**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:

* folder names are the corresponding Principle
  + ***avoid adding additional layers of folders & subfolders***
* document names follow “School-DocumentName”
  + “School” should be an abbreviation of the school name, e.g. MVU for Mt. Vesuvius University, or CACC for City of Atlantis Community College
  + ***keep file names to 35 characters***

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. | **School-SelfStudy-YYYY-YY**  The year should be the self-study year and must be included in the file name. | School-SelfStudy-2020-21.doc |
| **Appendices Organized by Principle (one folder per Principle)** | | | |
| F: Principle 1 | Appendices relevant to Principle 1 | **School-DocumentName** | CodeOfConduct |
| F: Principle 2 | Appendices relevant to Principle 2, e.g. outcomes results data  Hanging file/document: Forward-looking OAP | **School-OutcomesResults** | OutcomesResults |
| S: OAP Appendices | Additional Docs in sub-folder: Appendices for the OAP | **School-OAP-YYYY-YY** | SchoolOAP-2023-24 |
| F: Principle 3 | Appendices relevant to Principle 3 | School-DocumentName |  |
| F: Principle 4 | Appendices relevant to Principle 4 | School-DocumentName |  |
| S: Syllabi | Copies of the course syllabi | Files: **Course#-CourseName**  (if you have a naming convention for syllabi in place, please use that) | MBA620-AdvDataAnalytics |
| F: Principle 5 | Appendices relevant to Principle 5 |  |  |
| S: FacultyDocs | Faulty CVs or resumes  If applicable, also include the Faculty Justification Form.  *All documents for each faculty member are to be consolidated into one .pdf file, i.e. one file per faculty member* | Files: For each faculty member:  **LastNameFirstInitial** | SmithT  SnowflakeS |
| F: Principle 6 | Appendices relevant to Principle 6 | School-DocumentName |  |
| F: Principle 7 | Appendices relevant to Principle 7 | School-DocumentName |  |
| F: Principle 8 | Appendices relevant to Principle 8 | School-DocumentName |  |
| F: Principle 9 | Appendices relevant to Principle 9 | School-DocumentName |  |

**The submission’s folder/file layout will look like this:**

* **= folder**
* **Principle 1**
* **Principle 2**

(file) SCHOOL NAME OAP YYYY-YY

(file) PROGRAM NAME Learning Assessment Results

(file) PROGRAM NAME2 Learning Assessment Results

(file) Operational Outcomes Assessment Results

* + **OAP Appendices**
* **Principle 3**
* **Principle 4**
  + **Syllabi**

(file) BBA 301 – Marketing Concepts

(file) MBA 620 – Advanced Data Analytics

* **Principle 5**

(file) Faculty Qualifications Table

* + **FacultyDocs**

(file) SmithT

(file) SnowflakeS

* **Principle 6**
* **Principle 7**
* **Principle 8**
* **Principle 9**
* **Profile**

(file) SCHOOLNAME IACBE Self-Study YYYY-YY