REQUEST FOR ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS, AND SPIRITUAL OBSERVANCES (RISO)

GENERAL INFORMATION

- In accordance with the RISO policy, this form may be used to address scheduling conflicts between academic obligations (i.e. evaluative exercises including, but not limited to, tests, labs, assignments, participation, and seminars) and religious, Indigenous, or spiritual observances.
  - In situations where the student must leave class for short periods (e.g. to pray), the student should work with the instructor to make mutually agreeable arrangements.
  - To request accommodation for a final examination, you must submit a RISO final exam form at least ten (10) working days before the start of the exam period. This form is available only in-person at the McMaster University Registrar’s Office (Gilmour Hall 114).
  - For all other accommodation requests, please use the Request for Relief from Missed Academic Work form.
  - RISO forms must be submitted to the School of Nursing within ten (10) working days from the start of the term in which the accommodation is necessary. For observances for which specific dates/details are not known in advance, inform the School of Nursing of the potential conflict. If you are registered with SAS, please contact your consultant to ensure your disability and RISO accommodations are coordinated.
  - Once a request has been approved, the student must contact their instructor as soon as possible to work out the details of the accommodation (at least five (5) working days before the date of the conflict). The instructor must respond to the student within ten (10) working days.
  - Alternative arrangements include, but are not limited to, rescheduling an academic obligation, providing an alternative academic obligation, re-weighting (providing that no one component of the course becomes worth 75% of the final grade or greater), and/or extending a deadline.
  - Instructors should try as much as possible to avoid arrangements such as requiring the student to submit an academic obligation prior to the deadline, requiring the student to have someone else submit their academic obligation on their behalf, etc.
  - At any point during the process the student may seek assistance from the Office of Human Rights & Equity Services (HRES). Policies and resources related to RISO requests can be found on the HRES website: www.hres.mcmaster.ca.

GUIDELINES FOR COMPLETING THIS FORM

- This form must be fully completed by the student and submitted to the appropriate site:
  - Mohawk & McMaster site students – BScN Program Office via email (bscnadvising@mcmaster.ca) or fax (905-570-0667)
  - Conestoga site students – Conestoga Academic Advising Office via email (aharrison@conestogac.on.ca) or fax (519-748-3562)
- The School of Nursing will review the request and notify the student via email once a decision has been reached within five (5) working days after submission.
REQUEST FOR ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS, AND SPIRITUAL OBSERVANCES (RISO)

This form must be fully completed by the student and submitted to the School of Nursing within ten working days from the start of the term in which the accommodation is necessary. Please read and follow the guidelines on page 1 of this form.

**STUDENT INFORMATION**

Student Name: ____________________________ McMaster ID #: ____________________________

McMaster Email Address: ____________________________ @mcmaster.ca Telephone Number: ____________________________

Site:  □ McMaster  □ Mohawk  □ Conestoga  Level:  □ 1  □ 2  □ 3  □ 4

Program Stream:  □ Basic (A)  □ Post RPN (E)  □ Accelerated (F)

**COURSE INFORMATION**

Please list the course(s) for which you are requesting accommodation:

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Year: 20_____</th>
<th>Term:  □ Fall  □ Winter  □ Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details specific to the conflict:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Year: 20_____</th>
<th>Term:  □ Fall  □ Winter  □ Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details specific to the conflict:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Year: 20_____</th>
<th>Term:  □ Fall  □ Winter  □ Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details specific to the conflict:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Year: 20_____</th>
<th>Term:  □ Fall  □ Winter  □ Spring/Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details specific to the conflict:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Student signature: __________________________________________ Date: ____________

**FOR OFFICE USE ONLY**

□ APPROVED  □ DENIED  by: ____________________________ Date: ____________________________

□ EMAIL SENT TO STUDENT  by: ____________________________ Date: ____________________________