4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Enrollment

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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

File Specification	*File Name*
4-Year Postsecondary Enrollment	#####_ps4_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”.

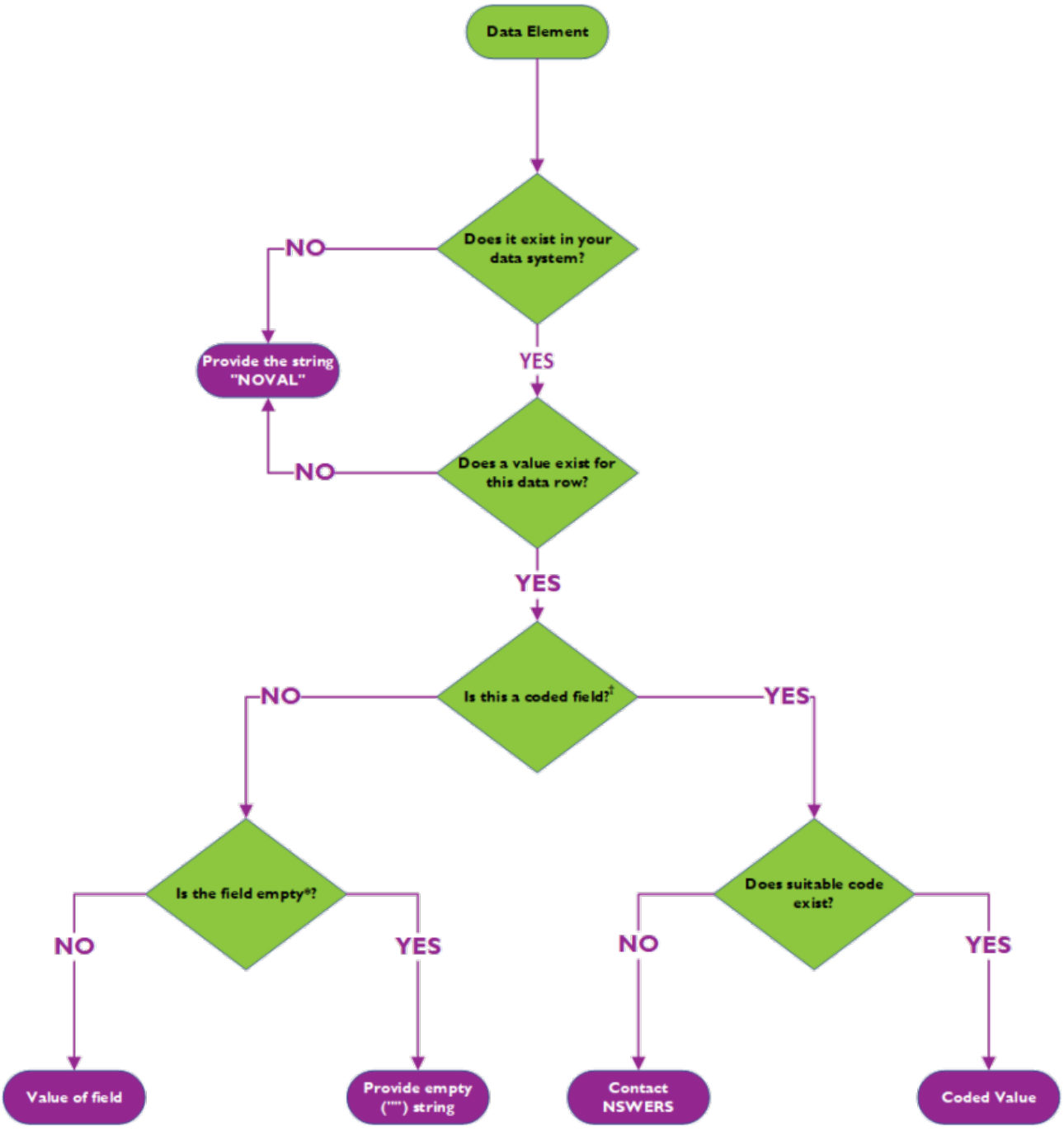
Notes of Importance

- 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.

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).

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: 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)]

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.

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 [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.

Code	*Description*
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.

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.

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.

Code	*Description*
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.

Code	*Description*
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.

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

Code	*Description*
ID	Idaho
IL	Illinois
IN	Indiana
IA	Iowa
KS	Kansas
KY	Kentucky
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

Code	*Description*
SD	South Dakota
TN	Tennessee
TX	Texas
UT	Utah
VT	Vermont
VI	Virgin Islands
VA	Virgina
WA	Washington
WV	West Virginia
WI	Wisconsin
WY	Wyoming

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

Code	*Description*
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.

Code	*Description*
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

Code	*Description*
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)]

Code	*Description*
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)]

Code	*Description*
1	Yes
2	No

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

Code	*Description*
1	Yes
2	No

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

Code	*Description*
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 Enrollment

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Institution ID	String	6	######
	2	NDE Student ID	String	10	##########
	3	SSN	String	9	#########
Yes	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)

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	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	##.#