

# 4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Enrollment

4-Year Postsecondary Academic Awards

4-Year Postsecondary Courses

4-Year Postsecondary Terms

4-Year Postsecondary Transcript

4-Year Postsecondary Non-Credit  
Non-Degree Courses

4-Year Postsecondary Non-Credit  
Non-Degree Transcript



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## General Information

This document describes the data elements collected by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS). Valid values and data validation rules that can be performed prior to data submission are listed where appropriate.

## High-Level Data Collection Workflow

### Scope

All students enrolled in courses (for credit AND/OR noncredit) at the institution for given academic year.

### File Names

<i>File Specification</i>	<i>File Name</i>
4-Year Postsecondary Enrollment	#####_ps4_enrollment_YYYY_##.csv
4-Year Postsecondary Academic Awards	#####_ps4_aa_YYYY_##.csv
4-Year Postsecondary Courses	#####_ps4_courses_YYYY_##.csv
4-Year Postsecondary Terms	#####_ps4_terms_YYYY_##.csv
4-Year Postsecondary Transcript	#####_ps4_transcript_YYYY_##.csv
4-Year Postsecondary Non-Credit Non-Degree Courses	#####_ps4_ncndcourses_YYYY_##.csv
4-Year Postsecondary Non-Credit Non-Degree Transcript	#####_ps4_ncndtranscript_YYYY_##.csv

Where	Represents
#####	IPEDS Institution ID
YYYY	Academic Year Ending
##	Optional sequence Number

### Data Element Names

The following syntax is used throughout this document when referencing data elements.

Format: \*NSWERS Field Name [File Specification: Field Name (Field Number)]  
where:

- An asterisk (\*) indicates the data element is a mandatory field. A non-blank or non-null value must be supplied in all mandatory fields for each record, or the data loading process will reject the record.
- NSWERS Field Name represents the name of the data element commonly used by the Nebraska Statewide Workforce & Educational Reporting System (NSWERS).
- File Specification indicates the formal name of the file specification.
- Field Name indicates the formal name of the field within the file specification.
- Field Number indicates the position of the field within the file specification.

## Academic Year Ending

The academic year is understood as July 1 – June 30. Postsecondary data will be organized by academic year using Academic Year Ending. For example, the Academic Year Ending field for 2020 – 2021 will simply read: “2021”.

## Notes of Importance

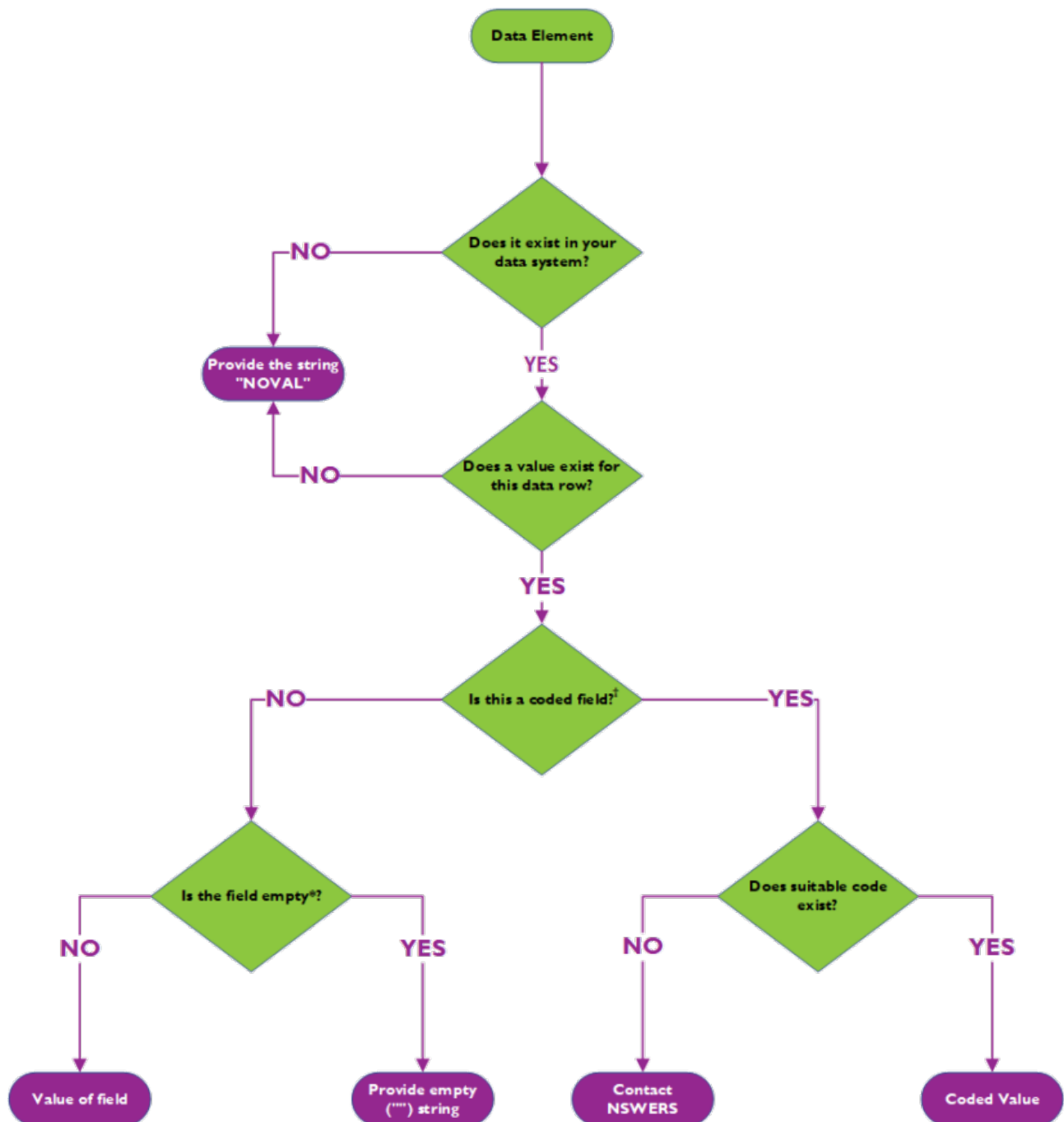
- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

All files should be submitted in .csv format.

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To maintain data privacy and security, and to preserve the informational chain of custody, NSWERS staff cannot edit original source data files. It is the responsibility of each data contributing partner to resolve errors discovered during data submission, validation, and certification processes. Corrected data files should be re-uploaded by partners into the NSWERS data system.

## Decision Tree: Reporting for Nonmandatory Data Elements



†The field is represented by a code in the data specifications (e.g. gender, GED Status, etc)

\*The field is blank or represented by a blank placeholder in your data system

## 4-Year Postsecondary Enrollment

The Postsecondary Enrollment file collects demographic data for all students enrolled in courses (both credit and noncredit included) during a particular term for the requested academic year(s).

NOTE: Multiple records for an individual student will appear if the student was enrolled in more than one term – one record per term.

Additional details can be found on our website at  
<https://nswers.orgs/insights/data-dictionary-and-elements/>

### \*Institution ID [4-Year Postsecondary Enrollment:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format “#####”.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
#####

### NDE Student ID [4-Year Postsecondary Enrollment:NDE Student ID (2)]

Provide the 10-digit Nebraska Department of Education Student Identifier.

Format  
#####

#### Verification Details

While this field is not mandatory, it must be unique for those values provided.

### SSN [4-Year Postsecondary Enrollment:SSN (3)]

Provide the student’s Social Security Number or Individual Taxpayer Identification Number (9 digits, no dashes, #####).

Format  
#####

#### Verification Details

SSN or ITIN is mandatory if Degree Seeking Flag = 1

### \*Postsecondary Student ID [4-Year Postsecondary



## **Enrollment:Postsecondary Student ID (4)]**

Provide the unique number used to identify an individual student at the institution.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### **Verification Details**

The Postsecondary Student ID will be included in verification reports to assist institution staff research and resolve data issues.

## **\*Postsecondary Term Code [4-Year Postsecondary Enrollment:Term Code (5)]**

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## **\*Last Name [4-Year Postsecondary Enrollment:Last Name (6)]**

Provide this student's surname or name borne in common by members of a family.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### **Verification Details**

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **\*First Name [4-Year Postsecondary Enrollment:First Name (7)]**

Provide this student's name given to this individual at birth, baptism, or during another naming ceremony, or through legal change.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### **Verification Details**

First name cannot be "NULL". Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **Middle Name [4-Year Postsecondary Enrollment:Middle Name (8)]**

Provide the middle name of this student. If full middle name is not available, provide middle initial, where possible.

**Verification Details**

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **Last Name Alias [4-Year Postsecondary Enrollment:Last Name Alias (9)]**

Provide the alternate surname if the student has an alternate name.

**Verification Details**

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **First Name Alias [4-Year Postsecondary Enrollment:First Name Alias (10)]**

Provide an additional first name used by this student as an alias. This field can be used to submit a student nickname or commonly used name that is different from their formal name.

**Verification Details**

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **Middle Name Alias [4-Year Postsecondary Enrollment:Middle Name Alias (11)]**

Provide the alternate middle name if the student has an alternate name.

**Verification Details**

Names must be alpha (a-z) and single quote ('), dash/hyphen(-), and period (.).

## **\*Birthdate [4-Year Postsecondary Enrollment:Birthdate (12)]**

Provide the birthdate of this student.  
Use the ISO date format (YYYY-MM-DD)

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**

yyyy-MM-dd

**Verification Details**

The data loading process will check for valid dates (e.g., values of 2004-02-30 and 2004-13-01 would be rejected as invalid). Future dates for birthdates are not allowed. Years in the birthdate more than 100 years in the past are not allowed.

**\*Gender [4-Year Postsecondary Enrollment:Gender Code (13)]**

Provide the code indicating the gender of this student.

<i>Code</i>	<i>Description</i>
F	Female
M	Male
X	Intersex and/or non-binary
U	Unknown/Undeclared

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**\*Hispanic Indicator [4-Year Postsecondary Enrollment:Hispanic Ethnicity Indicator (14)]**

Provide the code indicating if this student is identified with an ethnicity of Hispanic/Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**\*Race 1 Code [4-Year Postsecondary Enrollment:Race 1 Code (15)]**

Race codes of students with multiple races can be provided in any order but those codes must be provided as described below

- If two races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)] and Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)].
- If three races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)] and Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)].
- If four races are identified:
  - Race 1 Code [Postsecondary Enrollment: Race 1 Code (15)], Race 2 Code [Postsecondary Enrollment: Race 2 Code (16)], Race 3 Code [Postsecondary Enrollment: Race 3 Code (17)], and Race 4 Code [Postsecondary Enrollment: Race 4 Code (18)].
- If five races are identified:
  - In all five fields.

<i>Code</i>	<i>Description</i>	<i>Explanation of Use</i>
DC	Declined to Identify	A person who has not self-identified their race.
AM	American Indian/Alaska Native	A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
AS	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
BL	Black or African American	A person having origins in any of the black racial groups of Africa.
PI	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
WH	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
MTO	More than one	A special category for designating that the student has specified having origins in more than one of the above races, but did not specify which. This category can only be used for Race 1, and if it is used the remaining fields Race 2 through Race 5 must be blank.

*This is a mandatory field; a value must be supplied for each record or the data*

*loading process will reject the record.*

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race 2 Code [4-Year Postsecondary Enrollment:Race 2 Code (16)]**

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race 3 Code [4-Year Postsecondary Enrollment:Race 3 Code (17)]**

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race 4 Code [4-Year Postsecondary Enrollment:Race 4 Code (18)]**

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (5)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

**Race 5 Code [4-Year Postsecondary Enrollment:Race 5 Code (19)]**

Provide the code indicating this student's second identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1

Code (5)].

**Verification Details**

Records containing the same race code value in more than one race field will be rejected by the data loading process.

## Marital Status [4-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

<i>Code</i>	<i>Description</i>
S	Single
M	Married
E	Separated
W	Widowed
D	Divorced

## First Generation Student [4-Year Postsecondary Enrollment:First Generation Flag (21)]

Provide the code indicating the student's status as a first-generation postsecondary student.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

## High School Class Rank [4-Year Postsecondary Enrollment:HS Class Rank (22)]

Provide the student's high school class rank.

## High School Class Size [4-Year Postsecondary Enrollment:HS Class Size (23)]

Provide the student's high school class size.

## Cumulative High School GPA [4-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.

**Format**

####.##

## State of High School Graduation [4-Year Postsecondary Enrollment:State of High School Graduation (25)]

The code corresponding to the state in which this student graduated high school. For students still enrolled in high school, provide the code corresponding to the state in which the student's current high school is located.

The following "State of High School Graduation" codes were adapted from the United States Postal Services abbreviation for states and possessions.

<i>Code</i>	<i>Description</i>
10	Unknown
20	Outside of United States
AL	Alabama
AK	Alaska
AS	American Samoa
AZ	Arizona
AR	Arkansas
CA	California
CO	Colorado
CT	Connecticut
DE	Delaware
DC	District of Columbia
FM	Federated States of Micronesia
FL	Florida
GA	Georgia
GU	Guam
HI	Hawaii
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky

<i>Code</i>	<i>Description</i>
LA	Louisiana
ME	Maine
MH	Marshall Islands
MD	Maryland
MA	Massachusetts
MI	Michigan
MN	Minnesota
MS	Mississippi
MO	Missouri
MT	Montana
NE	Nebraska
NV	Nevada
NH	New Hampshire
NJ	New Jersey
NM	New Mexico
NY	New York
NC	North Carolina
ND	North Dakota
MP	North Mariana Islands
OH	Ohio
OK	Oklahoma
OR	Oregon
PW	Palau
PA	Pennsylvania
PR	Puerto Rico
RI	Rhode Island
SC	South Carolina
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands



<i>Code</i>	<i>Description</i>
VA	Virginia
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

### GED Status [4-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

### Education Level at Admission [4-Year Postsecondary Enrollment:Education at Admission (27)]

Provide the code indicating the student's level of education at admission to the postsecondary institution.

<i>Code</i>	<i>Description</i>
1	Never attended college and 1st year undergraduate
2	Never attended college and 1st year undergraduate
3	2nd year undergraduate/sophomore
4	3rd year undergraduate/junior
5	4th year undergraduate/senior
6	5th year/other undergraduate
7	1st year graduate/professional
8	Continuing graduate/professional or beyond

### **\*Census Flag [4-Year Postsecondary Enrollment:Census Flag (28)]**

Provide the code indicating if this student was enrolled on the Census Date during the term used for IPEDS reporting applicable to this academic year. Provide the code indicating “Yes” if this student was enrolled on the IPEDS Census Date. Provide the code indicating “No” if the student was NOT enrolled during the IPEDS Census Date.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### **Full-Time Student Flag [4-Year Postsecondary Enrollment:Full-Time Student Flag (29)]**

Provide the code indicating if this student met the definition of a full-time student during this term. Full-time/part-time indicator based on number of credit hours student is enrolled for the semester.

IPEDS definition:

- Undergraduate – a student enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- Graduate—A student enrolled for 9 or more semester credits, or 9 or more quarter credits, or a student involved in thesis or dissertation preparation that is considered full time by the institution.
- Doctor’s degree – Professional practice – as defined by the institution.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

### **First-Time Student Flag [4-Year Postsecondary Enrollment:First-Time Student Flag (30)]**

Provide the code indicating if this student met the definition of a first-time student during this term.

IPEDS definition: A student who has no prior postsecondary experience (except as noted below) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).

<i>Code</i>	<i>Description</i>
1	Yes
2	No

### Degree Seeking Flag [4-Year Postsecondary Enrollment:Degree Seeking Flag (31)]

Provide the code indicating if this student met the definition of a degree-seeking student during this term, for the purposes of IPEDS reporting.

IPEDS definition: Students enrolled in courses for credit and recognized by the institution as seeking a degree, certificate, or other formal award. High school students also enrolled in postsecondary courses for credit are not considered degree/certificate-seeking. Note: all students eligible to receive federal student financial aid are considered degree/certificate seeking.

<i>Code</i>	<i>Description</i>
1	Yes
2	No

### Primary Program One (major) [4-Year Postsecondary Enrollment:Primary Program (32)]

Provide the CIP code for the student's primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format ##.#### that identifies the student's primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

Format  
##.####

#### Verification Details

CIP codes must be six-digits long in format ##.#### – leading and terminal zeros must be included, where applicable.

### Primary Program Two (major) [4-Year Postsecondary Enrollment:Primary Program (33)]

If applicable, provide the CIP code for the student's second primary program (major). Provide the six-digit CIP (Classification of Instructional Programs) code in the format ##.#### that identifies the student's second primary instructional program (major). Refer to IPEDS reporting requirements for a list of valid CIP codes.

#### Format

##.####

#### Verification Details

CIP codes must be six-digits long in format ##.#### – leading and terminal zeros must be included, where applicable.

### Secondary Program One (minor) [4-Year Postsecondary Enrollment:Secondary Program (34)]

Provide the CIP code for the student's secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

#### Format

##.####

#### Verification Details

CIP codes must be six-digits long in format ##.#### – leading and terminal zeros must be included, where applicable.

### Secondary Program Two (minor) [4-Year Postsecondary Enrollment:Secondary Program (35)]

Provide the CIP code for the student's second secondary program (minor).

The [Classification of Instructional Programs \(CIP\) codes \(2020 version\)](#) are provided by IPEDS.

#### Format

##.####

#### Verification Details

CIP codes must be six-digits long in format **##.####** - leading and terminal zeros must be included, where applicable.

### **Term Credit Hours Attempted [4-Year Postsecondary Enrollment:Term Credit Hours Attempted (36)]**

Provide the total number of credit hours this student attempted during this term in the format **##** or **##.#**. Term Credit Hours Attempted supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

**Format**

**##.#**

**Verification Details**

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

### **Term Credit Hours Earned [4-Year Postsecondary Enrollment:Term Credit Hours Earned (37)]**

Provide the total number of credit hours this student earned during this term in the format **##** or **##.#**. Term Credit Hours Earned supports up to one decimal position. If more than one decimal position is provided, records will be rejected.

**Format**

**##.#**

**Verification Details**

Term Credit Hours Earned cannot exceed Term Credit Hours Attempted.

### **Term GPA [4-Year Postsecondary Enrollment:Term GPA (38)]**

Provide the grade point average (GPA) earned by this student calculated based only on courses during this term. This field accepts up to 2 decimals places.

**Format**

**##.#**

## 4-Year Postsecondary Academic Awards

The Postsecondary Academic Awards file specification collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates during a particular academic year. Students receiving multiple awards will appear in the file multiple times, once per award.

NOTE: A Postsecondary Enrollment record must have been previously submitted or is part of the same data submission for each student appearing in a Postsecondary Academic Awards file or the data loading process will reject the record.

Additional details can be found on our website at <https://nswers.orgs/insights/data-dictionary-and-elements/>

### \*Institution ID [4-Year Postsecondary Academic Awards:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format “#####”.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
#####

### \*Postsecondary Student ID [4-Year Postsecondary Academic Awards:Postsecondary Student ID (2)]

Provide the unique number used to identify an individual student at the institution.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Verification Details  
The Postsecondary Student ID will be included in verification reports to assist institution staff research and resolve data issues.

### \*Award Date [4-Year Postsecondary Academic Awards:Award Date (3)]

Provide the date on which the academic award was granted, i.e., the date of graduation rather than the degree audit or conferred date.  
Use the ISO date format (YYYY-MM-DD)

*This is a mandatory field; a value must be supplied for each record or the data*

*loading process will reject the record.*

Format  
yyyy-MM-dd

**\*Award Code [4-Year Postsecondary Academic Awards: Award Code (4)]**

Provide the code that indicates the type of academic award granted.

<i>Code</i>	<i>Description</i>	<i>Explanation of Use</i>
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree - Research/Scholarship	
18	Doctor's Degree - Professional Practice	
19	Doctor's Degree - Other	

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**\*Award CIP Code [4-Year Postsecondary Academic Awards: Award**

## CIP Code (5)]

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format **##.####** that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**

**##.####**



## 4-Year Postsecondary Courses

The Postsecondary Courses file identifies the complete set of courses offered during the requested academic year(s).

Additional details can be found on our website at <https://nswers.orgs/insights/data-dictionary-and-elements/>

### \*Institution ID [4-Year Postsecondary Courses:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format “#####”.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
#####

### \*Academic Year Ending [4-Year Postsecondary Courses:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
YYYY

### \*Postsecondary Term Code [4-Year Postsecondary Courses:Postsecondary Term Code (3)]

Provide the institution-selected value representing the term during which this student was enrolled. Ignore session information, i.e., 2022 Summer Session 1 and 2022 Summer Session 2 would both be listed under the 2022 Summer term.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Verification Details  
Valid values are specified via the Postsecondary Terms file  
[Postsecondary Terms: Postsecondary Term Code (3)].

### \*Course Code Subject [4-Year Postsecondary Courses:Course Code

## **Subject (4)]**

Provide the institution's own unique course code subject.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## **\*Course Code Number [4-Year Postsecondary Courses:Course Code Number (5)]**

Provide the institution's own unique course code number.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## **Course Section [4-Year Postsecondary Courses:Course Section (6)]**

Provide the institution's own unique course code number.

## **Course Location [4-Year Postsecondary Courses:Course Location (7)]**

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

## **\*Course Name [4-Year Postsecondary Courses:Course Name (8)]**

Provide the institution's own course name specific to the identified course.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## **Secondary Course Name [4-Year Postsecondary Courses:Course Name (9)]**

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

## **\*Course Description [4-Year Postsecondary Courses:Course Description (10)]**

Provide the institution's own description for the course section (up to 1000 characters).

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## **\*Instructor ID [4-Year Postsecondary Courses:Instructor ID (11)]**

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the “primary” instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

## 4-Year Postsecondary Terms

The Postsecondary Terms file identifies the complete set of academic terms for the requested academic year(s).

Additional details can be found on our website at

<https://nswers.orgs/insights/data-dictionary-and-elements/>

### \*Institution ID [4-Year Postsecondary Terms:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format “#####”.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format

#####

### \*Academic Year Ending [4-Year Postsecondary Terms:Academic Year Ending (2)]

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format

YYYY

### \*Postsecondary Term Code [4-Year Postsecondary Terms:Postsecondary Term Code (3)]

Provide the institution-specific value representing the terms during the academic year. Term codes need to be totally unique between each term; if term names are “Q1,” “Q2,” etc., prepend or append a year to the term name, e.g., “2015Q1” or “Q22016.”

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### \*Start Date [4-Year Postsecondary Terms:Start Date (4)]

Provide the date indicating when the term starts.  
Use the ISO date format (YYYY-MM-DD)

*This is a mandatory field; a value must be supplied for each record or the data*

*loading process will reject the record.*

**Format**  
yyyy-MM-dd

**\*End Date [4-Year Postsecondary Terms:End Date (5)]**

Provide the date indicating when the term ends.  
Use the ISO date format (YYYY-MM-DD)

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**  
yyyy-MM-dd

## 4-Year Postsecondary Transcript

The Postsecondary Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

### Note:

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at  
<https://nswers.orgs/insights/data-dictionary-and-elements/>

### \*Institution ID [4-Year Postsecondary Transcript:Institution ID (1)]

Provide the institution identifier (IPEDS Institution ID) in the format “#####”.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
#####

### \*Postsecondary Student ID [4-Year Postsecondary Transcript:Postsecondary Student ID (2)]

Provide the unique number used to identify an individual student at the institution.  
*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### Verification Details

The Postsecondary Student ID will be included in verification reports to assist institution staff research and resolve data issues.

**\*Academic Year Ending [4-Year Postsecondary Transcript:Academic Year Ending (3)]**

Provide the literal academic year ending in the format “YYYY”. The academic year is understood as July 1 - June 30. For example, the value of the Academic Year Ending field for July 1, 2020 – June 30, 2021, would simply read: “2021”.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

Format  
YYYY

**\*Postsecondary Term Code [4-Year Postsecondary Transcript:Course Term (4)]**

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**\*Course Code Subject [4-Year Postsecondary Transcript:Course Code Subject (5)]**

Provide the institution’s own unique course code subject.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**\*Course Code Number [4-Year Postsecondary Transcript:Course Code Number (6)]**

Provide the institution’s own unique course code number.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Course Section [4-Year Postsecondary Transcript:Course Section (7)]**

Provide the institution’s own unique course section.

**Course Instruction Mode [4-Year Postsecondary Transcript:Course Instruction Mode (8)]**

Provide the code indicating the course instruction mode.

<b>Code</b>	<b>Description</b>	<b>Explanation of Use</b>
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face – similar to a traditional class.
2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

### **\*Course Type [4-Year Postsecondary Transcript:Course Type (9)]**

Provide the code for course type specific to the identified course.

<b>Code</b>	<b>Description</b>
0	Other
1	Lecture
2	Lab
3	Seminar
4	Activity
5	Independent Study
6	Practicum
7	Recitation



<i>Code</i>	<i>Description</i>
8	Clinical
9	Internship

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

### **\*Course Credit Hours [4-Year Postsecondary Transcript:Course Credit Hours (10)]**

Provide a decimal indicating the number of credit hours earned for completing the specified course in the format #.## . Provide “0.0” for a course that does not offer credit.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**  
**####.##**

### **\*Course Grade Points [4-Year Postsecondary Transcript:Course Grade Points (11)]**

Provide a decimal indicating the number of grade points the student earned for completing this course in the format #.##.

*This is a mandatory field; a value must be supplied for each record or the data loading process will reject the record.*

**Format**  
**####.##**

## 4-Year Postsecondary Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

Additional details can be found on our website at  
<https://nswers.orgs/insights/data-dictionary-and-elements/>

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## 4-Year Postsecondary Non-Credit Non-Degree Transcript

The Postsecondary Non-Credit Non-Degree Transcript file collects the course history for each student submitted in the Postsecondary Enrollment file during a particular term for the requested academic year(s).

**Note:**

- A Postsecondary Enrollment record must first be submitted for each student appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Continuing Education Course record must first be submitted for each course appearing in the Postsecondary Transcript file or the data loading process will reject the record.
- A Postsecondary Terms record must first be submitted for each term appearing in the Postsecondary Transcript file or the data loading process will reject the record.

Additional details can be found on our website at  
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## 4-Year Postsecondary Enrollment

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	1	Institution ID	String	6	#####
	2	NDE Student ID	String	10	#####
	3	SSN	String	9	#####
	4	Postsecondary Student ID	String	20	
	5	Postsecondary Term Code	String	10	
	6	Last Name	String	50	
	7	First Name	String	25	
	8	Middle Name	String	25	
	9	Last Name Alias	String	25	
	10	First Name Alias	String	25	
	11	Middle Name Alias	String	25	
	12	Birthdate	Date	10	yyyy-MM-dd
	13	Gender	String	1	(one of set)
	14	Hispanic Indicator	Integer	1	(one of set)
	15	Race 1 Code	String	3	(one of set)
	16	Race 2 Code	Set	3	(one of set)
	17	Race 3 Code	Set	3	(one of set)
	18	Race 4 Code	Set	3	(one of set)
	19	Race 5 Code	Set	3	(one of set)
	20	Marital Status	String	1	(one of set)
	21	First Generation Student	Integer	1	(one of set)
	22	High School Class Rank	Integer		
	23	High School Class Size	Integer		
	24	Cumulative High School GPA	Float	7	####.##
	25	State of High School Graduation	String	2	(one of set)
	26	GED Status	Integer	1	(one of set)
	27	Education Level at Admission	String	1	(one of set)
	28	Census Flag	Integer	1	(one of set)
	29	Full-Time Student Flag	Integer	1	(one of set)
	30	First-Time Student Flag	Integer	1	(one of set)

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	31	Degree Seeking Flag	Integer	1	(one of set)
	32	Primary Program One (major)	String	7	###.####
	33	Primary Program Two (major)	String	7	###.####
	34	Secondary Program One (minor)	String	7	###.####
	35	Secondary Program Two (minor)	String	7	###.####
	36	Term Credit Hours Attempted	Float	4	##.##
	37	Term Credit Hours Earned	Float	4	##.##
	38	Term GPA	Float	4	##.##

#### 4-Year Postsecondary Academic Awards

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Award Date	Date	10	yyyy-MM-dd
	4	Award Code	Integer	2	(one of set)
	5	Award CIP Code	String	7	###.####

#### 4-Year Postsecondary Courses

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	8	Course Name	String		
	9	Secondary Course Name	String	50	
	10	Course Description	String	1000	
	11	Instructor ID	String	20	

#### 4-Year Postsecondary Terms

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	1	Institution ID	String	6	#####
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	String	10	
	4	Start Date	Date	10	yyyy-MM-dd
	5	End Date	Date	10	yyyy-MM-dd

#### 4-Year Postsecondary Transcript

<i>Key</i>	<i>Position</i>	<i>Name</i>	<i>Type</i>	<i>Length</i>	<i>Format</i>
	1	Institution ID	String	6	#####
	2	Postsecondary Student ID	String	20	
	3	Academic Year Ending	Date	4	yyyy
	4	Postsecondary Term Code	String	10	
	5	Course Code Subject	String	20	
	6	Course Code Number	String	20	
	7	Course Section	String	20	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Type	String	1	(one of set)
	10	Course Credit Hours	Float	7	#####
	11	Course Grade Points	Float	7	#####

#### 4-Year Postsecondary Non-Credit Non-Degree Courses

#### 4-Year Postsecondary Non-Credit Non-Degree Transcript