

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.
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 PDF, Word, or Excel format.

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.

1. All exhibits must be submitted in PDF, Microsoft Word, or Microsoft Excel format. ***DEAC will not accept files submitted in Google Doc or Google Sheet format.*** ***Exhibits provided via web link will not be accepted.*** File names should be labeled according to examples provided at the end of this document.

**Note:** File names should use a maximum of 10‐15 characters. Dropbox enforces a total file path length of 250 characters for each file.

1. Any security features in the PDF file must be disabled.
2. Personal or confidential student or staff information (e.g., Social Security numbers or dates of birth) should be removed or redacted as appropriate.
3. Incomplete submissions may be returned to the institution for correction and resubmission, which could delay the accreditation process.
4. 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:

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.

