**IACBE Self-Study Submission Format and File Names**

*Additional guidance on how to prepare the Self-Study is available in the Self-Study Manual (rev. July 2020) “Section Two: Preparing and Submitting the Self-Study”*

In accordance with the Self-Study Manual, all files and supporting documents must be named using the IACBE prescribed format. The following table indicates the minimum required content, organization, and naming convention for each folder and document of the IACBE Self-Study. In general, folder names are the corresponding Principle; document names follow “SchoolName-DocumentName”

If you are unsure of how to name your files or are providing a file or folder that is not referenced, please contact your IACBE staff liaison to determine the correct way to name the document, file or folder. 913-631-3009.

| **F indicates a FOLDER**  **S indicates a SUBFOLDER** | **DOCUMENT/CONTENT** | **NAMING CONVENTION** | **NAMING EXAMPLE** |
| --- | --- | --- | --- |
| **VOLUME 1 = Self-Study Narrative** | | | |
|  | Complete Self-Study narrative in a single MS Word document. Includes:   1. table of contents (preferably w/hyperlinks) 2. cover page 3. Self-Study narrative | **SchoolName-SelfStudy-YYYY-YY**  The year should be the self-study year and must be included in the file name. | YourCollege-SelfStudy-2020-21.doc |
| **VOLUME 2 = Appendices Organized by Principle** | | | |
| Table of Contents | Explanation/outline of what documents are included within each Principle’s folders |  |  |
| F: Principle 1 | Appendices relevant to the Self-Study narrative for Principle 1 | Refers to the principle | Principle 1 |
|  | Documents include policies & procedures | **SchoolName-DocumentName** | YourCollege-CodeOfConduct |
| F: Principle 2 | Appendices relevant to the Self-Study narrative for Principle 2 | Refers to the principle | Principle 2 |
| S: Outcomes Assessment Plan | Forward-looking outcomes assessment plan | **SchoolName-OAP-YYY-MMDD** | YourCollege-OAP-2021-0930 |
| S: Outcomes Assessment Results | > Outcomes results from the self-study year | **SchoolName-OutcomesResults** | YourCollege-OutcomesResults |
| F: Principle 3 | Appendices relevant to the Self-Study narrative for Principle 3 | Refers to the principle | Principle 3 |
| F: Principle 4 | Appendices relevant to the Self-Study narrative for Principle 4 | Refers to the principle | Principle 4 |
| S: Course Syllabi | Copies of the course syllabi | Folder: “Syllabi”  Files: **Course#-CourseName**  (if you have a naming convention for syllabi in place, please use that) | (folder) Syllabi  MBA620-DataAnalytics |
| F: Principle 5 | Appendices relevant to the Self-Study narrative for Principle 5 |  |  |
| S: Faculty Documents | Vitae or resumes for each faculty member who taught during the self-study year. If applicable, also include the credentials summary or qualification justification. | Folder: “FacultyDocs”  Files: For each faculty member:  **LastNameFirstInitial-document type** | (folder) FacultyDocs  SmithT-CV  SmithT-Resume  SmithT-Justification |
| F: Principle 6 | Appendices relevant to the Self-Study narrative for Principle 6 | Refers to the principle | Principle 6 |
| F: Principle 7 | Appendices relevant to the Self-Study narrative for Principle 7 | Refers to the principle | Principle 7 |
| F: Principle 8 | Appendices relevant to the Self-Study narrative for Principle 8 | Refers to the principle | Principle 8 |
| F: Principle 9 | Appendices relevant to the Self-Study narrative for Principle 9 | Refers to the principle | Principle 9 |