



2025-2026

MICHIGAN STATE UNIVERSITY
SCHOOL OF
PACKAGING

MS PACKAGING LEADERSHIP FOR
PROFESSIONALS HANDBOOK

TABLE OF CONTENTS

PROGRAM OVERVIEW	4
MISSION STATEMENT	4
SCHOOL OF PACKAGING ADMINISTRATIVE OFFICES	4
MS PACKAGING LEADERSHIP FOR PROFESSIONALS.....	6
IN COLLABORATION WITH:	6
MS PACKAGING LEADERSHIP FOR PROFESSIONALS (ONLINE)	6
PROGRAM OVERVIEW GLOSSARY	7
APPLICATION AND ADMISSIONS.....	8
ADMISSION SEMESTERS AND DEADLINES	8
READMISSION.....	8
ADMISSION CRITERIA	10
TRANSFER CREDITS	11
MS PACKAGING LEADERSHIP FOR PROFESSIONALS PROGRAM	12
SPECIFIC REQUIREMENTS	12
WHO SHOULD APPLY.....	12
WHY APPLY	13
APPLICATION REQUIREMENTS.....	13
MS PACKAGING LEADERSHIP FOR PROFESSIONALS: DEGREE REQUIREMENTS.....	14
TIME LIMITS.....	14
POLICY CHANGES	14
GRADPLAN.....	14
FACULTY ADVISOR.....	15
GUIDANCE COMMITTEE.....	16
MS PACKAGING LEADERSHIP: COURSE REQUIREMENTS	18
ANNUAL PROGRESS REPORT.....	22
APPLY FOR GRADUATION	22
SUMMARY OF MS REQUIREMENTS WITH DUE DATES.....	23
ACADEMIC POLICIES	24
ACADEMIC STANDING.....	24
ANNUAL PROGRESS REPORT.....	24
PROFESSIONAL STANDARDS.....	25
RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH.....	26
DOCUMENTING RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH (RECR) TRAINING	26
MISCONDUCT IN RESEARCH	27
STUDENT CONDUCT AND CONFLICT RESOLUTION	28
CIVIL RIGHTS AND TITLE IX EDUCATION AND COMPLIANCE	28
STUDENT CONFLICT RESOLUTION	28
FORMAL GRIEVANCE.....	28
HEARING BOARD	29
OTHER POLICY RESOURCES	29
GRIEF ABSENCE POLICY	29

SCHOOL RESOURCES AND POLICIES	30
SCHOOL OF PACKAGING	30
BUSINESS PORTAL - STUDENTS.....	30
ENROLLMENT IN CLASSES.....	30
SCHOOL STANDING COMMITTEES.....	30
DEPARTMENTAL FACILITIES	31
ACADEMIC AND RESEARCH SEMINARS.....	31
FINANCIAL ASSISTANCE FROM SCHOOL OF PACKAGING AND CANR.....	31
OTHER FINANCIAL RESOURCES	31
CAREER SERVICES.....	31
COUNCIL OF GRADUATE STUDENTS (COGS)	31
OFFICE OF FINANCIAL AID	31
OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS.....	31
THE GRADUATE SCHOOL.....	31

For additional information on School and University Resources,
visit the [MS/PhD Graduate Student Handbook](#) on the web.

PROGRAM OVERVIEW

MS PACKAGING LEADERSHIP FOR PROFESSIONALS 2025-2026

MISSION STATEMENT

The mission of the School of Packaging at Michigan State University is to educate packaging professionals and to create innovative solutions that enhance or maintain product quality, increase efficiency, and reduce waste. In doing so, we contribute to the economic development and quality of life of citizens within the State of Michigan and across the world through highly relevant educational experiences and cutting-edge research.

School of Packaging Administrative Offices

Interim Director, Dr. Laura Bix	bixlaura@msu.edu
Associate Director, Dr. Laurent Matuana	matuana@msu.edu
Graduate Program Director, Dr. Amy Radford-Popp	radforda@msu.edu
Administrative Assistant, Tracy Lorenz	smithtr7@msu.edu
Graduate Program Coordinator, Cathie Allison	allisonc@msu.edu
Business Accountant, Heather Miller	mill2709@msu.edu
Lab Manager, Aaron Walworth	walwort8@msu.edu

PROGRAM INTRODUCTION

The School of Packaging offers graduate programs leading to the degrees of MS in Packaging and PhD in Packaging, as well as one in MS Packaging Leadership for Professionals.

From the moment of product design and development, through final use by a consumer, packaging makes a product convenient to transport, protects the product from physical, chemical, and biological hazards, and conveys instructions that are easy to understand. It is a goal of packaging to use the most effective and economical materials to accomplish these functions.

Packaging materials and systems are constantly changing to meet today's needs. Packaging professionals use modern technology and innovative approaches to develop or modify packaging.

The graduate student population is characterized by diversity. There is a substantial representation of international students from a variety of countries in Asia, Europe, Africa, and the Americas. Many students, both international and domestic, have completed undergraduate degrees in a discipline other than packaging. Engineering and science-related degrees are most prevalent, but business degrees are not uncommon, and other degrees have included printing technology, product design, and many more.

Graduates of the MSU School of Packaging are sought after by employers in the United States and internationally. Few graduate students leave the program without at least one job offer in hand. Graduates with advanced degrees are more likely to go into education, research, or management positions than those with B.S. degrees, and less likely to go into production positions. A wide variety of types of companies employ graduates with advanced degrees, as well as those with bachelor's degrees.

Facilities and instrumentation are available for advanced study and research in the following areas: product and/or package damage in the physical distribution environment, barrier characteristics of packaging systems and materials, quality preservation and storage stability of packaged products, mechanical properties of packaging materials and systems, distribution packaging, packaging systems development and optimization, medical/pharmaceutical packaging, human factors in packaging, various aspects of packaging in business and marketing, recycling, environmental impacts of packaging, and related areas.

All online graduate students are expected to attend the School of Packaging virtual orientation program during Fall semester. The orientation program includes an overview of the graduate program and of department policies and procedures. The major goal is to familiarize students with the program and provide an opportunity to meet their graduate student colleagues. The time and date of the orientation is announced to students in late Summer.

PROGRAM COMPONENTS AND PLAN OPTIONS

MS Packaging Leadership for Professionals

The Master of Science in Packaging Leadership for Professionals is a course-intensive, online program offered by the School of Packaging in partnership with the business and communication arts and sciences programs at MSU. The MS program enables professionals with leadership aspirations to not only expand their knowledge related to technical aspects of packaging but to also strengthen their proficiencies in interdisciplinary fields in which students engage in one of four tracks:

- [Business](#)
- [Packaging Design](#)
- [Supply Chain Management](#)
- [Sustainable Solutions](#)

In Collaboration With:

- Agriculture Food Resource Economics
- Business
- Community Sustainability
- Food Science and Food Safety
- Strategic Communication
- Supply Chain Management

MS Packaging Leadership for Professionals (Online)

The School offers a MS Packaging Leadership for Professionals (Online) program. This program is intended primarily for professionals working in the field of packaging.

Course Requirements

All students must complete a minimum of 30 credits.

Faculty Advisor

The Faculty Advisor is responsible for assuring that each graduate student under their guidance receives information about requirements and policies of the graduate program. The Faculty Advisor will advise the graduate student on developing a program plan, including setting Guidance Committee members, developing a course plan, and on resources available for carrying out the program.

Guidance Committee

The student's Guidance Committee (faculty advisor and graduate committee chair) will set specific course requirements for each individual student based on the student's background, interests, and career goals. These course requirements must be completed and approved by the Guidance Committee.

Capstone

A Capstone Course (PKG 891) is required of all MS Packaging Leadership for Professionals students during their program.

Seminars

MS Packaging Leadership for Professionals are excused from attendance at seminars. Most seminars are available virtually and all are welcome to attend.

Program Overview Glossary

Glossary	Description
GradPlan	The web-interactive system for students to create and store their Degree Plans and subsequent graduate program activities. Students can link to the log-in page: https://student.msu.edu .
Faculty Advisor	The Faculty Advisor will advise the graduate student on developing a program plan, including selection of Guidance Committee members, course work, research plan, and on resources available for carrying out the program.
Guidance Committee	The student's Guidance Committee shares responsibility with the Faculty Advisor for reviewing the graduate student's progress and guiding the student toward completion of course and program requirements.
Course Plan	Courses will be prescribed by the Guidance Committee to ensure that the student will have a comprehensive knowledge of a major field and related subjects. The courses that a student is required to complete will depend upon prior academic background in relation to the selected graduate program.
Annual Progress Report	Graduate students have a right to periodic evaluations to assess their academic progress, performance, and professional potential.
Capstone Course PKG 891	A Capstone Course is required of all MS Packaging Leadership for Professionals students during their program.

APPLICATION AND ADMISSIONS

MS PACKAGING LEADERSHIP FOR PROFESSIONALS

2025-2026

ADMISSION SEMESTERS AND DEADLINES

Admit Semester	Application Deadline
Fall	February 15th
Spring	October 31st
Note: International students are encouraged to apply early and submit official test scores. Approval for international students can take longer if all official documents are not submitted, which can delay the visa process.	

Applications will be valid for one year (measured from the first semester of chosen enrollment). Once granted, admission usually is good for one year. Admitted graduate students who wish to change their first semester of enrollment should contact the School of Packaging Graduate Program Coordinator to initiate the process for a change in admit date.

Readmission

A packaging graduate student seeking re-enrollment after an absence should follow the [Office of the Registrar](#) instructions for Graduate Education – Readmission to Original Program or Readmission with Change of Program, where an online application is available. Readmission is required if more than 12 months will elapse between enrollments. A student who has not been enrolled for less than 12 months is not required to request readmission and can simply enroll in classes. International students should contact the Office for International Students and Scholars, as special requirements may apply.

A graduate student previously enrolled at MSU who wishes to pursue a degree or program other than the one originally sought, and **who has not been enrolled for three consecutive semesters** (including Summer) or who has completed prior courses of study, must file a new graduate application. Current graduate students at MSU are advised to contact the Graduate Program Director, School of Packaging, for discussion of the optimal procedure for their specific situations.

Note: Graduate students whose enrollment at MSU is interrupted for any reason and have not been enrolled for three consecutive semesters (including Summer), must apply for readmission at <https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx>

Application Requirements

Slate Student Portal

<https://explore.msu.edu/apply>

Applicants can submit and check on the status (completeness) of their applications by logging into their student portal.

Online Application - Slate

Complete the Online Application for Admission to Graduate Study, paying the application fee by credit card number, electronic check, or money order.

Supplemental Questions

Complete the School of Packaging Supplemental Questions as part of your MSU application.

Transcripts

- Request the registrar of each college or university attended to send an official copy of any previous schooling (mark sheets, transcripts, diplomas, certificates, etc.) directly to the Graduate Program Coordinator, School of Packaging, in a sealed envelope that shows the school seal or stamp.
- If the college or university is using an electronic transcript service such as AVOW or eScrip-Safe, the transcripts must instead be sent directly to the MSU Office of Admissions. Electronic transcripts are not accepted by the School of Packaging from international institutions.
- Official translations must be provided when originals are not in English. These will be recorded and forwarded to Admissions.
- Documents must arrive in an envelope sealed by the university.
- Documents issued to students and opened are not acceptable.
- If the transcript does not indicate that the degree has been awarded, a copy of the diploma is also required.

MSU Applicants: Must upload a copy of MSU transcripts.

Letters of Recommendation

Three (3) letters of recommendation in support of the application.

Academic Statement

The Academic Statement should include interest areas and a brief plan of study, if possible.

Personal Statement

The separate Personal Statement should include those aspects of your background and experiences that motivate your desire to pursue the degree, as well as any factors that you feel make you worthy of special consideration for admission.

Application Deadline

- It is vital that international students apply and submit all requirements at least by the application deadlines listed above. Applications submitted after these deadlines will not be reviewed until the following admission cycle process.
- To ensure full consideration, all documentation must be received by the School by or before the Packaging application deadline. Admission decisions for completed applications will be made as soon as possible after the application deadline.
- Admitted students who do not enroll as scheduled will not be guaranteed admission at a later date. To ensure full consideration, the application for admission and all requirements listed above should be received by the School by or before the deadlines shown above.
- International students must apply before the deadlines. Supporting materials need not be submitted all at the same time; the application form may be submitted prior to other materials becoming available.

English Proficiency

International students whose native language is not English are also required to demonstrate proficiency in English before admission. For waiver consideration information, contact the Packaging Graduate Program Coordinator.

International Admit Deadline

- Applications from prospective international students must be received by or before the deadlines indicated in the earlier sections.
- If the application for admission is approved, a certificate of acceptance to the University will be emailed to the student with instructions on next steps, including accepting or denying the offer. For students entering the online program, no visa documents are needed, and none will be issued.

It is vital that international students apply and submit all requirements at least by the application deadlines listed above. Applications submitted after these deadlines will not be reviewed.

Admission Criteria

Acceptance to MSU

Acceptance of an applicant is determined by the University Admissions Office, on recommendation of the School of Packaging, with the approval of the Dean of the College of Agriculture and Natural Resources, after consideration of the applicant's academic record, experience, personal qualifications, and objectives.

General MS Packaging Leadership for Professionals

Applicants to the MS Packaging Leadership for Professionals graduate program are expected to have:

- An earned bachelor's degree with a minimum of 3.0 cumulative GPA from an accredited educational institution. Education must be comparable to a four-year U.S. bachelor's degree.
- A minimum of 3 years of professional work experience.

Regular/Provisional Status

Applicants who are admitted are classified as regular, for students who are fully qualified to undertake the degree program; or provisional, for students who have not met the English proficiency requirements.

Transfer Credits

On the recommendation of the Guidance Committee, up to 9 graduate credits can be transferred from other recognized graduate education institutions, provided at least a 3.0 grade using a 4-point scale is earned in each course transferred, and the courses were completed within the time limits for the degree.

MS PACKAGING LEADERSHIP FOR PROFESSIONALS PROGRAM

MS PACKAGING LEADERSHIP FOR PROFESSIONALS

2025-2026

The Master of Science in Packaging Leadership for Professionals is a course-intensive, online program offered by the School of Packaging in partnership with the business and communication arts and sciences programs at MSU. The MS program enables professionals with leadership aspirations to not only expand their knowledge related to technical aspects of packaging but to also strengthen their proficiencies in interdisciplinary fields in which students engage in one of four tracks:

- [Business](#)
- [Packaging Design](#)
- [Supply Chain Management](#)
- [Sustainable Solutions](#)

In Collaboration With

- Agriculture Food Resource Economics
- Business
- Community Sustainability
- Food Science and Food Safety
- Strategic Communication
- Supply Chain Management

Specific Requirements

The program requires the completion of core courses and elective courses. As outlined in the [academic programs catalog](#), the program requirements include:

Core Courses

Students will complete 20 credits of packaging essential topics in packaging sustainability, global trends and regulations, materials, distribution and dynamics, processes, professional seminar, and stability & recyclability regarding environmental impact.

Elective Courses

Students choose a minimum of 10 credits from a variety of elective track options including: business, supply chain management, sustainable solutions, or packaging design.

Who Should Apply

- Working professionals who are looking for a packaging focused alternative to an MBA
- New packaging professionals looking to up-skill for promotions
- Non-packaging professionals transitioning into packaging roles
- First/mid-level managers who are interested in packaging leadership

Why Apply

- 100% online program
- Prepare to lead and innovate
- Develop expertise in Packaging Sustainability
- Create optimal packaging solutions
- Integrate global trends and regulations

Application Requirements

- An earned bachelor's degree with a minimum of 3.0 cumulative GPA from an accredited educational institution. Education must be comparable to a four-year U.S. bachelor's degree.
- A minimum of 3 years of professional work experience
- Submit 3 reference letters
- Official transcripts from all academic institutions attended
- Resume or CV

MS PACKAGING LEADERSHIP FOR PROFESSIONALS: DEGREE REQUIREMENTS

All students must meet the University and College requirements as stated in the current *Academic Programs* publication. Such regulations appear in the section on University Graduate Degree Programs and in the section devoted to the regulations of the College of Agriculture and Natural Resources, as well as in the section for the School of Packaging. Each student is responsible for understanding these regulations. Some of these, along with the School of Packaging requirements, are outlined below.

Time Limits

Unless otherwise specified, the time limit for the completion of the requirements for the MS Packaging Leadership for Professionals degree is 5 calendar years from the date of matriculation into the degree program.

Policy Changes

When policies are changed, students who have been admitted before the change in policy have the right to choose to comply with the new policy or to complete the requirements following the policy that was in place when they were admitted.

GradPlan

<https://grad.msu.edu/gradplan>

The University requires electronic submission and approval for all MS Packaging Leadership for Professionals student program planning and reporting. After consulting with the Faculty Advisor, it is the student's responsibility to submit their course plan electronically in GradPlan.

GradPlan must be completed by no later than the end of the student's third semester (excluding Summer). It identifies the Faculty Advisor and Guidance Committee members, in addition to the course plan the student is required to complete, and whether any LLE and Shared Program credits have been approved for the program. Once the student submits the plan through Campus Solutions (SIS) for approval, electronic circulation is routed for approvals. Individuals who need to approve are notified by email.

Modifications to the program require approval of the student, Faculty Advisor, committee members, the School Director and the Dean, through submission of an official modification to the program using GradPlan. If the student should choose to enroll in courses not in the course plan, they should be aware that the course may not count toward graduate program requirements. Courses may not be added to or subtracted from a previously approved course plan after a final grade has been awarded. All courses taken before completion of the initial GradPlan are considered part of the student's academic course plan. A hold will be put on the academic account of any student who is delinquent in completing GradPlan.

Faculty Advisor

For students in the MS Packaging Leadership for Professionals program, the Graduate Program Director serves as the student's Faculty Advisor for the length of their program.

If the Faculty Advisor should leave the School of Packaging after the GradPlan is established and approved, the student has the right to continue the approved GradPlan under the supervision of a new Faculty Advisor. The program may be changed only if it is the student's wish to do so.

If the Faculty Advisor leaves the University before the student's degree program is completed, the student, Faculty Advisor, and School Director shall discuss the situation and determine whether the Faculty Advisor will continue to serve in that role, or whether a new Faculty Advisor must be selected. If the Faculty Advisor has left the University on a status other than retirement, generally a new Faculty Advisor must be selected. In such cases, the School Director will assist the student in selection of a new Faculty Advisor and ensure that the student's right to continue their program is protected.

Responsibilities of the Faculty Advisor

Faculty advising of all graduate students should be consistent with the [Guidelines for Graduate Student Mentoring and Advising](#). The Faculty Advisor:

- Ensures that graduate students receive information about requirements and policies of the graduate program (e.g., advising graduate students on developing a course plan, including advising of Guidance Committee members, including appropriate course plans, creative activity, and other available resources)
- Provides training and oversight in creative activities and in professional integrity, academic conduct, and ethical behavior.
- Advises graduate students on realistic prospects for successful completion within an appropriate time frame.
- Encourages the graduate student to stay abreast of the literature and cutting-edge developments in the field. Assist with developing professional skills in writing reports and papers, making professional presentations, establishing professional networks, interviewing, and encouraging graduate students to stay current in the Packaging industry.
- Provides regular feedback on the progress of graduate students toward degree completion (e.g., providing feedback on program activities, course plan, and constructive criticism if the progress does not meet expectations, completion of [annual progress reports](#)).
- Helps the graduate student develop into a successful professional, colleague, and industry leader.
- Facilitates career development and exploration, including advising on appropriate job, internship, and career options, as well as on the preparation of application materials for appropriate scholarship, and other relevant opportunities.
- Writes letters of reference for appropriate scholarship, award, and job opportunities.
- Provides for advising of graduate students when the Faculty Advisor is on leave or extended absence.
- Assists the graduate student in navigating disagreements among the Guidance Committee.

Guidance Committee

The Graduate Program Director and the chair of the School of Packaging Graduate Committee serve as the Faculty Advisor and Guidance Committee for the MS Packaging Leadership for Professionals students. The Guidance Committee **must be completed in GradPlan by no later than the end of the student's third semester (excluding Summer)**.

In accordance with University, College, and School policies. [GSRR, section 2.4.2](#), the student may make changes in the membership of the Guidance Committee with the School Director. Similarly, the School Director may make changes in the committee, as needed, with the concurrence of the student. In the event that a change in the composition of the Guidance Committee is needed, this change is initiated by submission of a revised GradPlan.

Responsibilities of the Guidance Committee

- Advises graduate students on course plan and academic strategy.
- Provides feedback and guidance concerning progress towards degree at least annually.
- Reviews program proposals in a timely, constructive, and critical manner.
- Shares responsibility with the Faculty Advisor for reviewing the student's progress and guiding the student toward completion of course and program requirements.
- Meets periodically as needed during the student's course of study.
- Provides guidance to help students achieve their career goals.

Graduate Student

The graduate student is responsible for learning and adhering to University, College, and School rules pertaining to graduate study and research, including those outlined in [Academic Programs](#), [Graduate Student Rights and Responsibilities](#), and [Student Rights and Responsibilities](#) at Michigan State University.

Responsibilities of the Graduate Student

- Meet University, College, and School requirements for degree completion, and forming a Guidance Committee that meets University requirements.
- The student is responsible for reviewing the School of Packaging MS Packaging Leadership for Professionals Handbook annually in order to ensure they are meeting all responsibilities.
- Explore options in support of career and professional development needs and opportunities.
- Follow applicable disciplinary and scholarly codes of ethics and academic integrity.
- Maintain high standards of professional behavior and scholarly integrity. Failure to do so can lead to an allegation of misconduct in program activities. Penalties can be severe, including dismissal of students found guilty of plagiarism or data falsification. For additional information see <https://rio.msu.edu/> and <https://grad.msu.edu/researchintegrity>.
- In particular, there have been a number of cases of scientific misconduct due apparently to unintentional plagiarism. In order to help avoid such instances, MSU provides “iThenticate” antiplagiarism software available on the [Desire2Learn](#) (D2L) site. More information is available at <https://tech.msu.edu/service-catalog/teaching/tools/ithenticate>.
- Graduate students are obligated to keep their Faculty Advisor and Guidance Committee apprised on a regular basis of their progress towards completion of their program.

School Director

The School Director shares responsibility with the Guidance Committee and the faculty in fostering the professional and career development of graduate students.

Responsibilities of the School Director

- Monitors the performance of Faculty Advisors and Guidance Committees to ensure that graduate students are receiving appropriate mentoring.
- Works towards the fair resolution of conflicts between graduate students and faculty. In the event that a change of Faculty Advisor and/or Guidance Committee should become necessary, the School Director is responsible for facilitating this change.
- Delegates certain responsibilities such as signatures on GradPlan forms to the Graduate Program Director.

MS Packaging Leadership: Course Requirements

A total of 30 credits is required for the MS Packaging Leadership for Professionals degree. The student's course plan must be approved by the student's Faculty Advisor. The student must:

Coursework

All course work must be completed with a minimum GPA of 3.0.

Core Courses		
Students will complete 20 credits of packaging essential topics in packaging sustainability, global trends and regulations, materials, distribution and dynamics, processes, professional seminar, and stability & recyclability regarding environmental impact.		
Course/Description	Credits	Offered
PKG 470: Packaging Sustainability Effects of packaging on sustainability and environmental quality. Solid waste and recycling. Air and water quality. Laws, economics and energy. Resource use and conservation. Life cycle analysis.	3	Spring
PKG 801: Packaging Materials Physical and chemical properties of packaging materials; design, manufacture, performance and evaluation of packages.	4	Fall
PKG 803: Packaging Distribution and Dynamics Transportation environment, distribution packaging design and testing.	2	Spring
PKG 804: Packaging Processes Integrated study of packaging and production operations, quality control, organization and control of machines. Interrelationship of products, packaging, machinery layout and efficiency, and quality issues.	2	Spring
PKG 810: Professional Seminar Professional development, ethical conduct, leadership competency building, social responsibility and inclusive workplace strategies for academic and career success.	3	Fall
PKG 875: Sustainability and Recyclability of Packaging Materials Selected topics of interest to graduate packaging students.	3	Fall Odd Years
PKG 891: Global Sustainability Trends and Regulations (Capstone Course) Selected topics of interest to graduate packaging students.	3	Fall Spring

Concentrations and Elective Track Options		
Students choose a minimum of 10 credits from designated concentration area elective track options including: business, supply chain management, sustainable solutions, or packaging design.		
Business Elective Courses	Credits	Offered
CAS 835: Brand & Image Communication Branding to differentiate a product, service or company from its competitors, how brands are created, managed and grown, brand equity.	3	Fall
SCM 801: Introduction to Global Business & Supply Chain Introduction to business and communication skills necessary to compete successfully in a global environment. Basic business vocabulary and practices especially those related to the functions of supply chain management activities including procurement, manufacturing, and logistics.	2	Fall Summer
ACC 870: Principles of Financial & Managerial Accounting The role of accounting. Purpose and content of corporate financial statements with emphasis on interpretation and understanding the effects of transactions on these statements. Basic principles, conventions and concepts related to financial statements. Managerial accounting concepts; job order costing, cost-volume-profit analysis, budgeting, and variance analysis.	3	Fall Spring
MGT 873: Strategic Decision Making Process of strategic decision-making. Identifying issues that impede or improve decision success. Contextual factors that influence the decision process.	2	Fall Spring Summer
Packaging Design Elective Courses	Credits	Offered
PKG 411: PKG Dev Tech Development of consumer packaging utilizing current technology tools. Integration of package structure, graphics and performance. Examination and application of current practices in packaging development.	3	Fall Spring
PKG 430: Packaging-Fast-Moving Consumer Goods (FMCG) Package graphics and structure in fast-moving consumer goods packaging and marketing. Consumer experience, printing and decoration. Preparation, production, and economics of packaging graphics.	3	Fall
PKG 421: Virtual Design/Prototyping Using technology resources to design and integrate packaging structure and graphics. Use of design thinking for package development. Virtual and physical prototyping. Emphasis on packaging for specialized markets.	3	Spring
PKG 444: Radio Frequency Identification (RFID) for Packaging Automatic identification tags, codes, and hardware and software for radio frequency identification (RFID). Business applications. Effect of products, materials, packaging, warehousing, supply chain, and quality on radio frequency equipment and readability.	3	Summer
PKG 450: Automotive/Industrial PKG Returnable and expendable packaging for part shipments to assembly plants, cost justification, service parts packaging, logistical systems, and material handling.	3	Fall Summer

PKG 452: Medical Packaging Special requirements for packaging pharmaceuticals and medical devices. Evaluation of package systems and packaging procedures.	4	Fall
PKG 456: PKG Shelf Life/Perish Food Food package systems and their relationship to specific products and processes. Product composition, deterioration, safety, and packaging solutions. Shelf-life, packaging, and supply chain issues.	3	Fall
PKG 480: Packaging Laws and Regulations History and development of packaging laws and regulations. Relationships among law, government regulation and commercial regulation. Effect of current laws and regulations on packaging.	3	Spring
PKG 805: Advanced Packaging Dynamics Shock and vibration. Distribution hazards and product fragility. Cushion performance and package design. Environmental measurement and simulation.	3	Spring
PKG 814: PKG for Food Safety Current issues in packaging and food safety.	3	Summer
PKG 815: Permeability and Shelf Life Relationship between the storage life of packaged food and pharmaceutical products and the gas, moisture, and organic vapor permeability of packages in various environments.	3	Spring
PKG 825: Polymeric Packaging Materials Physical, mechanical and chemical properties of packaging polymers and multilayer structures; relationship between properties and performance of packaging materials and systems; processing of packaging plastics.	4	Fall
PKG 840: Anti-Counterfeit Strategy Theory and applied techniques for anti-counterfeit strategies and product protection for food and consumer products.	3	Summer
FSC 810: International Food Laws & Regulations Survey of food laws of various countries and regions.	3	Fall Spring
FSC 811: US Food Laws & Regulations Surveys the laws and regulations governing the manufacture, distribution and sale of food products in the United States, the regulation of foods and food additives, genetic modification of food, food safety and HACCP, civil and criminal liability for defective products, inspections, labeling, importation, exportation, and current issues of concern.	3	Fall Spring
VM 834: Current Issues in Food Safety Allergen control in the manufacturing setting, microbial control in the manufacturing setting, good manufacturing practices, ingredient safety, preventative control, produce food safety and other topics as needed.	1-3	Fall Spring Summer

Supply Chain Management Elective Courses	Credits	Offered
PKG 465: Packaging Value Chain Integrated identification and measurement of packaging supply chain components, from material extraction through processing, shipping, warehousing, sales and disposal. Integration of information technologies. Application and interrelationship of costs and financial aspects to the decision-making processes.	3	Fall Spring
SCM 801: Introduction to Global Business & Supply Chain Introduction to business and communication skills necessary to compete successfully in a global environment. Basic business vocabulary and practices especially those related to the functions of supply chain management activities including procurement, manufacturing, and logistics.	2	Fall Summer
SCM 803: Introduction to Supply Chain Analytics Statistics topics including random variables, regression, forecasting, and index construction. Introduction of quantitative and statistical methods used for decision making. Discussion of different sources for supply chain data and their use in decisions.	3	Fall Summer
SCM 805: Basic Elements of Strategic Sourcing Introduction of strategic sourcing and supply chain management enterprise implications. Integration and coordination of sourcing, manufacturing, distribution, and logistics for global competitiveness.	2	Fall Spring
SCM 806: Basic Elements of Logistics & Warehousing Introduction to logistics and transportation services including order fulfillment, distribution operations, warehousing considerations, operation of transportation services, and third-party logistics providers.	2	Fall Spring
SCM 807: Basic Elements of Operations Management Overview of the planning and control functions required to match supply and demand in a manufacturing firm. Importance of coordination of plans across an organization and the information systems utilized for these functions.	2	Fall Spring

Sustainable Solutions Elective Courses	Credits	Offered
PKG 465: Packaging Value Chain Integrated identification and measurement of packaging supply chain components, from material extraction through processing, shipping, warehousing, sales and disposal. Integration of information technologies. Application and interrelationship of costs and financial aspects to the decision-making processes.	3	Fall Summer
PKG 480: Packaging Laws and Regulations History and development of packaging laws and regulations. Relationships among law, government regulation and commercial regulation. Effect of current laws and regulations on packaging.	3	Spring
PKG 880: Life Cycle Assessment Determination of the environmental footprint of products, packages and systems during their entire life cycle using life cycle assessment (LCA) methodology. Introduction to the theory and application of LCA.	3	Spring (even yrs)
CSUS 465: Environmental and Natural Resources Law Legal principles and process related to the environment and natural resources. Common law, constitutional law, statutory and administrative law.	3	Fall
CSUS 890: Independent Study in Community Sustainability Supervised individual study in an area of community sustainability or sustainable tourism and protected area management.	1-6	Fall Spring Summer
CSUS 891: Special Topics in Community Sustainability Selected topics in community sustainability or sustainable tourism and protected area management of current interest and importance.	1-9	Fall Spring Summer
AFRE 891: Special Topics in Ag, Food, & Resource Economics Selected topics in analytical methods, agri-food systems economics and management, and agricultural and natural resource development and policy.	1-3	Fall Spring Summer

Capstone

Complete and pass the Capstone Course (PKG 891)

Annual Progress Report

Each student is to submit to their Faculty Advisor, by March 31, an [Annual Progress Report](#) on their activities and accomplishments for the preceding period.

Apply for Graduation

<https://packaging.msu.edu/graduate-degrees/forms>

In order to be certified to graduate, students must apply for graduation during the semester they anticipate graduating. The applicable form is available online, through the student's portal at student.msu.edu. If the student does not graduate during the intended semester, a new application must be submitted for the new semester of intended graduation.

Summary of MS Requirements with Due Dates

Year	Year 1	Year 2	Year 3	Year 4	Year 5
	Semester	Semester	Semester	Semester	Semester
Meet with Faculty Advisor	Fall	Fall	Fall	Fall	Fall
Annual Progress Report Due March 31 st each year	Spring	Spring	Spring	Spring	Spring
Guidance Committee Before completion of 3 rd semester	Spring				
GradPlan in SIS	Spring				
GradPlan Review		Spring	Spring	Spring	Spring
RECR/CITI Modules	Spring	Spring	Spring	Spring	Spring
GPA Review (3.0)	Fall, Spring	Fall, Spring	Fall, Spring	Fall, Spring	Fall, Spring
Apply for Graduation	Final Semester				

ACADEMIC POLICIES**MS PACKAGING LEADERSHIP FOR PROFESSIONALS
2025-2026**

ACADEMIC STANDING

For retention and to remain in good academic standing as a School of Packaging degree candidate, a grade point average (GPA) of at least 3.0 in all courses that make up the formal program is required of all students. Any student falling below a 3.0 cumulative grade point average for two consecutive semesters will be dismissed from the program.

For additional University policies on grading information, policies, and procedures, please refer to the [Academic Programs](#) catalog.

Annual Progress Report

As a program expectation in the Spring semester, each graduate student is to submit to their Faculty Advisor a report on their activities and accomplishments for the preceding period, as well as goals for the next year. The progress report forms are available on the Graduate School website, or at <https://grad.msu.edu/annual-evaluation-forms>. The completed form is due March 31 each year. Students are then to schedule a meeting with their Faculty Advisor to review the final evaluation.

- The Faculty Advisor will complete the section on evaluation of student academic performance and the student and Faculty Advisor will sign the form.
- The graduate student has the right to attach a written response to the comments on the form if they choose.
- The form is forwarded and signed by the Graduate Program Director.
- A copy of the form will be returned to the student and the original form will become part of the student's electronic file.

Students who are considered not to be making satisfactory progress towards their degree due to poor grades or lack of participation in the School's programs have the right to receive a warning and to be given an appropriate length of time to remedy the deficiency, normally one semester. If the student continues to fail to make satisfactory progress, the student will be dismissed from the program.

Professional Standards

A graduate student is also expected to abide by the regulations of the University and the program, to pursue their program with diligence, to seek the counsel of the advisor when needed, and to be aware of the schedules and deadlines which affect the work and program as they appear in the University calendar.

- Grading policies of the School of Packaging follow the [Code of Teaching Responsibility](#) and other University regulations.
- Standards of behavior for graduate students in the School of Packaging are identical with those to be found in the [Academic Programs](#) catalog. Each student is advised to study this publication at the time of admission and to note the changes which are indicated in subsequent issues as the university governance structure evolves.
- Note that the [Graduate Student Rights and Responsibilities](#) document specifies that “The graduate student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards.”
- Work submitted by students, graduates, or undergraduates, as their own must in fact be the student’s work. Submitting work done by another person or work which is [plagiarized](#) is grounds for, at minimum, a penalty grade on the assignment and a formal report to the University. In more serious cases, it can lead to a failing grade for the course or even dismissal from the University. Students must understand that plagiarism is using the work of another without giving credit. Ideas obtained from others must be cited appropriately to identify the source or sources, even if the ideas are paraphrased in the student’s words. If the words of another are used, these words must be put in quotation marks, as well as being appropriately cited. Failure to do both is plagiarism and will have serious consequences.
- Students have the right to examine their departmental file, with the exception of any recommendation letters to which the student has formally waived access rights. Students who wish to examine their file should contact the Graduate Program Director.

RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH

All Faculty Advisors and graduate students are responsible for understanding the contents of the Graduate School's document, [Guidelines for Integrity in Research and Creative Activities](#), available through the Graduate School. Graduate students should also become familiar with other resources made available by the Graduate School at <https://grad.msu.edu/researchintegrity/resources>.

Documenting Responsible and Ethical Conduct of Research (RECR) Training

Students should be logging into the ABILITY information management system at <https://orrs.msu.edu/train> to complete their online RECR training. This is the system that must be used for proper documentation of training.

In compliance with University policy, all SoP graduate students must participate in training on responsible and ethical conduct of research, scholarship, and creative activities. The current plan for the MS Packaging Leadership for Professionals program is outlined here:

CITI Modules	MS Packaging Leadership
Complete 4 CITI online modules. Completion of this requirement will be tracked in ABILITY. <ul style="list-style-type: none"> • Introduction to the Responsible Conduct of Research • Authorship • Plagiarism • Research Misconduct 	Year 1
Discussion-Based Training	
PKG 810-Packaging Professional Seminar fulfills the 6-hour discussion-based requirement.	Year 1

CITI Modules Year 1

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

6 hours discussion-based education
(complete before graduation)

Misconduct in Research

<https://rio.msu.edu/misconduct>

Misconduct in research and creative activities will not be tolerated. Research Misconduct is defined Fabrication, Falsification, Plagiarism, or any other practice that seriously deviates from practices commonly accepted in the discipline or in the academic and graduate school communities generally in proposing, performing, reviewing, or reporting Research and Creative Activities. Misconduct does not include appropriative practices in the Creative Arts insofar as they accord with accepted standards in the relevant discipline. Misconduct does not include honest error or honest differences in the interpretation or judgment of Research data.

Misconduct is an egregious violation of standards of integrity and is grounds for disciplinary action, including the termination of employment of faculty and staff, dismissal of students, and revocation of degrees. Faculty, staff, and students all have the responsibility to understand the [University's Policy on Misconduct in Research and Creative Activities](#), to report perceived acts of misconduct of which they have direct knowledge to the University Intellectual Integrity Officer, and to protect the rights and privacy of individuals making such reports in good faith.

STUDENT CONDUCT AND CONFLICT RESOLUTION

Rights and responsibilities, including codes of conduct, for graduate students are found in the [Graduate Student Rights and Responsibilities](#) document and the [Student Rights and Responsibilities](#).

Civil Rights and Title IX Education and Compliance

<https://civilrights.msu.edu/policies>

The University prohibits discrimination and harassment of as a foundational expectation of behavior to facilitate safe and equitable participation in University programs and activities.

Anti-Discrimination Policy (ADP)

This includes discriminating against or harassing any person on the basis of age, color, disability status, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, military or veteran status and weight, or any other status protected by applicable federal or state law in any of its programs or activities.

Relationship Violence and Sexual Misconduct and Title IX Policy

The policy, administered by MSU's Investigation, Support and Resolution (ISR), prohibits discrimination on the basis of sex and sexual harassment, including gender-based harassment, sexual assault/misconduct, relationship violence and stalking.

Student Conflict Resolution

Alleged violations by students of student regulations or University policies may be referred to the appropriate judiciary. Academic units manage academic complaints, which are defined by the [Code of Teaching Responsibility](#), [Student Rights and Responsibilities](#), [Graduate Student Rights and Responsibilities](#), and the [Integrity of Scholarship and Grades](#).

When graduate students feel that their rights and responsibilities have been violated, they are urged to first attempt to resolve such conflicts informally with the person or people responsible. This is particularly the case when such conflicts are between graduate students and their Faculty Advisors, due to the importance of these relationships.

If attempts to directly resolve the conflict informally between those involved are not successful or are not desired, the student has several options:

- The student may consult informally with the Graduate Program Director or the School Director.
- The student may also, or instead, consult with the University Ombudsperson. Information about the role of the Ombudsperson, as well as general advice, is available from the [Ombudsperson's web page](#).
- If the problem remains unresolved, the student may file a formal grievance, following the procedures outlined in the policies referenced above.

Formal Grievance

A formal grievance must be submitted in writing to the School Director and must include the alleged violations of the student's academic rights, and a proposed remedy which could be implemented by a responsible administrator.

- The statement must be signed by the student and must specify in sufficient particularity to justify proceedings the point(s) forming the basis of the grievance, the person(s) and/or unit(s) against whom/which the grievance is filed, and the redress that is sought.

- Grievances must normally be initiated no later than the middle of the semester following the one wherein the alleged violation occurred (exclusive of Summer session).
- The grievance will be submitted by the School Director to the appropriate hearing board. Grievances alleging violation of academic and professional rights must be initiated at the lowest administrative level feasible, which is normally the School.

Hearing Board

The School has an established hearing board for hearing grievances filed by graduate students.

- It consists of three faculty (one serving as chair) and two graduate students.
- Faculty or students involved in or possessing other conflicts of interest in a case at issue shall be excused from sitting on the board for that specific case, and an alternate member will be selected.
- All members of the Hearing Board shall vote, except the chair of the board, who will vote only in the event of a tie.

The grievance procedure shall conform to University policies as delineated in Article 5 of the [Graduate Student Rights and Responsibilities](#) document.

Other Policy Resources

- [General Student Regulations](#)
- [Research Integrity](#)

GRIEF ABSENCE POLICY

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in their classes or other academic work (e.g. research).

For MS Packaging Leadership for Professional students, it is the responsibility of the student to:

- Notify their Faculty Advisor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation.
- Provide appropriate verification of the grief absence as specified by the Faculty Advisor and faculty.
- Complete all missed work as determined in consultation with the Faculty Advisor and faculty.

It is the responsibility of the Faculty Advisor to:

- Determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances.
- Receive verification of the authenticity of a grief absence request upon the student's return.
- Make reasonable accommodations so that the student is not penalized due to a verified grief absence.

SCHOOL RESOURCES AND POLICIES

MS PACKAGING LEADERSHIP FOR PROFESSIONALS

2025-2026

School of Packaging

Interim Director, Dr. Laura Bix	bixlaura@msu.edu
Associate Director, Dr. Laurent Matuana	matuana@msu.edu
Graduate Program Director, Dr. Amy Radford-Popp	radforda@msu.edu
Administrative Assistant, Tracy Lorenz	smithtr7@msu.edu
Graduate Program Coordinator, Cathie Allison	allisonc@msu.edu
Business Accountant, Heather Miller	mill2709@msu.edu
Lab Manager, Aaron Walworth	walwort8@msu.edu

Business Portal - Students

[Student Business Portal](#)

The Student Business Portal, your one-stop destination for managing essential administrative tasks at the School of Packaging. This portal streamlines the process of requesting building access, submitting expense reimbursements, ordering supplies, and obtaining travel authorizations. Designed with students' needs in mind, the portal offers a user-friendly interface that simplifies these processes, ensuring quick and efficient approvals. Whether you need to access to the Packaging building, labs or offices, claim reimbursement for expenses, procure necessary supplies, or seek authorization for university-related travel, our portal provides a seamless experience, enabling you to focus on your academic and extracurricular pursuits. For questions, please contact Heather Miller, mill2709@msu.edu.

Enrollment in Classes

Students enroll for classes on a semester basis. Exact dates can be found in the “other important dates” section of the [University Academic Calendar](#) at <https://reg.msu.edu/ROInfo/Calendar/academic.aspx>.

Graduate students have priority for enrollment, so students should be able to get the courses and sections they desire, provided they enroll on time.

School Standing Committees

The School of Packaging has four standing committees - Curriculum, Graduate, CAB, and Advisory. These committees include student members, and welcome input from graduate students. Graduate student representatives to these committees are selected by the Packaging Graduate Association (PGA).

The membership of the Packaging Graduate Association (PGA) includes all graduate students in the School of Packaging. The PGA elects representatives to the School's Standing Committees, as discussed above, and to College and University bodies such as the Council of Graduate Students (COGS).

Departmental Facilities

Addresses and Email

Graduate students are responsible for providing their current local address and telephone number in SIS (student.msu.edu). This is of particular importance for international students, who must also report the change to the Office for International Students and Scholars. Failure to report a change of address can result in deportation. The School also frequently sends notices to graduate students by email. Students should check their email on a regular basis.

ACADEMIC AND RESEARCH SEMINARS

Participation in these seminars, where appropriate, is designed to broaden the student's background for future career activities. MS Packaging Leadership for Professionals are excused from attendance at seminars. Most seminars are available virtually and all are welcome to attend.

FINANCIAL ASSISTANCE FROM SCHOOL OF PACKAGING AND CANR

Packaging Scholarships

Additional Information and Application

Applications for several scholarships administered by the School are available. The deadline is normally during Fall semester and will be announced by email and through announcements in classes. Some scholarships are available only to undergraduates or to graduate students, and others to both. Some are restricted to permanent residents or citizens of the United States. Others are available to international students, as well.

OTHER FINANCIAL RESOURCES

Career Services

<https://careernetwork.msu.edu/>

Council of Graduate Students (COGS)

<https://cogs.msu.edu/resources/services/loans>.

Office of Financial Aid

<https://finaid.msu.edu/>

Office for International Students and Scholars

<https://oiss.isp.msu.edu/grants/grants-and-scholarships-overview/>

The Graduate School

<https://grad.msu.edu/funding>