Graduate Student Handbook 2026-2028

Master of Science in Organizational Leadership and Innovation
Rochester Institute of Technology
Saunders College of Business

Hosted by

RIT | Croatia

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MASTER OF SCIENCE IN ORGANIZATIONAL LEADERSHIP AND INNOVATION

OVERVIEW

The master's in organizational leadership is designed to develop leaders who have the mindset and advanced skills to lead in organizations that are constantly adopting and evolving with the latest in tech innovations. The organizational leadership and innovation program empowers students with the knowledge, skills, and mindset to lead organizations of the future. Students will be equipped with the tools to spearhead innovative projects and enable your organization to embrace the changes that come with innovation. Courses focus on technological changes and their implications for leadership, developing the ability to foresee emerging trends and technologies, creating strategies to exploit the foresight, leading teams of innovators, creating a work environment that encourages experimentation, and enabling individuals to change, adapt, and evolve.

PROGRAM OUTCOMES

By combining two critical aspects that determine success of organizations in the future – innovation and leadership – this unique program prepares you to:

- ✓ Foresee emerging technologies and innovations
- ✓ Develop strategies to capitalize on foresight
- ✓ Create innovative work cultures
- ✓ Guide creative individuals
- ✓ Lead change initiatives

PROGRAM STRUCTURE

The Master of Science in Organizational Leadership and Innovation degree consists of a minimum of 30 semester credit hours.

Typical Course Sequence:

Course Number	Course Name	Semester Credit Hours
HRDE-726	Technology and the Future of Work	3
HRDE-742	Leading Change	3
GRCS-701	Research Methods	3
SERQ-740	Leading Innovation	3
SERQ-735	Data Mining In The Service Sector	3
SERQ-712	Breakthrough Thinking and Innovation	3
SERQ -720	Strategic Foresight and Innovation	3
MGMT-740	Leading Teams in Organizations	3
SERQ-730	Project Management In The Service Sector	3
SERQ-797	Capstone Project	3
	TOTAL SEMESTER CREDIT HOURS	**30**

EXIT STRATEGY

In addition to completing the core courses, each student must complete an exit strategy which will be a capstone project. The SERQ-797 Capstone Project course allows the student to apply the knowledge gained through the program to a specific real-life situation in an organization. Capstone projects can take many different shapes and forms.

The student works on the project concurrent to his or her studies at RIT. The capstone project is completed during the same semester that the student completes his or her coursework. Satisfactory progress in the completion of the project (according to the approved project timeline) is required. Students will be registered for the SERQ-797 course during the semester in which they will submit their capstone project.

ACADEMIC POLICIES AND PROCEDURES

ATTENDANCE

At RIT, students learn by interacting with their faculty and colleagues through valuable discussions and group work. Therefore, it is the policy of RIT **that students MUST attend classes**.
The MS OLI program requires students to attend in-person classes for each course **for a duration of 7 days** with the following schedule:

- Saturday: 9:00 am - 3:00 pm
- Sunday: 10:00 am - 2:00 pm
- Monday to Friday: 5:00 pm - 9:00 pm

NOTE:

- You will receive the in-person class dates well in advance in order to plan accordingly. Should the dates or times change in the schedule you will be advised immediately.
- Missing in-person classes may result in a student having to withdraw the course and take it again. This will add to the cost of the graduate program and can prolong graduation.
- **ZOOM access options are NOT available for in-person classes.**

GRADING

For each credit hour earned, the following number of quality points will be awarded based upon the grade received; these points will then be calculated into grade point averages:

GRADE	QUALITY POINTS
A (Excellent)	4.00
A-	3.67
B+	3.33
B (Good)	3.00
B-	2.67
C+	2.33
C (Satisfactory)	2.00
C- (Failure)	1.67
D (Failure)	1.00
F (Failure)	0.00

"C-", "D" and "F" grades do not count toward the fulfillment of program requirements for a graduate degree.

Graduate students are expected to receive a grade of B or better in all of their coursework. All students must maintain an overall cumulative grade point average of B (3.0) or higher.

ACADEMIC PROBATION AND SUSPENSION

Degree-seeking graduate students will be placed on probation or suspended from the university according to the criteria enumerated below. All actions are taken at the end of the term; however, a student may petition the dean for reconsideration of probation or suspension should the removal of an incomplete grade (I) raise the program grade point average above those stated below.

Each degree-seeking graduate student will generate two different grade point averages that appear on the transcript - cumulative and term averages. The university cumulative average reflects all course work completed at RIT at the graduate level. The term average reflects a single term of academic activity.

University requirements for graduate students are as follows:

i. Any degree-seeking graduate student whose cumulative and/or program grade point average falls below a 3.00 after 9 credit hours (attempted or earned) subsequently will be placed on probation and counseled by their academic advisor concerning continuation in the graduate program.

ii. Students on probation must raise their program cumulative and program grade point average to 3.00 within 9 credit hours (attempted or earned) or they will be suspended from the graduate program.

iii. A graduate student suspended for academic reasons, must apply for readmission.

iv. A suspended student cannot enroll in any credit or non-credit course at the university while on suspension.

v. A suspended student may appeal a suspension decision to the Ombudsperson.

vi. A suspension may be waived upon written appeal to the Ombudsperson. Final suspension waiver approval requires dean's approval.

vii. A suspended student may be required to satisfy specific academic conditions imposed in order to be considered for readmission to his/her program.

viii. A suspended student may be admitted to another program if it is approved by the dean (or designee) of the college in which enrollment is requested.

GRADUATION REQUIREMENTS

In order to be certified for graduation, all graduate students must complete the following:

- Apply for graduation in SIS.
- Successfully complete all required courses of the university and the college. All grades must be recorded and any outstanding Incomplete ("I") grades must be resolved.
- A program cumulative grade point average of 3.00 (a "B" average).
- A minimum of 30 credit hours is required for the master's degree.
- Full payment or satisfactory adjustment of all financial obligations.
- Adherence to the seven-year graduation requirement.

TIME LIMIT FOR COMPLETION OF THE MASTER'S PROGRAM

The program requirements must be completed within **7 years**. The period of time allowed is measured from the first registration of a matriculated student. Students who do not complete the program within the time allowed must petition the dean for exemption. Petition for exemption must include a description of the circumstances that have led to an unusual period being required for completion of the degree program. The recommendation from the student's academic advisor for an extension of time in order to work towards a degree must accompany this petition. Exemptions are typically for only one additional academic semester.

LEAVE OF ABSENCE

A student who is considering taking a leave of absence is required to meet with Maja Obadić, the Graduate Program Academic Advisor and MS OLI Administrative Coordinator, who will assist them with the process. Generally, a leave of absence is not to extend beyond 3 consecutive terms including summer. The advantage of taking a leave of

absence is that your matriculation will be maintained in your academic department for the given period of time. After an absence of more than three consecutive semesters, a student must reapply for admission to RIT.

UNIVERSITY WITHDRAWAL

A student who is contemplating officially withdrawing from RIT is **required** to meet with Maja Obadić, the Graduate Program Academic Advisor and MS OLI Administrative Coordinator, who will assist them with the process. An official withdrawal form must be completed.

NOTE: Non-attendance does not constitute an official university withdrawal; official withdrawal from courses is required even if the student is not eligible for a tuition refund.

COURSE WITHDRAWAL AND REFUND POLICY

A full tuition refund will be issued in the following situations:

- If the student drops all classes, or withdraws from all classes and ceases to be a student at RIT for that semester within the 1st week of classes.

- Academic Reasons - Students sometimes register before their grades for the previous semester are available. If such a student is later subject to academic suspension, or has failed prerequisites, a full refund will be given upon withdrawal. It remains the student's responsibility to contact the advisor to assure that the withdrawal form and refund are properly processed.

STUDENT ACADEMIC HONESTY POLICY

As members of an academic community, both students and faculty share the responsibility of maintaining high standards of personal and professional integrity. A breach of Academic Honesty falls into three basic areas: cheating, duplicate submission, and plagiarism.

A. Cheating: Cheating is any form of a fraudulent or deceptive academic

act, including, but not limited to, falsifying of data, and possessing, providing, or using unapproved materials, sources, or tools for a work submitted for credit. Specifically, cheating includes copying other student's work, solutions or ideas for assignments or during tests, quizzes, and exams or making your work available to be copied. It is the student's responsibility to protect their work so that others cannot see what they have written. Copying work, solutions or ideas from another student is considered cheating as is making it available to someone else. In addition, in the case of academic dishonesty in a team assignment, all team members participating in the academic dishonesty will face the consequences of the offense.

B. Duplicate Submission: Duplicate submission is the submitting of work for credit that was already used elsewhere. Such behavior is dishonest because the student has not done original work. In some cases, the faculty might give students permission to build on work they did for another course or for another personal project. This exception does not constitute a breach of Academic Honesty, as long as the instructor provided an explicit permission for reusing the work.

C. Plagiarism: Plagiarism is the representation of other's ideas as one's own without giving proper credit to original authors. Plagiarism occurs when students copy direct phrases or organizational structure from any existing source (e.g. books, journals, internet) and do not provide quotation marks and citations, or when students paraphrase or summarize those ideas without giving credit to the authors through use of in-text references. In all cases, if such information is not properly and accurately documented with appropriate credit given, the student is guilty of plagiarism.

Two additional types of action fall into the category of plagiarism. One is submitting a work for credit that was written for you by someone else (another student, friend, family member, internet source, etc.). The issue of payment or non-payment is irrelevant as the act itself constitutes Academic Dishonesty since the student is not the actual author of submitted work. The other action includes writing papers, projects, or exams for other students with the purpose of them submitting that writing as their own. Once again, whether a student received money for this activity or did it pro bono is irrelevant in making it an act of Academic Dishonesty.

Please note that any unauthorized use of artificial intelligence (AI) tools and technology in any form of course assessment is considered to be a

breach of academic honesty.

STUDENT STATUS AND AWARDED DEGREES

The Master of Science in Organizational Leadership and Innovation is delivered by the Rochester Institute of Technology (RIT), Rochester, New York. Students are enrolled at RIT and upon successful completion of the program they will be awarded a Master of Science (MS) degree from RIT.

Students in this program are not awarded a Croatian degree and will not be earning ECTS points. If a student needs to have their U.S. diploma recognized in Croatia, he or she will have to contact the Agency for Science and Higher Education for recognition of their higher education qualification.

Students enrolled in the MS OLI program are not entitled to an X-card (iksica) which is the student identification card in Croatia.

IMPORTANT ACADEMIC CONTACTS

In order to ensure that students are completing the program as required and have received all needed information, all students should be in contact with Maja Obadić, the Graduate Program Academic Advisor and MS OLI Administrative Coordinator. Maja can be reached at 01-6439-100 or maja.obadic@croatia.rit.edu .

The Assistant Dean for Student Success for students enrolled in the Organizational Leadership and Innovation program at RIT Croatia is Marija Šušak Mišetić and you can reach her at marija.susak@croatia.rit.edu or 01-6439-100.

ELECTRONIC RESOURCES

E-MAIL

When beginning the graduate program, students will be asked to set up an e-mail account through RIT. It is important to check your e-mail on a daily basis as this is the primary means of communication at RIT.

MYCOURSES

MyCourses is an online learning platform utilized by the RIT community and in your courses. The site is user-friendly and provides a great platform for shared learning.

Any questions you may have about MyCourses should be directed to the faculty member teaching the course or Maja Obadić. For any technical questions, please contact the ITS staff at the Zagreb campus at its@croatia.rit.edu.

STUDENT INFORMATION SYSTEM (SIS)

RIT SIS is a self-service student portal where RIT students manage their university-related activities. The Student Information System is the main online student information system for the RIT community. Through SIS you can search and register for courses, view final grades, and view your GPA history.

RIT LIBRARIES

The RIT Libraries collection consist of:

- ✓ over 98,000 electronic journal subscriptions
- ✓ more than 550,000 electronic books
- ✓ 223 databases

The Library supports faculty and students by providing a variety of online tools:

- **Summon:** Summon is a search discovery tool allowing library users to search the full content of library materials from a single search box – providing a “Google-like” search experience for locating credible and reliable library content.

- **Assignment Calculator:** A project and time management tool with email reminders, branching to subject specialist librarians, sp<ecific resource assistance, help with developing and defining topics, creating a thesis statement, etc.

- **Online Citation Management Tools:** The Library subscribes to and supports several web-based citation creation and citation management tools. These tools are EndNote, Mendeley, Zotero and BibGuru.

Information on creating accounts and using these tools and available via the following links:

- EndNote: https://infoguides.rit.edu/endnote
- Mendeley: https://infoguides.rit.edu/mendeley
- Zotero: https://infoguides.rit.edu/zotero
- BibGuru: https://infoguides.rit.edu/bibguru/home

- **Citation Information:** The Library also supports citation work with resources for APA, MLA, IEEE and more. Each guide provides citation format examples for the most commonly types of cited sources along with in-text information, too.

- **A-Z Publication List:** A popular and very useful tool that allows users to quickly determine whether the RIT Library subscribes to a particular publication.

STAFF CONTACT LIST

Student Services

Barbara Gabud	Student Services Assistant	Reception, Zagreb campus	barbara.gabud@croatia.rit.edu

Finance

Jelena Tolić	Director of Finance & Accounting	Room 30, Zagreb campus	jelena.tolic@croatia.rit.edu
Jelena Kocur	Finance & Accounting Specialist	Room 24, Zagreb campus	jelena.kocur@croatia.rit.edu

Academic Affairs

Maja Obadić	Graduate Program Academic Advisor and Administrative Coordinator	Room 25, Zagreb campus	maja.obadic@croatia.rit.edu
Antonija Granić	Ombudsperson and Academic Support Coordinator	Room 23, Zagreb campus	antonija.granic@croatia.rit.edu
Marija Šušak Mišetić	Assistant Dean for Student Success	Room 34, Zagreb campus	marija.susak@croatia.rit.edu

Marketing, Recruitment, and Enrollment

Ivana Silić	Director of Recruitment & Enrollment	Room 33, Zagreb campus	ivana.silic@croatia.rit.edu

Career Services and Alumni Relations

Aleksandra Gečević	Career Services and Alumni Relations Manager	Room 34, Zagreb campus	aleksandra.gecevic@croatia.rit.edu

Information and Technology Services (ITS)

Marko Baričević	IT Operations & Educational Technologies Manager	Room 8, Zagreb campus	marko.baricevic@croatia.rit.edu

RIT CROATIA HOURS OF OPERATION

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