4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Transcript

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Table of Contents

Table of Contents ..... p. 2
General Information ..... p. 3
Data Decision Tree ..... p. 5
4-Year Postsecondary Transcript ..... p. 6
- Institution ID ..... p. 6
- Postsecondary Student ID ..... p. 6
- Academic Year Ending ..... p. 7
- Postsecondary Term Code ..... p. 7
- Course Code Subject ..... p. 7
- Course Code Number ..... p. 7
- Course Section ..... p. 7
- Course Instruction Mode ..... p. 8
- Course Type ..... p. 8
- Course Credit Hours ..... p. 9
- Course Grade Points ..... p. 9
- Grade Mode ..... p. 9
- Course Completion ..... p. 10

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 Transcript	#####_ps4_transcript_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”.

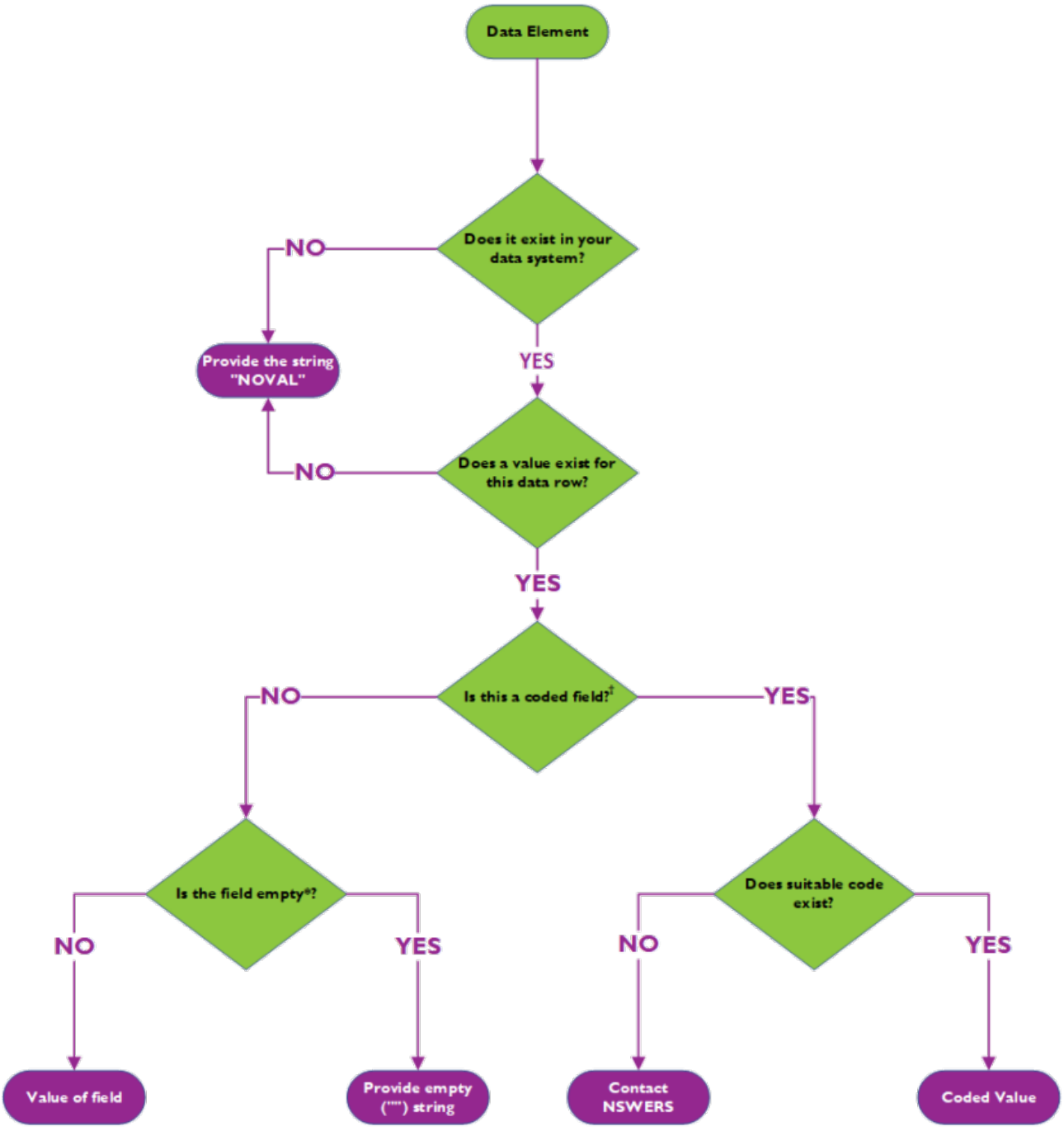
Notes of Importance

- 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



†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 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).

Submissions will include records beginning with the 2012 academic year until the current recent academic year. Data for future academic years will be submitted on an annual basis in alignment with the NSWERS data submission cycle.

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.

Code	*Description*	*Explanation of Use*
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.

Code	*Description*
0	Other
1	Lecture
2	Lab
3	Seminar

Code	*Description*
4	Activity
5	Independent Study
6	Practicum
7	Recitation
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
####.##

*Grade Mode [4-Year Postsecondary Transcript:Grade Mode (12)]

Provide the code indicating the course grade mode. Option 1 (“Graded”) should be selected if the course would typically (i.e. ignoring withdrawal and incomplete information) contribute to the student’s GPA calculation.

Code	*Description*
1	Graded

Code	*Description*
2	Pass/Not Pass
3	Audit
4	Other Ungraded
5	Non-Credit

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

*Course Completion [4-Year Postsecondary Transcript:Course Completion (13)]

Provide the code indicating the course completion status.

Code	*Description*
1	Completed
2	Withdraw
3	Incomplete

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 Transcript

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	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	####.##
	12	Grade Mode	Integer	1	(one of set)
	13	Course Completion	Integer	1	(one of set)