

FULL-TIME OFF-CAMPUS REQUEST CHECKLIST

☐ **REQUEST TO BE FULL-TIME OFF-CAMPUS (FTOC) FORM**

https://gs.mcmaster.ca/app/uploads/2020/02/Full-Time-Off-Campus-Request_September-2025-revised-1.pdf

☐ **RISK MANAGEMENT MANUAL (RMM-801)**

<https://hr.mcmaster.ca/app/uploads/2019/01/RMM-801-Field-Trips-Student-Placements-and-Research-Activity-Planning-and-Approval-Program.pdf>

- ☐ **FIELD TRIP/STUDENT PLACEMENT/RESEARCH ACTIVITY APPROVAL FORM**
- ☐ **RESEARCH ACTIVITY – STATEMENT OF RESPONSIBILITIES CHECKLIST**
- ☐ **DECLARATION OF HEALTH STATUS**

For Full-Time, In-Time MAsc and PhD Students planning to be FTOC in any Fall/Winter Terms:

☐ **IN-PROGRAM COURSE ADJUSTMENT FORM - REQUESTING THE SEMINAR REQUIREMENT TO BE WAIVED DUE TO BEING FULL-TIME OFF-CAMPUS**

<https://gs.mcmaster.ca/app/uploads/2019/10/Request-for-In-Program-Course-Adjustment.pdf>