**IACBE Self-Study Submission Required Formatting**

*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” ***Please keep file names to 35 characters or less.***

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** |
| --- | --- | --- | --- |
| (hanging document) | 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 |
| **Appendices Organized by Principle (one folder per Principle)** | | | |
| Table of Contents (hanging document) | 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 |
|  | Outcomes results from the self-study year | **SchoolName-OutcomesResults** | YourCollege-OutcomesResults |
| S: Outcomes Assessment Plan: | Document 1: Forward-looking OAP  Additional Docs: Appendices for the OAP | Sub-Folder: **SchoolName-OAP-YYY-MMDD** | YourCollege-OAP-2021-0930 |
| 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 | Sub-Folder: “Syllabi”  Files: **Course#-CourseName**  (if you have a naming convention for syllabi in place, please use that) | (folder) Syllabi  MBA620-DataAnalytics  (or your convention) |
| F: Principle 5 | Appendices relevant to the Self-Study narrative for Principle 5 | Refers to the principle |  |
| S: Faculty Documents | CV or resumes for each faculty member who taught during the self-study year. If applicable, also include the credentials summary and/or qualification justification.  All documents for each faculty member are to be consolidated into one file. | Sub-Folder: “FacultyDocs”  Files: For each faculty member:  **LastNameFirstInitial** | (folder) FacultyDocs  SmithT  SnowflakeS |
| 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 |