# 2-YEAR POSTSECONDARY FILE SPECIFICATIONS

2-Year Postsecondary Enrollment

*Version 1.0.1*

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# Table of Contents


Table of Contents ..... p. 2
General Information ..... p. 3
General Information ..... p. 5
2-Year Postsecondary Enrollment ..... p. 6
- Institution ID ..... p. 6
- NDE Student ID ..... p. 6
- SSN ..... p. 6
- Postsecondary Student ID ..... p. 6
- Term ..... p. 7
- Last Name ..... p. 7
- First Name ..... p. 7
- Middle Name ..... p. 8
- Last Name Alias ..... p. 8
- First Name Alias ..... p. 8
- Middle Name Alias ..... p. 8
- Birthdate ..... p. 8
- Gender ..... p. 9
- Hispanic Indicator ..... p. 9
- Race 1 Code ..... p. 9
- Race 2 Code ..... p. 11
- Race 3 Code ..... p. 11
- Race 4 Code ..... p. 11
- Race 5 Code ..... p. 11
- Marital Status ..... p. 11
- First Generation Student ..... p. 13
- High School Class Rank ..... p. 13
- High School Class Size ..... p. 13
- Cumulative High School GPA ..... p. 13
- State of High School Graduation ..... p. 13
- GED Status ..... p. 16
- Census Flag ..... p. 16
- Full-Time Student Flag ..... p. 16
- First-Time Student Flag ..... p. 16
- Degree Seeking Flag ..... p. 17
- Primary Program One (major) ..... p. 17
- Primary Program Two (major) ..... p. 18
- Term Credit Hours Attempted ..... p. 18
- Term Credit Hours Earned ..... p. 18
- Term GPA ..... p. 19

# 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* |
|---|---|
| 2-Year Postsecondary Enrollment | #####_ps2_enrollment_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

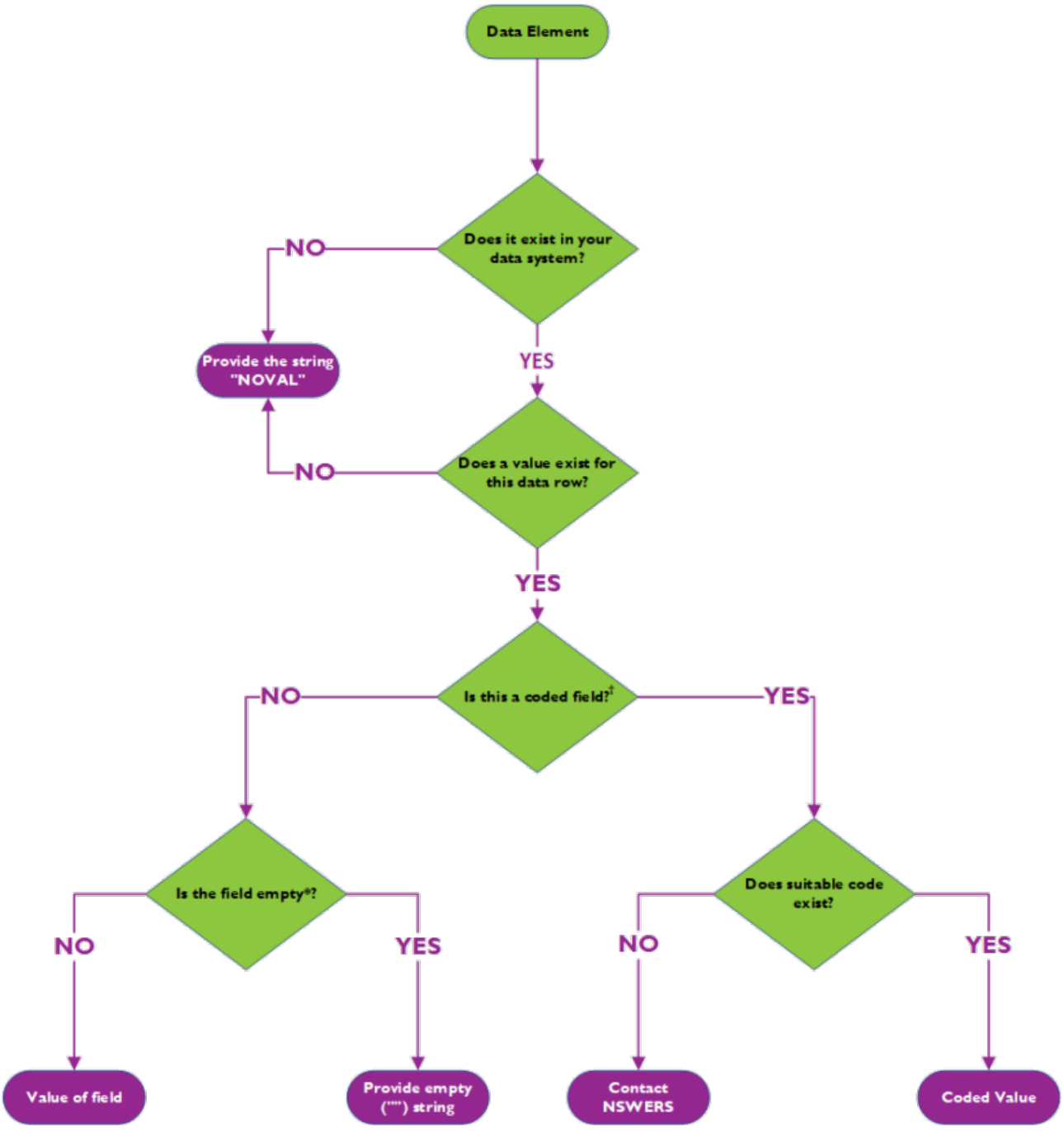
- Any values that contain a comma must be enclosed with quotes.
- Data fields should be ordered in the same sequence as identified in this document.

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

# 2-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 [2-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 [2-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.

## SSN [2-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 [2-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.

## *Term [2-Year Postsecondary Enrollment:Term (5)]

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)].

## *Last Name [2-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 [2-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 [2-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 [2-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 [2-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 [2-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 [2-Year Postsecondary Enrollment:Birthdate (12)]

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

**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 [2-Year Postsecondary Enrollment:Gender (13)]

Provide the code indicating the gender of this student.

| *Code* | *Description* |
|---|---|
| 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 [2-Year Postsecondary Enrollment:Hispanic 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.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## Race 1 Code [2-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.

| *Code* | *Description* | *Explanation of Use* |
|---|---|---|
| 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. |

**Verification Details**

Records containing the same race code value in more than one race

field will be rejected by the data loading process.

## Race 2 Code [2-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 (15)].

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

Provide the code indicating this student's third identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

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

Provide the code indicating this student's fourth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

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

Provide the code indicating this student's fifth identified race, otherwise leave blank. Refer to the codes listed in [Postsecondary Enrollment: Race 1 Code (15)].

**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 [2-Year Postsecondary Enrollment:Marital Status (20)]

Provide the code indicating the student's marital status.

Version 1.0.1
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| *Code* | *Description* |
|---|---|
| S | Single |
| M | Married |
| E | Separated |
| W | Widowed |
| D | Divorced |

## First Generation Student [2-Year Postsecondary Enrollment:First Generation Student (21)]

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

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## High School Class Rank [2-Year Postsecondary Enrollment:High School Class Rank (22)]

Provide the student's high school class rank.

## High School Class Size [2-Year Postsecondary Enrollment:High School Class Size (23)]

Provide the student's high school class size.

## Cumulative High School GPA [2-Year Postsecondary Enrollment:HS GPA (24)]

The student's cumulative high school grade point average.

**Format**

**####.##**

## State of High School Graduation [2-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.

| *Code* | *Description* |
|---|---|
| 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 |
| LA | Louisiana |
| ME | Maine |
| MH | Marshall Islands |
| MD | Maryland |

| *Code* | *Description* |
|---|---|
| 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 |
| VA | Virgina |
| WA | Washington |
| WV | West Virginia |
| WI | Wisconsin |

| Code | Description |
|---|---|
| WY | Wyoming |

## GED Status [2-Year Postsecondary Enrollment:GED Status (26)]

Provide the code indicating if this student completed a GED.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Census Flag [2-Year Postsecondary Enrollment:Census Flag (27)]

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.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## Full-Time Student Flag [2-Year Postsecondary Enrollment:Full-Time Student Flag (28)]

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.

| Code | Description |
|---|---|
| 1 | Yes |
| 2 | No |

## First-Time Student Flag [2-Year Postsecondary Enrollment:First

## Time Student Flag (29)]

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).

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## Degree Seeking Flag [2-Year Postsecondary Enrollment:Degree Seeking Flag (30)]

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.

| *Code* | *Description* |
|---|---|
| 1 | Yes |
| 2 | No |

## Primary Program One (major) [2-Year Postsecondary Enrollment:Primary Program (31)]

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) [2-Year Postsecondary Enrollment:Primary Program (32)]

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.

## Term Credit Hours Attempted [2-Year Postsecondary Enrollment:Term Credit Hours Attempted (33)]

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 [2-Year Postsecondary Enrollment:Term Credit Hours Earned (34)]

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 [2-Year Postsecondary Enrollment:Term GPA (35)]

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**

##.#

## 2-Year Postsecondary Enrollment

| *Key* | *Position* | *Name* | *Type* | *Length* | *Format* |
|---|---|---|---|---|---|
| | 1 | Institution ID | String | 6 | ###### |
| | 2 | NDE Student ID | String | 10 | ########## |
| | 3 | SSN | String | 9 | ######### |
| | 4 | Postsecondary Student ID | String | 20 | |
| | 5 | Term | Foreign Key | 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 | String | 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 | Census Flag | Integer | 1 | (one of set) |
| | 28 | Full-Time Student Flag | Integer | 1 | (one of set) |
| | 29 | First-Time Student Flag | Integer | 1 | (one of set) |
| | 30 | Degree Seeking Flag | Integer | 1 | (one of set) |

| *Key* | *Position* | *Name* | *Type* | *Length* | *Format* |
|---|---|---|---|---|---|
| | 31 | Primary Program One (major) | String | 7 | ##.#### |
| | 32 | Primary Program Two (major) | String | 7 | ##.#### |
| | 33 | Term Credit Hours Attempted | Float | 4 | ##.# |
| | 34 | Term Credit Hours Earned | Float | 4 | ##.# |
| | 35 | Term GPA | Float | 4 | ##.# |