**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 IACBE reserves the right to reject any documentation not submitted in accordance with the following requirements.

* The complete Self-Study submission must be sent in electronic format utilizing Drop Box or emailing to [iacbe@iacbe.org](mailto:iacbe@iacbe.org)
  + If using DropBox, please inform your liaison when the submission has been uploaded.
* The Self-Study document and Outcomes Assessment Plan must be submitted in Microsoft Word format.
* Supporting documentation may be submitted in pdf or document-appropriate format.
* All documentation must be provided in English.
* Please note you may be asked to resubmit if the submission is not organized using the required parameters, or if the format is not compatible for download to the IACBE archives.
  + Extensions of time may not be granted for re-formatting.
* If you need to have a DropBox set up for this submission, please reach out to your liaison.

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
    - Additionally, program names should be abbreviated, e.g. “MBA” or “BSBA”
  + ***keep file names to 35 characters***

*If you are unsure of how to name your files, please contact your IACBE staff liaison.*

| **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-DocumentName** | CACC-EnrollmentProfile  CACC-DegreesConferred |
| F: Principle 1 | Appendices relevant to Principle 1 | **School-DocumentName** | CACC-CodeOfConduct |
| F: Principle 2 | Appendices relevant to Principle 2, e.g. outcomes results data  Hanging file/document: Forward-looking OAP | **ProgramNameResults**  **School-OperationalResults**  **School-OAP-YYYY-YY** | MBA Results  CACC-OperationalResults  CACC-OAP-2023-24 |
| S: OAP Appendices | Additional Docs in sub-folder: Appendices for the OAP | **PROGRAM-AssessmentName** | MBA-ThesisRubric |
| F: Principle 3 | Appendices relevant to Principle 3 | **School-DocumentName** | CACC-MinutesAnnualFacultyMtgs |
| F: Principle 4 | Appendices relevant to Principle 4 | **School-DocumentName** | CACC-Minutes2025CurriculumMtg |
| S: PROGRAMSyllabi | At most – one sub-folder per program to include 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 | **School-FacultyQualifTable** | CACC-FacultyQualifTable |
| S: FacultyDocs | Faulty CVs and if applicable, Faculty Justification Form.  *All documents for each faculty member are to be consolidated into one .pdf file, i.e. one file per faculty member that includes CV, Justification Form, etc.* | Files: For each faculty member:  **LastNameFirstInitial** | SmithT  SnowflakeS |
| F: Principle 6 | Appendices relevant to Principle 6 | School-DocumentName | CACC-AcademicProgressPolicy |
| F: Principle 7 | Appendices relevant to Principle 7 | School-DocumentName | CACC-LibraryDatabases |
| F: Principle 8 | Appendices relevant to Principle 8 | School-DocumentName | CACC-WPN |
| 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) BBA-Results

(file) MBA-Results

(file) SCHOOL NAME-OperationalResults

* + **OAP Appendices**

(file) BBA-CapstoneExample

(file) BBA-CapstoneRubric

* **Principle 3**
* **Principle 4**
  + **BBA Syllabi**

(file) BBA301–MktgConcepts

* + **MBA Syllabi**

(file) MBA620–AdvDataAnalytics

* **Principle 5**

(file) SCHOOL NAME FacultyQualifTable

* + **FacultyDocs**

(file) SmithT

(file) SnowflakeS

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

(file) SCHOOLNAME Self-Study YYYY-YY