



RECOMMENDATIONS FOR ELECTRONIC SUBMISSION

DEAC requests that all institutions follow these recommendations for electronic submission to facilitate an efficient process for collecting and disseminating institutional information.

SUBMISSION FORMAT REQUIREMENTS

1. DEAC accepts only electronic submissions, which include email, Dropbox, and USB flash drive, with the exception of textbooks and kits, as necessary.
2. Institutions may submit documents using a Dropbox link (under 2GB) or a USB flash drive (over 2GB).

Note: If an institution prefers not create a Dropbox account you may request A Dropbox File Request from DEAC to upload a file. DEAC will initiate and email the Dropbox File Request. Click here for instructions on uploading files using Dropbox File Request:

<https://www.dropbox.com/help/9091>.

3. Special instructions: Institutions preparing their Self-Evaluation Report must submit one Microsoft WORD and one Portable Document File (PDF) version of their narrative portion. All Exhibits must be submitted in either PDF, Word, or Excel format Documentation provided via weblinks will not be accepted.
4. Institutions may choose to use electronic bookmarks and hyperlinks placed within the PDF document. Bookmarking and hyperlinking should be completed in a manner that facilitates easy and intuitive navigation and review of the file.

If responding to an offsite subject specialists' report, onsite chair's report, or Commission action letter, bookmark each of the "partially met", "not met", and required actions within the report or action letter and corresponding institution's narrative response to each item. Institutions may wish to use sub-level bookmarks to identify these responses.

5. Any security features in the PDF file must be disabled.
6. Personal or confidential student or staff information (e.g., social security numbers or dates of birth) should be removed or redacted as appropriate.
7. Incomplete submissions may be returned to the institution for correction and re-submission which could delay the accreditation process. May also be subject to a Formal Formatting Submission Penalty ([see fees page](#)).

8. If a fee is required for processing the application, please mail a check directly to DEAC for processing and include a copy of the DEAC invoice. Please note that applications requiring a fee will not be processed until the corresponding payment is sent to the following:
- a. Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, D.C. 20036



SUBMISSION CHECKLIST

Document submissions should include the following, as applicable:



| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | An introduction with instructions on how to navigate the document. |
| <input type="checkbox"/> | Signed Certification section attesting to the accuracy of the information and supporting documentation submitted. |
| <input type="checkbox"/> | Institution's narrative response for each item in the Commission's application, report, or enclosure. |
| <input type="checkbox"/> | Documentation to support the narrative response, including all exhibits with electronic bookmarks and hyperlinks to indicate the location of the documentation within the PDF file. |
| <input type="checkbox"/> | A copy of the offsite subject specialist report, onsite chair's report, or Commission action letter, as applicable. |
| <input type="checkbox"/> | A restatement of each "partially met", "not met", or required action, followed by the institution's narrative response with electronic bookmarks and hyperlinks to indicate the location of the response and all supporting documentation, as applicable. |
| <input type="checkbox"/> | If a fee is required prior to processing the application, please mail check to DEAC 1101 17 th Street NW, Suite 808 Washington, D.C. 20036 and include a copy of the DEAC invoice. |

FORMATTING AN ELECTRONIC SUBMISSIONS






Institutions are encouraged to use the following format for submissions.

| <input type="checkbox"/> | Name | Date modified | Type | Size |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------|-------------|------|
| <input checked="" type="checkbox"/> |  XYZ Institution Exhibits | 12/30/2015 3:04 PM | File folder | |
| |  XYZ Institution SER | 12/30/2015 3:02 PM | File folder | |




(D:) > XYZ Institution SER

| <input type="checkbox"/> | Name | Date modified | Type | Size |
|--------------------------|---------------------------------------------------------------------------------------------------------|--------------------|-----------------------|-------|
| |  XYZ Institution SER | 12/30/2015 3:02 PM | Microsoft Word Doc... | 12 KB |
| |  XYZ Institution SER | 12/30/2015 3:02 PM | Adobe Acrobat Docu... | 82 KB |

(D:) > XYZ Institution Exhibits >

| <input type="checkbox"/> Name | Date modified | Type | Size |
|---------------------------------------------------------------------------------------------|--------------------|-------------|------|
|  EXHIBIT 1 | 12/30/2015 3:03 PM | File folder | |
|  EXHIBIT 2 | 12/30/2015 3:03 PM | File folder | |
|  EXHIBIT 3 | 12/30/2015 3:03 PM | File folder | |
|  EXHIBIT 4 | 12/30/2015 3:03 PM | File folder | |
|  EXHIBIT 5 | 12/30/2015 3:03 PM | File folder | |

(D:) > XYZ Institution Exhibits > EXHIBIT 7

| <input type="checkbox"/> Name | Date modified | Type | Size |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------|-------|
|  7. Curriculum Maps | 12/30/2015 3:07 PM | Adobe Acrobat Docu... | 82 KB |
|  7. Program Comparisons - Degree Programs... | 12/30/2015 3:06 PM | Adobe Acrobat Docu... | 82 KB |
|  7. Program Outcomes | 12/30/2015 3:07 PM | Adobe Acrobat Docu... | 82 KB |