

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-DocumentsName”
 - “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-DocumentsName	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-DocumentsName	
F: Principle 4	Appendices relevant to Principle 4	School-DocumentsName	
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. <i>All documents for each faculty member are to be consolidated into one .pdf file, i.e. one file per faculty member</i>	Files: For each faculty member: LastNameFirstInitial	SmithT SnowflakeS
F: Principle 6	Appendices relevant to Principle 6	School-DocumentsName	
F: Principle 7	Appendices relevant to Principle 7	School-DocumentsName	
F: Principle 8	Appendices relevant to Principle 8	School-DocumentsName	
F: Principle 9	Appendices relevant to Principle 9	School-DocumentsName	

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