

PROGRAM HANDBOOK 2024-2025

Professional Sciences Master's Program in Biomedical Sciences and Biotechnology

BSBT-GEN



Program Administration

Interim Program Director

Kristine Sikora, PhD

BSBT.Program@cuanschultz.edu

(303) 724-4379

Program Administrator

Patricia Goggans

Patricia.Goggans@cuanschultz.edu

(303) 724-5878

Contents

INTRODUCTION AND GENERAL INFORMATION	4
Program Plans and Goals	4
Professional Science Master's Program Features.....	4
BSBT DEGREE REQUIREMENTS.....	5
Credit Hour Requirements.....	5
Course Load and Expectations	5
TRANSFER AND RESIDENT CREDITS	5
Transfer Credits.....	5
Resident Credits.....	5
Transfer and Resident Course Requirements	5
GRADUATION.....	6
Time Requirements for the BSBT Master's Degree	6
Course and Grade Requirements for Graduation.....	6
Course Evaluations	6
Graduation Procedures	6
Graduation Dates and Commencement.....	6
BSBT ACADEMIC POLICIES	7
General Rules	7
In Progress (IP) and Incomplete (I) Work.....	7
Course Withdrawal Policy.....	7
Withdrawal from Anschutz Medical Campus Courses.....	7
Withdrawal from Denver Campus Courses	8
International Students	8
Academic Standing	8
CAMPUS LOGISTICS AND REQUIREMENTS	8
Email Policy.....	8
Parking	8
RTD (Regional Transportation District) Passes.....	9
Waiver criteria	9
Degree-seeking students new to campus.....	9
Continuing students.....	9
Badges and Access.....	9
Colorado Residency and In-State Tuition Benefits	9
Academic Calendars	10
Course Registration.....	10
ENROLLMENT DEFERMENT AND READMISSION.....	10

Enrollment Deferment	10
Readmission of Former and Suspended Students	10
Former Students	10
Suspended Students	10
STUDENT PRIVACY AND EDUCATIONAL RECORD ACCESS	11
PROFESSIONALISM.....	11
Dress Code in the Classroom and Small Group settings	11
Dress Code in Laboratory or Similar Setting	11
Children in Class	11
Time Management	11
BSBT POLICY FOR ACADEMIC APPEALS AND GRIEVANCES.....	12
BSBT Student Grievances.....	12
Academic Appeals and Grievances.....	12
Graduate School Academic Honor Code and BSBT Honor Statement	12
BSBT ACADEMIC AND PROFESSIONAL INTEGRITY POLICIES.....	12
Cell Phones, Tablets, and Computer Usage	12
Consensual Relationships Policy	12
Sexual Harassment	12
Diversity, Equity, Inclusion and Belonging.....	13
Graduate School Honor Code and BSBT Honor Statement	13
Processes in Case of Honors Code Violations	13
Faculty Academic Principles, Professional Rights, and Responsibilities	14
BSBT Student Academic and Professional Integrity Policy Infractions.....	14
CAPSTONE GRADUATION REQUIREMENT	14
Internship.....	14
Enrollment Pre-Requirements	15
Internship Requirements	15
BSBT- GENERAL CURRICULUM	16
Required Courses	16
Elective Courses	17
Graduate Certificates and Additional Coursework.....	18
BSBT-GEN Co-curricular Requirements	18

INTRODUCTION AND GENERAL INFORMATION

The purpose of the BSBT Handbook is to acquaint students with the policies and procedures of the Graduate School at the University of Colorado Anschutz Medical Campus and to provide resources and guidance for students in pursuit of a Master of Science degree in Biomedical Sciences and Biotechnology (BSBT).

Students are required to read the content of the Handbook carefully and must email the Program Administrator to confirm that they have read the handbook and ask any questions they may have within seven (7) days after the first day of classes.

While we will occasionally include information related to specialized BSBT Program Plans (MIM and SBB), the information below will focus mainly on the policies and procedures related to the Professional Science Master's Program (BSBT-GEN). The policies, procedures, and guidelines contained in this handbook are subject to change and may be affected by policy changes within the University of Colorado Anschutz Medical Campus Graduate School or the University.

Students can find many of the program details and forms on the Canvas "BSBT Preparation, Learning and Training Support" Course.

Program Plans and Goals

The Biomedical Sciences and Biotechnology Master's Program has three Program Plans:

- Professional Science Master's Program, **BSBT-GEN**
- Microbiology and Immunology research-focused plan, **BSBT-MIM**
- Structural Biology research-focused plan, **BSBT-SBB**

Professional Science Master's Program Features

Only the BSBT-GEN is recognized by the National Professional Science Master's Association as a Professional Science Master's Program.

To earn this recognition, programs must demonstrate that:

- Most of their courses are STEM courses.
- The program participates in Plus courses, i.e., courses that are related to science, but not science courses themselves (for example, courses on regulatory affairs or bioentrepreneurship).
- They have an advisory board with members from industry.
- The program requires as a capstone an experiential learning experience, such as an internship. The internship can be pursued in various settings, including academic research in all disciplines in the biomedical sciences, research in biotech companies, in regulatory affairs, intellectual property protection, and more.

BSBT-MIM and BSBT-SBB are research-focused and require extensive research in their disciplines and a traditional thesis for graduation. All three BSBT Program Plans provide a strong preparation for jobs in industry and can serve as valuable stepping-stones for entering Biomedical Sciences PhD Programs or other professional programs, such as Medical School, Dental School, or School of Pharmacy.

Dr. Sikora and Pat Goggans have oversight of all Program Plans, but will be primarily engaged with BSBT-GEN.

BSBT DEGREE REQUIREMENTS

Credit Hour Requirements

All BSBT Program Plans require 38 credits for graduation.

The successful completion of a course is reflected in a letter grade of “B-” or better. However, an overall GPA of 3.0 must be maintained each semester for a student to be in good academic standing. Depending on a student’s background, significant additional study time outside the classroom should be allotted for each course. Students who do not achieve a GPA of 3.0 after the required number of credits have been earned will have to enroll in additional courses to raise their GPA to the required level for graduation.

Course Load and Expectations

The BSBT-GEN Program allows full-time and part-time enrollment.

To remain eligible for financial aid, enrollment for a minimum of five (5) credits in the Fall and Spring semesters is required. Before registering for classes each term, it is strongly recommended that students confirm their enrollment plans with the Program Director or Program Administrator. The BSBT-GEN Program requires that students attend the semester program meetings. A notification and valid justification for missing the meetings is required.

TRANSFER AND RESIDENT CREDITS

Transfer Credits

Transfer Credits are defined as credit earned at another accredited institution outside of the University of Colorado System (Boulder, Colorado Springs, Denver), either in the United States or abroad.

Resident Credits

Resident Credits are credits earned as a non-degree student within the University of Colorado System. With approval of the BSBT Program Director, a maximum of 12 credits or 40% of the total required credits for graduation can be transferred or adopted into a new graduate program, provided these credits have not been counted for the completion of another degree program.

Not all transfer and resident courses will be accepted by the program. Students are encouraged to discuss credit transfers with the Program Director.

Transfer and Resident Course Requirements

All courses accepted for transfer must:

- Be graduate level (5000 level and above).
- Have a letter grade. Courses with grades of satisfactory/unsatisfactory or pass/fail are not accepted.
- Have a grade of “B-” or higher.
- Have been completed at an accredited college or university.
- Be reviewed, evaluated, and approved by the Program Director.
- Be transferred prior to the semester of graduation.
- Not have been credited for graduation in any undergraduate or graduate-degree program.

Once a student has matriculated for any BSBT Program Plan, the student may not complete coursework at a different institution to be transferred and applied toward BSBT degree requirements, unless a special permission from the Program Director has been provided in writing.

Credit cannot be transferred until the student has established a satisfactory record of at least one term of enrollment at CU Denver and earned a minimum GPA of 3.0. To process the transfer or adoption of credits, the student must download and complete the [Request for Transfer of Credit](#) form on the Graduate School's Student Resources page and submit the form and the syllabus of the transfer or resident courses to the Program Administrator.

The Program Director will evaluate the course regarding its compatibility with the mission and goals of the BSBT Program and may or may not approve the transfer or adoption of the credits.

GRADUATION

Time Requirements for the BSBT Master's Degree

BSBT master's students, whether enrolled full-time or part-time, have five (5) years from matriculation (the start of coursework) to complete all degree requirements, including the completion of the internship. Students who fail to complete the program requirements within this time frame may be suspended from the program. Requests for time extensions must be discussed with the Program Director as early as possible.

Course and Grade Requirements for Graduation

To satisfy graduation requirements, students must receive a grade of "B-" or higher. A cumulative grade point average of 3.0 or higher is required for graduation.

Course Evaluations

Students are expected to complete course and faculty evaluations for each course. This feedback is essential for the continued growth of the program and to ensure that all students are being treated equitably.

Graduation Procedures

Students who wish to graduate with a master's degree must first be approved as candidates. As soon as a student submits to the Program Administrator an [Exam Request](#) form related to the internship defense, the student also has to submit to the Program Administrator an [Application to Candidacy](#). If the student plans to graduate in that same semester, they should submit an Application for Graduation to the Registrar's Office through UCDAccess. Deadlines for all graduation requirements as well as all forms are located on the [Graduate School's Student Resources](#) page.

The Program Director must sign all documents before they are submitted to the Graduate School for final approval. An approved application certifies that a student's work is satisfactory, that the courses listed in the Application for Candidacy meet the requirements of both the BSBT-GEN Program and the Graduate School, and that the student is approved as a candidate for the degree. The Program Administrator is available to assist students with these documents and requirements.

Graduation Dates and Commencement

There are three graduation opportunities each calendar year: upon the completion of the Spring semester, the Summer semester, and the Fall semester. Please refer to the Graduate School's Student Services website for exact deadlines and graduation application materials. BSBT spring graduates are invited to participate in the CU Anschutz Spring Commencement ceremonies, and BSBT summer and fall graduates are invited to participate in the CU Anschutz Fall Commencement ceremony.

BSBT ACADEMIC POLICIES

General Rules

All graduate courses are graded along the following letter grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F. A grade of “B-” or higher is required for successful completion of each course. To maintain satisfactory academic progress, advance to candidacy and earn a graduate degree, students are required to maintain at least an overall grade of “B”, i.e., a total GPA of 3.0 in all work attempted while enrolled in the graduate program. All earned grades will be recorded on the student’s transcript. However, only grades that are approved on the Application to Candidacy form (grades of B- or higher) will count towards the 38 credits that are required for graduation and will count towards the degree GPA.

Note: Transfer and Resident Courses (any course in which a student was enrolled as a non-degree-seeking student and that are accepted for the degree program) are not included in the cumulative GPA. This policy is especially important for students who aim for admission to PhD and other professional programs. Such students should emphasize in their applications to these programs that these transfer and resident courses do count towards the master’s degree, but that the university registrar includes in its GPA calculation only those courses in which a student was enrolled since acceptance in the program.

In Progress (IP) and Incomplete (I) Work

The internship may span over more than one semester. In that case, the Course Director will assign a grade of “In Progress” (IP). This IP grade will be converted to the official letter grade once the work is completed.

In select cases, based on circumstances that are beyond a student’s control, a course grade can be posted as “Incomplete” (I), provided most of the required work has already been completed. The student is expected to complete the remaining work in the following semester unless the Course Director has offered an extension to the maximum of one year. If the Course Director does not post the final grade after one year, an “I” grade will be changed automatically to an “F”. Incomplete (I) grades are not awarded for poor academic performance or as a way of extending assignment deadlines.

Course Withdrawal Policy

After the university add/drop deadline for each semester, enrolled students will have to earn a grade for each course. For students who withdraw from a course after the add/drop deadline, a “W” will be recorded on their transcript. For this withdrawal, a course withdrawal form can be obtained from the Program Administrator.

Failing to attend class is not considered an official withdrawal, and students will have a failing grade (F) recorded on their transcript.

Students are not eligible for a tuition refund if they withdraw after the add/drop period.

Note: Before withdrawing from any course, the student must inform the Program Director of this intent to prevent any negative impact to the student’s training and financial aid.

Withdrawal from Anschutz Medical Campus Courses

BSBT-GEN curriculum may include required and elective courses from CU Denver and/or CU Anschutz. Students must adhere to the withdrawal policy of the campus and department/program that is offering the individual course. IDPT and BSBT courses are offered by the Graduate School. If a

withdrawal is permitted, the student must first complete the Course Withdrawal Form, which requires signatures of the Course Instructor, the Program Director, and the Dean of the Graduate School.

Note: Unless there are circumstances that are completely beyond a student's control, a student may enroll in a course no more than three times, regardless of if the student failed the course or withdrew from the course.

Withdrawal from Denver Campus Courses

Students enrolled in a course offered at CU Denver must adhere to the posted add/drop and withdrawal deadlines for CU Denver. Please consult the campus' academic calendar for the exact dates.

A withdrawal from a Denver Campus course must be completed via UCD Access.

International Students

Withdrawing from a course may impact full-time status and may violate visa guidelines and requirements. International students should discuss potential impacts of course withdrawal with an advisor from the Office of International Student Support Services. It is the responsibility of the student to be in good standing with immigration laws, seek information on how to maintain a valid visa, and how class withdrawals or failures may impact their immigration status.

Academic Standing

Students must maintain a minimum overall GPA of 3.0 to be in good academic standing and must earn a grade of "B-" or higher in all coursework for the course to be counted towards degree completion.

The Graduate School will place a student on academic probation when their cumulative GPA falls below 3.0. Students will have two (2) semesters if enrolled as a full-time student, or four (4) semesters if part-time, in which to raise their cumulative GPA to at least a 3.0. The student must obtain a GPA of at least 3.0 during each semester on probation or they will be subject to dismissal upon recommendation of the Program Director and the concurrence of the Dean of the Graduate School.

CAMPUS LOGISTICS AND REQUIREMENTS

Email Policy

The BSBT-GEN Program abides by the [Graduate School's Student Email Policy](#). It is important for students to review the policy and abide by the guidelines. Email is the official means of communication for the BSBT-GEN Program, and students are expected to check their campus email on a frequent and consistent basis in order to stay current with University and program communications. Students have the responsibility to recognize that certain communications may be time sensitive.

Students are expected to practice professional communication skills when communicating via email by using appropriate salutations and a courteous and professional tone.

Parking

Parking passes are required for all permit-only lots at CU Anschutz. Permits for CU Denver and CU Anschutz cannot be used interchangeably. Additional information can be found at [Facilities Management](#).

RTD (Regional Transportation District) Passes

The RTD CollegePass is available to all enrolled degree-seeking students. The pass is supported by a mandatory student fee. The RTD CollegePass includes all regular fixed-route services, including bus (local, express, regional), light rail (including A-Line to the airport), Call-n-Ride, and skyRide service. Services NOT included in the RTD CollegePass program are Access-a-Ride, BroncosRide, RockiesRide and other special-event services. The fee will be assessed for any term in which a degree-seeking student enrolls for academic credit at CU Anschutz. CollegePass program waivers will be granted for individual students who meet specific criteria that are outlined in the [Fee Waiver Application form](#).

Waiver criteria

- Students whose capstone/internship projects take them to hospitals or locations/buildings outside of the RTD service area must pay the per-term fee.
- If a degree-seeking student is not enrolled in a particular term, per RTD regulations, the fee and associated transit services cannot be 'opted into' for that particular term.

Degree-seeking students new to campus

The CollegePass will not be available until students complete the orientation and receive their CU Anschutz ID badges. The CollegePass can only be accessed via the MyRide App. Learn more about the steps you need to complete before receiving the CollegePass at the [Student Services website](#).

Continuing students

Degree-seeking students who will remain enrolled as degree seeking in a CU Anschutz degree program may continue to take advantage of the CollegePass through the MyRide App.

Always check with the Student Services Office for the most up-to-date information as these benefits and processes are subject to change.

Badges and Access

The Program Administrator will notify new students when their CU Anschutz ID badges are available and will arrange a date and time for pickup or delivery of badges. Badges give students access to necessary areas after hours and on weekends. If a badge is lost, stolen, damaged, or is malfunctioning, please contact the Security Badging Office immediately. The Security Badging Office is located on the 1st floor of the Fitzsimons Building. Additional contact and badging information can be found on the [Badging and Security Services](#) website.

Colorado Residency and In-State Tuition Benefits

Colorado residency and access to in-state tuition benefits is determined by the CU Anschutz Registrar's Office. The BSBT-GEN program is a participant in the WICHE Western Regional Graduate Program (WRGP) and eligible out-of-state students may qualify for in-state tuition. Students intending on establishing Colorado residency must have been domiciled in Colorado for *one* (1) calendar year before they can petition to receive in-state tuition benefits. Once a student has established domicile in the state of Colorado, the student must complete a Petition for Residency and submit the petition to the Registrar's Office.

More information about Colorado Residency and the WRGP program can be found on the [Registrar website](#).

Academic Calendars

The BSBT-GEN Program will adhere to the CU Anschutz Graduate School Academic Calendar, which can be found on the [Graduate School resources library](#). Students must follow the course calendar based on the campus location of the specific course. CU Denver courses often start one week earlier than those at CU Anschutz.

Course Registration

All students will use the [UCDAccess portal](#) to add (register), drop, and/or withdraw from courses each semester. Students are responsible for registering for courses and altering their individual academic schedule before the add/drop and withdrawal deadlines.

The typical start of registration for each semester is as follows:

- Fall Semester: First Monday in August (*Note: BSBT Foundations courses start earlier*)
- Spring Semester: First Monday in December
- Summer Semester: Second Monday in May

The typical last day for students to add/drop courses is as follows:

- Fall Semester: Friday of the second week of classes
- Spring Semester: Friday of the second week of classes
- Summer Semester: Friday of the first week of classes

If a student needs to add a course after the add/drop deadline has passed, the student must complete the Student Registration Form and obtain a signature of permission from the faculty member directing the respective course(s). Please send the form to the BSBT-GEN Program Administrator. A late fee will be assessed by the Registrar.

Note: For the Internship, the BSBT- GEN Program has permission from the Registrar to enroll students in a flexible mode, and late-enrollment fees do not apply.

ENROLLMENT DEFERMENT AND READMISSION

Enrollment Deferral

Students who were accepted to the program and wish to defer enrollment must contact the BSBT-GEN Program Administrator. Students may defer their enrollment for up to one (1) calendar year without the necessity of reapplying or paying an application fee.

Readmission of Former and Suspended Students

Former Students

Students who have been admitted to the BSBT-GEN program have five (5) calendar years to complete the curriculum requirements. If a student leaves the program for more than one (1) calendar year or three (3) semesters, including the summer, they must contact the BSBT-GEN Program Director to determine their eligibility to continue in the program.

Suspended Students

A suspended student is eligible to apply for readmission to the program no sooner than one (1) full calendar year (3 semesters, including the summer) following suspension from the BSBT-GEN Program. The student must submit a modified application, statement of purpose, and a payment for the application fee. Students must consult with the Program Director about the readmission

requirements. Readmission to the program is at the discretion of the Program Director and/or the admissions committee.

STUDENT PRIVACY AND EDUCATIONAL RECORD ACCESS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of students' education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives students certain rights with respect to their educational records, such as:

- Students have the right to inspect and review their education records maintained by the school.
- Students have the right to request the correction of records if they believe them to be inaccurate or misleading. If the school decides not to amend the record, the student has the right to a formal hearing.
- Generally, schools must have written permission from the student to release any information from a student's education record. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance; however, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them.

Note: Students who wish to request prevention of this disclosure must complete the [Request to Prevent Disclosure of Directory Information](#) form. Please submit this form to the BSBT-GEN Program Director and Administrator, who will submit the form to the Registrar's Office.

PROFESSIONALISM

The BSBT Program is located on an Academic Medical Campus and students must adhere to the dress code and behavioral expectations established by the environment or setting they occupy.

Dress Code in the Classroom and Small Group settings

Students in the classroom and in small groups should adhere to any requirements set by the course director and/or instructor and building in which the classroom resides.

Dress Code in Laboratory or Similar Setting

Per Department of Environmental Health and Safety (EHS) requirements, closed-toe shoes are mandatory in the laboratory environment. Students should follow all EHS requirements and should consult with their mentor if requirements are not clear.

Children in Class

Children are permitted in class only with the written permission of the Course Director *and* the Instructor of the specific class. Students are requested to make sure that the child does not interfere with or distract from the class procedures. For nursing needs, lactation rooms are available throughout campus.

Time Management

Program meetings are mandatory. It is the responsibility of the student to take time off from work to meet academic requirements. The Program Director may excuse a justified absence of the student only with a written request for permission.

BSBT POLICY FOR ACADEMIC APPEALS AND GRIEVANCES

BSBT Student Grievances

If a student experiences a serious disagreement with a faculty member, staff, or fellow student, the student should immediately report the issue to the Program Director, Program Administrator, and/or the appropriate campus office. Such experience can include, but is not limited to, perceived harassment, discrimination, unfair and/or disrespectful treatment, grade disputes, and unprofessional behavior.

Academic Appeals and Grievances

All BSBT Program Plans adhere to the appeals process that has been developed and implemented by the Graduate School. Disputes related to course grades or accusations of plagiarism should first be discussed with the Course Director. If the problem cannot be resolved at the course level, the issue may be escalated to the Program Director. There is no guarantee that the final resolution will meet the students' expectations. Additional support can be sought from the Office of Student Services.

Graduate School Academic Honor Code and BSBT Honor Statement

Students are expected to adhere to the highest standards of personal integrity and professional ethics and to the CU Anschutz Graduate School Academic Honor and Conduct Code.

BSBT ACADEMIC AND PROFESSIONAL INTEGRITY POLICIES

CU Anschutz is an academic and professional community. As members of this community and as future leaders in biotechnology and health professions, all BSBT students are expected to take personal responsibility for understanding and observing the following policies.

Cell Phones, Tablets, and Computer Usage

The use of tablets, computers, and other electronic devices in the classroom, laboratory, and small group settings must be for academic purposes only and at the discretion of the Course Instructor. The Program does not provide any electronic devices for classroom use.

Consensual Relationships Policy

Consensual relationships between students and staff members who are in a position of authority or who have access to student or testing information are not permitted. Please review the University of Colorado's [Administrative Policy 5015](#) for details.

Sexual Harassment

Sexual harassment is unacceptable behavior and will not be tolerated. Sexual harassment includes unwanted sexual advances, requests for sexual favors, and other intimidating verbal or written communications or physical conduct of a sexual nature.

No one will receive unfavorable treatment for presenting a complaint of sexual harassment. All complaints will be considered confidential, to the extent possible. Only those individuals determined to be involved in the complaint or its resolution will have information concerning the complaint. All complaints of harassment should be reported to the Program Administrator, the Program Director, or the campus sexual harassment officer. Please review CU Administrative Policy Statement 5014 for a detailed statement.

Any individual violating the policy against sexual harassment may be subject to disciplinary action,

including dismissal from the program. Failure by anyone vested with the responsibility to report allegations of sexual harassment is considered a violation of this policy. It is the intent of this policy to comply with the requirements under Title VII of the 1964 Civil Rights Act and Title IX of the 1972 Education Amendments, as well as other applicable statutory laws and regulations of the State of Colorado.

Diversity, Equity, Inclusion and Belonging

The BSBT-GEN Program recognizes, values, and affirms that diversity contributes richness to the University and enhances the quality of education.

The BSBT Program is committed to equal opportunity, including opportunities for individuals with disabilities. Our commitment to the principles of nondiscrimination includes the federally protected classes of age, gender, sex, race, color, creed, national origin, religion, ancestry, marital status, ethnicity, disability, sexual orientation, or status as a protected veteran.

The BSBT Program is committed to providing an academic environment in which everyone is treated with courtesy, respect, and dignity. We encourage students and faculty to seek out resources and educational opportunities to maintain an understanding of current issues, policies, and best practices.

Graduate School Honor Code and BSBT Honor Statement

Students are expected to follow the Graduate School Academic Honor and Conduct Code and the BSBT Honor Statement at all times, including during exams.

Although it is not possible to list all situations that might violate the Graduate School's Academic Honor Code, the following examples will provide some reference points.

- Students should adhere to the highest standards of academic honesty and integrity. These standards include issues related to plagiarism (including not referencing where information was found), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, falsification of official records, and illegal or unauthorized use of University resources.
- Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either an academic or professional setting, as well as any other conduct unbecoming a professional or biomedical researcher. Professional conduct also includes adhering to the agreements any group sets forth regarding group work and individual contributions to such work. It is recommended that the agreement be shared in an email to all group members, and it is understood that continued participation in the group represents an agreement to adhere to the rules. Violations of individual group members who, for example, do not try to perform at the highest level should be shared with the Course Director and, if necessary, with the Program Director. If a resolution cannot be found, the noncompliant student might be removed from the group and will have to present outside the group. However, because teamwork is a part of the learning/training process, the student will have to accept a grade reduction for presenting independently of the assigned group work.
- CU Anschutz is an alcohol-, drug-, and tobacco-free campus.
- Students must conduct themselves in a professional manner that recognizes the rights, personality, and property of others.

Processes in Case of Honors Code Violations

A student will be notified in writing if a breach of the Graduate School Honor Code or BSBT professional expectations is perceived.

The student will have an opportunity to gather information to properly respond to the allegation(s) and

will meet with the Program Director and those directly impacted by the infraction. If further escalation is required, the infraction will be reported to the Dean of the Graduate School or other University representative. The Graduate School will then abide by the following procedures:

1. Disciplinary action will not be taken against the alleged violator until the Honor and Conduct Committee (a committee generally consisting of four faculty members and two student representatives) and the Dean have reviewed the case and arrived at a decision. However, if the alleged violation threatens the welfare or safety of others or is against the law, appropriate action will be taken immediately.
2. The Dean of the Graduate School or other University representative will review the information submitted concerning the alleged violation. If there is no admission of wrongdoing, the case will be referred to the Honor and Conduct Committee for a hearing. Legal counsel will not be present for either the student or the University parties. The hearing will adhere to the following minimum guidelines.
3. Adequate notice to all concerned parties.
4. An opportunity provided for the student accused of the violation to be heard and to question the person alleging the violation.
5. A detailed confidential record of the proceedings.
6. Following its deliberations, the Honor and Conduct Committee will submit its findings and recommendations to the Dean. The Dean will decide on the case in a timely manner and will communicate the decision to the student and to the appropriate faculty members, including the Program Administrator and Program Director of the BSBT-GEN Program.

Faculty Academic Principles, Professional Rights, and Responsibilities

CU Anschutz faculty are guided by the University of Colorado Faculty Academic Principles, Professional Rights, and Responsibilities. If a student has a valid concern about a faculty member's violation of these responsibilities, we encourage the student to report the matter to the BSBT Program Director and/or the appropriate campus office.

BSBT Student Academic and Professional Integrity Policy Infractions

It is expected that students will observe the policies listed above. If a student is not adhering to these policies, the infraction(s) will be reported to the Program Director. The student will meet with the Program Director to gain an understanding of the issue and develop a resolution. If the student and the Program Director cannot reach an agreement, the issue will be forwarded to the Dean of the Graduate School or the Office of Equity, depending on the specific case.

CAPSTONE GRADUATION REQUIREMENT

Internship

For students currently working in a research setting, it is recommended that you select an internship site different from your lab and preferentially in a new study field. Exceptions may be granted after discussion and approval by the Internship Course Director and/or Program Director.

For BSBT-GEN students, the capstone requirement for graduation is an internship. The purpose of the internship is to provide a student with a unique hands-on experience in a "real-world" setting where they can develop new professional and practical skills, gain valuable work experience, build their professional network, and gain a competitive advantage as they pursue a career in biomedical sciences or biotechnology.

Students may conduct their internship in any research area and/or approved internship location within or outside the university. The internship provides valuable hands-on learning opportunities for

graduate students in institutions and organizations related to the wide arena and multiple aspects of biotechnology, bioinformatics, innovation, and entrepreneurship.

Examples of internship sites include a scientific laboratory, a pharmaceutical or device-manufacturing company, an office for technology and licensing, or a company focused on business development or management. Through the internship, a student may be involved in aspects related to the production of scientific results in a bioscience laboratory, the translation of laboratory outcomes into applicable products and procedures, understanding issues related to regulatory affairs, or entrepreneurship and business management. Depending on the students' specific interests, prior training, and career plans, they may gain a deeper understanding of the importance of biotechnology for the environment and public health, policies and regulations that guide and restrict translational science, challenges related to intellectual property or venture funding for new companies, or molecular mechanisms of diseases.

Enrollment Pre-Requirements

Enrollment into the course BSBT 6939-001 Internship is permitted only for students who:

- Are in good academic standing.
- Are prepared for additional commitment to project-based learning.
- Have identified an internship mentor and site that has been pre-approved by the Program Director and/or Course Director.
- Developed and outlined an internship plan with their internship mentor.
- Submitted a draft Internship Plan, with signatures from the internship mentor and additional mentor, for pre-review to the Program Director and/or Course Director.
- Submitted a final Internship Plan, with signatures from the internship mentor, additional mentor, and Course Director or Program Director

Internship Requirements

To earn the minimum required three (3) credits, Interns are expected to:

- Spend a minimum of 150 hours at the internship site (this time does not include time for preparation, reading, or compiling the final internship report and presentation).
- Complete 6 credits worth of internship either in the same site/organization or in 2 different sites/organizations (3 credits for each). Exceptions may be considered on a case-by-case basis and with the approval of the Program Director or Course Director.
- Submit a Written Internship Report.
- Give an oral presentation about the internship experience to the internship committee. The presentation will be public but may be closed if requested.
- Discuss the internship results in a public or private discussion with the internship committee.

Detailed information about the internship is available in the internship handbook.

BSBT- GENERAL CURRICULUM

Required Courses

Course Number	Course Title	Credits/Semester
Fall – Year 1		
BSBT 6072 – 6075 <i>No class on Labor Day</i>	BSBT 6072: Foundations in Biochemistry BSBT 6073: Foundations in Molecular Biology BSBT 6074: Foundations in Cell Biology BSBT 6075: Foundations in Genetics	1.5 each/Fall
BIOL 5024	Introduction to Biotechnology (Denver Campus) <i>Enrollment in this course can be postponed to year two (Discuss with Program Director)</i>	3/Fall
Electives	<i>See, for example, Core Topics short courses that follow the Foundations Courses (Discuss with Program Administrator and Director)</i>	
Spring – Year 1		
BSBT 6067	Statistics for the Biomedical Sciences	2/Spring
BSBT 6071	R Programming	1/Spring
BSBT 6806	Communication Skills	3/Spring
<i>Electives</i>	<i>Contact Program Administrator and Director</i>	
Summer – Year 1		
BSBT 6065	RCR Case Studies	1/Summer
<i>Electives</i>	<i>Contact Program Administrator and Director</i>	
Fall – Year 2		
ENGL 5175	Writing in the Sciences (Denver Campus or Virtual)	3/Fall and Spring
BSBT 6804	Bioinnovation Regulations	3/Fall
<i>Electives</i>	<i>Contact Program Administrator and Director</i>	
Spring – Year 2		
BSBT 6801	Biomedical Entrepreneurship	3/Spring
BSBT 6061	Project Management	2/Spring
BSBT 6939-Section 001	Internship (<i>Requires prior discussion with Program Director</i>)	3-6/All Semesters

Elective Courses

Enrollment in elective courses requires prior discussion with the Program Director. While likely, it is not guaranteed that the courses are always offered in the semester indicated.

Course Number	Course Title	Credits/Semester
BMSC 7810 Core Topics in Biomedical Science *Required for BSBT-MIM **Required for BSBT-SBB	Core Topics A	
	**001 - Discovering Protein Function and Structure	2/Fall
	*002 - Microbiology in Biomedical Research	2/Fall
	*003 - Inflammation	2/Fall
	004 - Evolutionary Genetics and Genomics	2/Fall
	005 - Stem Cell Biology to Regenerative Medicine	2/Fall
	Core Topics B	
	006 - Gene Regulation and RNA Biology in Disease (PhDs ONLY)	2/Fall
	007 - The Microbiome in Health and Medicine	2/Fall
	008 - Principles of Cancer Biology	2/Fall
	009 - Introduction to Animal Models and Experiments in Developmental Biology (PhDs ONLY)	2/Fall
Course Number	Description	Credits/Semester
BIOE 5074	Introduction to Laboratory Animal Research	3/Spring 2024
BIOL 5494	Population and Evolutionary Genetics	3/Spring
BIOL 6764	Biological Data Analysis	3/Spring
CANB 7600	Molecular Mechanisms of Cancer	4/Spring
CANB 7620	Histophysiology	3/Spring
CLSC 7202	Clinical Outcomes and Applications	3/Fall
CSDV 7605	Stem Cells and Development	3/Spring
ENTP 6020	Business Model Development & Plan	3/Spring
ENTP 6834	Lean Marketing (online)	3/Spring
ENTP 6848	Leadership in New Ventures	3/Spring 2024
ENVS 6230	Environmental Epidemiology	3/Spring
EPID 6630	Epidemiology	3/Spring
IDPT 7646	Tissue Biology and Disease Mechanisms	3/Fall 2024
IMMU 6110	Intro to Bioinformatics (with an Immunology and Microbiology spin!)	3/Fall
IMMU 6210	Intensive Advanced Immunology	3/Spring
MKTG 4700	Personal Selling and Sales Management	3/Fall
MOLB 7900	Practical Computational Biology for Biologists: Python	2/Spring
MOLB 7910	Practical Computational Biology for Biologists: R	2/Spring 2024
NRSC 7501	Intro to Neuroscience	1/Fall
NRSC 7610	Fundamentals of Neurobiology	3/Spring
NRSC 7614	Biological Basis of Psychiatric and Neurological Disorders	3/Spring
NRSC 7615	Developmental Neurobiology	3/Spring
PHSC 7345	Nanotechnology and Drug Delivery	2/Spring
PHSC 7651	Pharmaceutical Biotechnology	3/Spring
STBB 7609	Biophysics and Spectroscopy	3/Spring
STBB 7631	Molecular Structure A	1.5/Fall

38 credits are required for graduation in all BSBT- Program Plans, and graduate students must maintain an overall GPA of at least 3.0 ("B"). No grade below "B-" is accepted for graduation.

Graduate Certificates and Additional Coursework

- Some courses that are listed as elective courses for the BSBT-GEN Master's Program are required courses for some Graduate Certificate Programs, such as the Graduate Certificate Program in [Personalized and Genomic Medicine](#), [Cannabis Science and Medicine](#), or [Research Management and Compliance](#). If students would like to earn such Graduate Certificate concurrently with the BSBT-GEN program, they will have to discuss this choice with the BSBT Program Director and the Certificate Program Director and also fill in the [Intent to Complete Graduate Certificate](#).
- Students do not have to start the master's and the Certificate Program at the same time, but the Certificate will have to be completed by the latest at the time when the master's is earned.
- Courses are not guaranteed to be offered in the indicated semester. Faculty availability might require changes. Students are encouraged to check the course availability before planning their semester schedules.
- Before enrollment in any elective courses, it is the student's responsibility to confirm that they fulfill the pre-requirements that are posted for the course or to inquire with the Course Director which pre-requirements apply.
- If a student would like to enroll in an elective course that is currently not included in the program list of elective courses, students must discuss this choice with the Program Director first, who will evaluate if the elective aligns with the mission and objectives of BSBT-GEN. The alternative elective will **not** be counted towards the degree.

BSBT-GEN Co-curricular Requirements

For BSBT-GEN students, as part of their graduation requirements, it is mandatory that students complete the following and provide documentation or proof of attendance:

- Attend all BSBT program meetings and seminar series. Students must contact the Program Administrator to give a reasonable excuse for their absence.
- Participate in at least one career development workshop, seminar, or campus organization event per semester.
- Conduct at least one informational interview with a person who holds a job that might be a possible career path for the student and provide documentation.
- Attend at least two BSBT internship presentations.

Attendance and participation in co-curricular events must be documented by submitting the appropriate form to the Canvas "BSBT Preparation, Learning and Training Support" course.