



Policy Title: ACAOM Waiver Policy

Approved By: ACAOM Executive Committee

Document History: Implementation Date: 8 December 2016
Last Updated: 20 September 2017

Related Policies: ACAOM Waiver Request Form

References:

Responsible Official: ACAOM Executive Director

Policy Summary: This guidance outlines how the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM or Commission) manages waivers of its standards, criteria, policies and procedures.

A. Procedure of Submitting a Policy Waiver Request:

In limited and exceptional circumstances, the Commission will consider requests to waive the application of certain accreditation standards, criteria, policies and/or procedures. Waiver requests must:

1. Be submitted to the Commission office in writing at submissions@acaom.org, using the Commission's [Waiver Request Form](#) found on the Commission's website under the "Policies" tab;
2. Identify the specific standard, criteria, policy and/or procedure for which a waiver is sought;
3. Provide sufficient rationale, justification, and information necessary for the Commission to render a decision; and
4. Include the required waiver request fee (See [ACAOM Fees and Dues Schedule](#)).

B. Basis for a Waiver Request:

The request must also explain in detail the basis for the request and provide relevant factual support, including appropriate documentation. The Commission may only grant a waiver if:

1. The normal application of the standard, criteria, policy and/or procedure will create an undue hardship;
2. The intent of the standard, criteria, policy and/or procedure will otherwise be met through the granting of the waiver; or
3. Other special and extenuating circumstances are present.

In all instances, a waiver may only be granted if the school demonstrates that educational quality will be promoted, and the interests of students and the public will be protected by the proposed waiver. Waiver requests that seek simply to excuse non-compliance with accrediting standards, criteria, policies and/or procedures will be denied.

C. Other Conditions.

The decision whether to grant a waiver is made solely by the Commission, and denials of waivers may not be appealed. The Commission may also impose such conditions, as it deems appropriate, on the scope or duration of any waiver that it may grant. Waiver requests that effectively seek to amend its *Standards of Accreditation* will not be granted. Instead, programs/institutions making such requests should offer proposals for changes to accrediting standards for the Commission's consideration.

Revision History

Date Revised	Summary of Revisions	Approved By
170920	Waiver submission instructions revised to include a specific waiver submission address and a required waiver fee. Relevant hyperlinks added to improve user experience	ACAOM Executive Director

