

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: Profile | Appendices requested in the Profile section | School-DocumentsName | |
| 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