



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 will only accept electronic submissions with the exception of textbooks and kits, as necessary.
2. Institutions may submit documents over email but large files should be sent by using a Dropbox File Request (under 2GB) or a USB Flash Drive (over 2GB).

Note: To use Dropbox File Request, institutions do not need to sign up for a Dropbox account 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. Institutions must submit one Microsoft WORD and one Portable Document File (PDF) version of their Self-Evaluation Reports. All Exhibits should be submitted in PDF format when possible.

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

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. All PDF file submissions must contain a cover letter that includes the institution's name, address, contact information (e.g., name, telephone number, e-mail address), and an explanation of the content included in the PDF file.
7. Personal or confidential student or staff information (e.g., social security numbers or dates of birth) should be removed or redacted as appropriate.
8. Incomplete submissions may be returned to the institution for correction and re-submission which could delay the accreditation process.
9. 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"/>	A cover letter including the institution's name, address, contact information, and explanation of the content submitted in the PDF file.
<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"/>	Institutions are encouraged to use http://www.7-zip.org/ to encrypt all flash drive submissions.
<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 A FLASH DRIVE






Institutions are encouraged to following the following when formatting flash drives for submission.

<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