging from one semester to four years
- Dismissal from the program
- Denial of a degree

Reporting Incidents (Harassment, Discrimination and Bias, Hostile and Intimidating Behavior, Sexual Harassment, Sexual Assault, Dating and Domestic Violence, and Stalking)

The Graduate School's page ([Reporting Incidents](#)) directs you to the appropriate links for reporting incidents.

Other important resources on campus include:

- [Office of Student Assistance and Support – Share a Concern](#) (this page allows you to share a general concern and learn how to report other incidents on campus)
- [Office of Compliance](#)
- [Sexual Misconduct Resource and Response Program](#)

As noted above in [Personal Conduct Expectations section](#), students who feel they have been subject to hostile and/or intimidating behavior (i.e., bullying) are encouraged to review the informal and formal options for addressing this behavior (including filing complaints when desired) at: [Human Resources Hostile and Intimidating Behavior – Addressing HIB](#).

Funding Information and Resources

“Funding” refers to the financial support available to help students cover some or all of the costs of graduate education. Funding opportunities vary by program in type, amount, duration, and level of guarantee.

Students enrolled in the MS in Biotechnology Program are **NOT eligible** for funding that is linked with tuition remission. This includes graduate, research, and program assistantships that are tied to 101 funding or tuition remission and/or stipends.

Students may find work on campus but must be paid an hourly wage as an employee of the university. Most students enrolled in this program are working professionals who may receive tuition reimbursement from their employers. Students may be eligible for financial aid following university policies. It is up to you to investigate these possibilities but contact Michele if you would like assistance.

Finding Funding Without a Guaranteed Appointment

Campus-Wide and External Sources

To help you find resources to pay for costs related to graduate education, the Graduate School provides a comprehensive overview of the funding process on campus as well as descriptions of the types of funding available, sources of funding, [minimum stipend](#)

[rates and benefits](#), and links to applicable human resources policies (e.g. GAPP) at the [Funding and Awards](#) page.

See the [Graduate School's Fellowships](#) page, including the [Funding Forward](#) program from the Graduate School that equips and empowers graduate students to compete for external fellowships, for information and resources about fellowships (another source of financial support for graduate study).

Additional Policies and Resources

[Residence for Tuition Purposes](#)

[Employee Disability Resources](#)

[Graduate Assistantship Policies and Procedures \(GAPP\)](#)

Professional Development

When you participate in professional development, you build skills needed to succeed academically and thrive in your career. The following are professional development activities that we recommend for your consideration. Required professional development will be detailed in [“Degree Requirements” section](#) above.

On Campus

The Graduate School develops and curates a wide variety of resources for professional development as well as programming to help you explore careers, prepare for a job search, build your network and learn from alumni, manage projects, communicate about your research, and much more. All of this can be found at: [Graduate School's Professional Development](#).

Individual Development Plan (IDP)

This tool helps you assess your skills, set goals, and create a plan with recommended activities on campus.

Through clear guidance and helpful resources, you'll learn how an IDP helps you set goals, stay focused, and make steady progress through graduate school and beyond, using a simple approach: **assess, write, discuss, implement, and revise**.

The micro-course, *Creating your Individual Development Plan*, is a great way to start your IDP today.

DiscoverPD

DiscoverPD helps master's and doctoral students at UW-Madison advance their academic and professional goals with customized recommendations based on a skills self-assessment. The 400+ professional development recommendations available in the DiscoverPD database are available in a range of formats to best meet your diverse needs, including in-person, virtual, asynchronous, and synchronous opportunities. You can also access DiscoverPD through your [Graduate Student Portal](#).

The Graduate School communicates professional development opportunities through an e-newsletter, *GradConnections*, that all graduate students receive at their wisc.edu email. Graduate students in traditional graduate degree programs receive the newsletter weekly during the academic year and every other week in the summer.

In Our Program

UW-Madison offers a wealth of resources intended to enrich your graduate studies and enhance your professional skills. Starting your 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 keep up to date with contemporary, holistic, and innovative approaches that meet 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 Development and Effective Management Course

The MS in Biotechnology provides an interactive professional development course in the final semester designed to develop, enhance, and practice the critical tools of developing and managing careers in biotechnology.

Learning Outcomes

1. Analyze skills required to influence, prioritize, and set goals for self and staff in a biotechnology company.
2. Evaluate team culture in terms of what is critical to enable results and provide psychological safety.

3. Create situational, behavioral, and impact driven feedback strategies so that both the employee and manager are successful.
4. Explore the differences between managing and coaching the team through case studies and scenarios.
5. Generate a career development plan that includes effective resumes, cover letters, networking, and employment research skills.

MS in Biotechnology Alumni Association

Beginning with the first graduating Class of 2004, the MS in Biotechnology Program today boasts an alumni base of over 500 graduates. As a group, the program's alumni have consistently found value and support in the relationships within their graduating cohort, and across all the alumni sharing this degree.

Current students are strongly encouraged to participate in any planned alumni events. The MS in Biotechnology alumni participate in annual social networking events, milestone celebrations and scientific presentation events.

LinkedIn and Other Social Media

The MS in Biotechnology Program uses [LinkedIn](#) as the primary method for developing professional relationships, maintaining alumni contacts, and relaying job opportunities and career events.

All current students and alumni are strongly encouraged to create a professional LinkedIn profile.

Also, though used less than LinkedIn, the program has a Facebook page worth visiting. If interested, please "Like" and/or "Follow" the program's social media accounts.

MS in Biotechnology Social Media

- LinkedIn: www.linkedin.com/company/ms-in-biotechnology-uw-madison/
- Facebook: www.facebook.com/msbiotechprogram

Campus-wide Resources for Professional Development

The Writing Center (writing.wisc.edu)

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 students who speak 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 the Writing Center programs are highly trained, expert readers and are qualified to offer help with writing in all disciplines and at all levels.

Book online to make or cancel an appointment with the Writing Center, (writing.wisc.edu). You can also call (608) 263-1992 or visit 6171 Helen C. White (600 North Park Street) to make an appointment.

UW Libraries Services (library.wisc.edu)

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

The MS in Biotechnology Program has a UW Libraries liaison assigned to work with the program. Please contact Paije Wilson, the Health Sciences Librarian at the Ebling Health Sciences Library with any questions on how to obtain information through the UW Libraries services. Paije's email is paije.wilson@wisc.edu and her work phone number is (608) 262-2372.

MS in Biotechnology Program Students, Faculty, and Staff

Located on the program's website:

- The "Biotech Badgers" Community
<https://ms-biotech.wisc.edu/the-biotech-badgers/>
- Program Students and Alumni
<https://ms-biotech.wisc.edu/current-students-and-alumni/>
- Program Faculty and Instructors
<https://ms-biotech.wisc.edu/the-biotech-badgers/program-faculty-and-instructors/>
- Program Staff
<https://ms-biotech.wisc.edu/contact-us/>