

REQUEST FOR ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS, AND SPIRITUAL OBSERVANCE (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.

<https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-Observances.pdf>

- 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 that do not pertain to religious, Indigenous, or spiritual observances, please use the *Request for Relief for 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 Academic Advising Services in-person HSC 2J36; via email (bscnadvising@mcmaster.ca); or fax (905-570-0667)
 - Conestoga site students – BScN Academic Advisor at Conestoga in-person Doon Main Building 3B; via email (bscnadvising@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.

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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 Student #: _____
 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)

NATURE OF OBSERVANCE(S)

Dates of Observance(s): _____
 Please outline the nature of the observance(s).

COURSE INFORMATION

Please provide information about the academic work for which you are requesting accommodation:

Term: 20____ Fall Winter Spring/Summer

Impacted course(s) and academic work:

Course Code (e.g. HTHSCI 1LL3)	Description of Missed Academic Work (eg. midterm, participation, essay #2 deadline, clinical shift)	Weight (%) of Missed Work	Date of Missed Work	Instructor
1.				
2.				
3.				
4.				
5.				

Student signature: _____ Date: _____

FOR OFFICE USE ONLY

APPROVED DENIED by: _____ Date: _____
 DATABASE UPDATED by: _____ Date: _____
 EMAIL SENT TO STUDENT by: _____ Date: _____
 COPY TO REGISTRAR by: _____ Date: _____