

- B. Briefly describe the details of the comment in the clearest possible language; 2,500 words is the maximum length. Present itemized issues or concerns as they relate to specific NASM standards, procedures, or rules as published in the NASM *Handbook* and any addenda to the *Handbook* current at the time of the review.
- C. Provide specific, factual documentation corroborating each concern raised along with specific citations from the NASM *Handbook* in the following sample format: for example, “see NASM *Handbook*, Standards for Accreditation, Section II., item G.1.a.” All documentation submitted in support of the comment should be labeled clearly as exhibits using sequential letters for subsequent documents (i.e., “Exhibit A,” “Exhibit B,” and so forth).
- D. Present evidence that the institutional review or grievance procedures available and applicable to the comment and comment filer have been completed or exhausted. Provide a copy of the institution’s written response to expressions of concern as a result of prescribed institutional procedures and any other relevant documentation labeled clearly in the sequence described above in item II.C.
- E. Documentation for items C. and D. must not exceed 50 pages.

III. AGREEMENT

This comment will not be acknowledged unless all boxes below are checked.

- I have read, understand, and agree to all items contained within the current “Rules and Procedures for Third-Party Comment Related to Initial or Periodic Reviews for Accreditation” published on the NASM Web site.
- I confirm that in my opinion the comment contained within and attached to this form meets the eligibility criteria set forth in Section 3.C. of the “Rules and Procedures for Third-Party Comment Related to Initial or Periodic Reviews for Accreditation,” but that final determination of eligibility rests with the NASM staff.
- I authorize the NASM Executive Director to forward all information contained within my comment, including all documentation pertaining to my comment, to the involved institution.
- I understand that by checking this box and signing and dating this form below, I hereby certify that all of the information I have provided herein and attached is true and complete.

Signature

Date

Print Name

Note: For an official third-party comment to be accepted, all sections of this form must be completed in total and in the manner and format requested.