4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Courses

Version 1.0.0

Generated 4/25/2024

Table of Contents

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

File Specification	File Name
4-Year Postsecondary Courses	#####_ps4_courses_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".
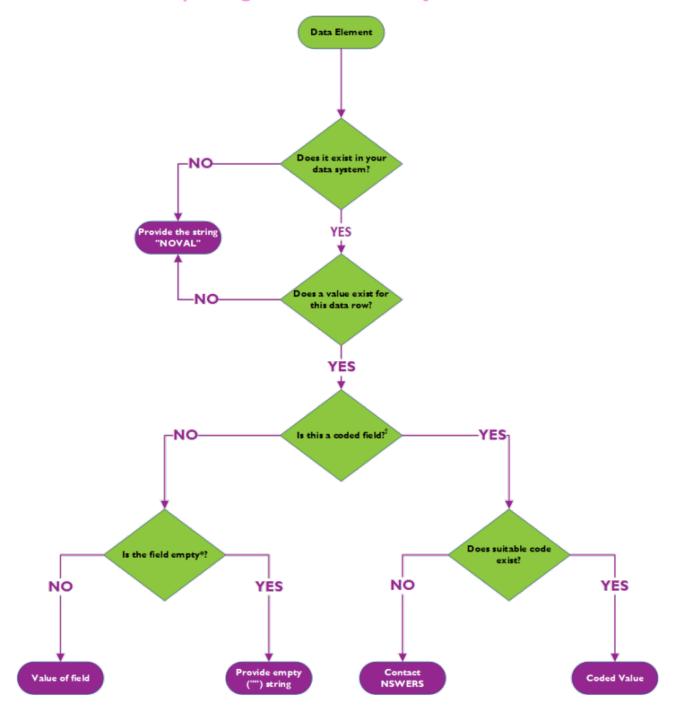
Notes of Importance

- 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.

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

Data Element

Does it exist in your data system?

NO → **Provide the string "NOVAL"**

YES ↓

Does a value exist for this data row?

NO → **Provide the string "NOVAL"**

YES ↓

Is this a coded field?[†]

NO ↓   YES →

Is the field empty*?

NO → **Value of field**

YES → **Provide empty ("") string**

Does suitable code exist?

NO → **Contact NSWERS**

YES → **Coded Value**

[†]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 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 Courses

Key	Position	Name	Type	Length	Format
	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	