

**Appendices to the *Rules of Practice and Procedure***  
**February 2012**

**Appendix #12 – Instructions For Submission Of Petitions For A Variance To The  
NACCAS Rules**

Pursuant to [Section 10.5](#) (see page 123) of the NACCAS *Rules of Practice and Procedure*, the Commission may accept for consideration a petition for a variance of the *Rules* by a school. Petitions must be received forty-five (45) days prior to a scheduled meeting of the Commission unless there are substantiated special circumstances. The Commission will only accept petitions that are submitted in the following format.

1. List the specific section of the *Rules* to be varied, including the section and number.
2. Provide the institution's rationale for the variance.
3. Provide all documents used by the institution to support the request for a variance.
4. The institution must submit six (6) copies of the petition and supporting documentation in soft sided binders for easy review by the Commission.