



GUIDELINES FOR ELECTRONIC SUBMISSION

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

SUBMISSION FORMAT REQUIREMENTS

1. Institutions must submit documents via email (under 2GB) or using a Dropbox link (over 2GB). All submissions must contain an email to appropriate staff that includes an explanation of the contents. DEAC will only accept shipments of textbooks and kits, as necessary.
2. Institutions must submit one Microsoft WORD and one Portable Document File (PDF) version of their report or application. All exhibits must be submitted in either PDF, Word, or Excel format. Exhibits provided via weblinks will not be accepted.

Note: File names should use a maximum of 10-15 characters.



3. Institutions must 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.
4. Any security features in the PDF file must be disabled.
5. Personal or confidential student or staff information (e.g., social security numbers or dates of birth) should be removed or redacted as appropriate.
6. Incomplete submissions may be returned to the institution for correction and re-submission which could delay the accreditation process.
7. If a fee is required for processing the application, please mail a check directly to DEAC for processing and enclose a cover letter that includes the institution's name, address, contact information, and an explanation of the submission. 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

FORMATTING AN ELECTRONIC SUBMISSION






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