

**INSTRUCTIONS FOR SUBMISSION OF PETITIONS
FOR A VARIANCE TO THE NACCAS RULES**

Pursuant to Section 10.5 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 days prior to a scheduled meeting of the Commission. 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.