**IACBE Self-Study Submission Required Formatting**

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 organization and naming convention for each folder and document. In general, folder names are the corresponding Principle; document names follow “SchoolName-DocumentName” ***Please keep file names to 35 characters or less and avoid adding additional layers of folders.***

If you are unsure of how to name your files, please contact your IACBE staff liaison. 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 using the IACBE Self-Study Template. | **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 | **SchoolName-DocumentName** | YourCollege-CodeOfConduct |
| F: Principle 2 | Appendices relevant to the Self-Study narrative for Principle 2 | **SchoolName-OutcomesResults** | YourCollege-OutcomesResults |
| S: Outcomes Assessment Plan | Document 1: Forward-looking OAP  Additional Docs: Appendices for the OAP | **SchoolName-OAP-YYYY-YY** | YourCollege-OAP-2023-24 |
| F: Principle 3 | Appendices relevant to the Self-Study narrative for Principle 3 | SchoolName-DocumentName |  |
| F: Principle 4 | Appendices relevant to the Self-Study narrative for Principle 4 | SchoolName-DocumentName |  |
| 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) | MBA620-DataAnalytics  (use your convention for naming syllabi) |
| F: Principle 5 | Appendices relevant to the Self-Study narrative for Principle 5 |  |  |
| S: Faculty Documents | CV or resumes for each faculty member who taught during the self-study year.  If applicable, also include the Faculty Justification Form.  All documents for each faculty member are to be consolidated into one .pdf file. | Sub-Folder: “FacultyDocs”  Files: For each faculty member:  **LastNameFirstInitial** | SmithT  SnowflakeS |
| F: Principle 6 | Appendices relevant to the Self-Study narrative for Principle 6 | SchoolName-DocumentName |  |
| F: Principle 7 | Appendices relevant to the Self-Study narrative for Principle 7 | SchoolName-DocumentName |  |
| F: Principle 8 | Appendices relevant to the Self-Study narrative for Principle 8 | SchoolName-DocumentName |  |
| F: Principle 9 | Appendices relevant to the Self-Study narrative for Principle 9 | SchoolName-DocumentName |  |