

ACAHM Accreditation Commission for Acupuncture and Herbal Medicine

Policy Title: Waiver Policy

Approved By: ACAHM Executive Committee

Document History: Implementation Date: 8 December 2016
Last Updated: 11 Jan 2024

Related Commission Policies: [Schedule of Fees and Dues](#)

References:

Responsible Official: ACAHM Director of Regulatory Affairs

Policy Summary: This guidance outlines how the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM or Commission) manages waivers of its 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 policies and/or procedures. Waiver requests must:

1. Be submitted via the Waiver Request Form within the ACAHM EDvera system.
2. Identify the specific 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 [Schedule of Fees and Dues](#)).

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 policy and/or procedure will create an undue hardship.
2. The intent of the 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
171114	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
191118	Clarification of policy to indicate that waivers apply to policies and procedures only	ACAOM Executive Director
220204	Adjusted terminology throughout for ACAHM name change and removal of "Oriental" term; no material revisions made	ACAHM Executive Director
221112	Remove link to Waiver Request Form. Update item A.1. to specify mandatory use of EDvera system for submission	ACAHM Executive Director
240111	Reviewed; no revisions	ACAHM Executive Director