4-YEAR POSTSECONDARY FILE SPECIFICATIONS

Version 1.2.0

4-Year Postsecondary Terms

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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 Terms	#####_ps4_terms_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”.

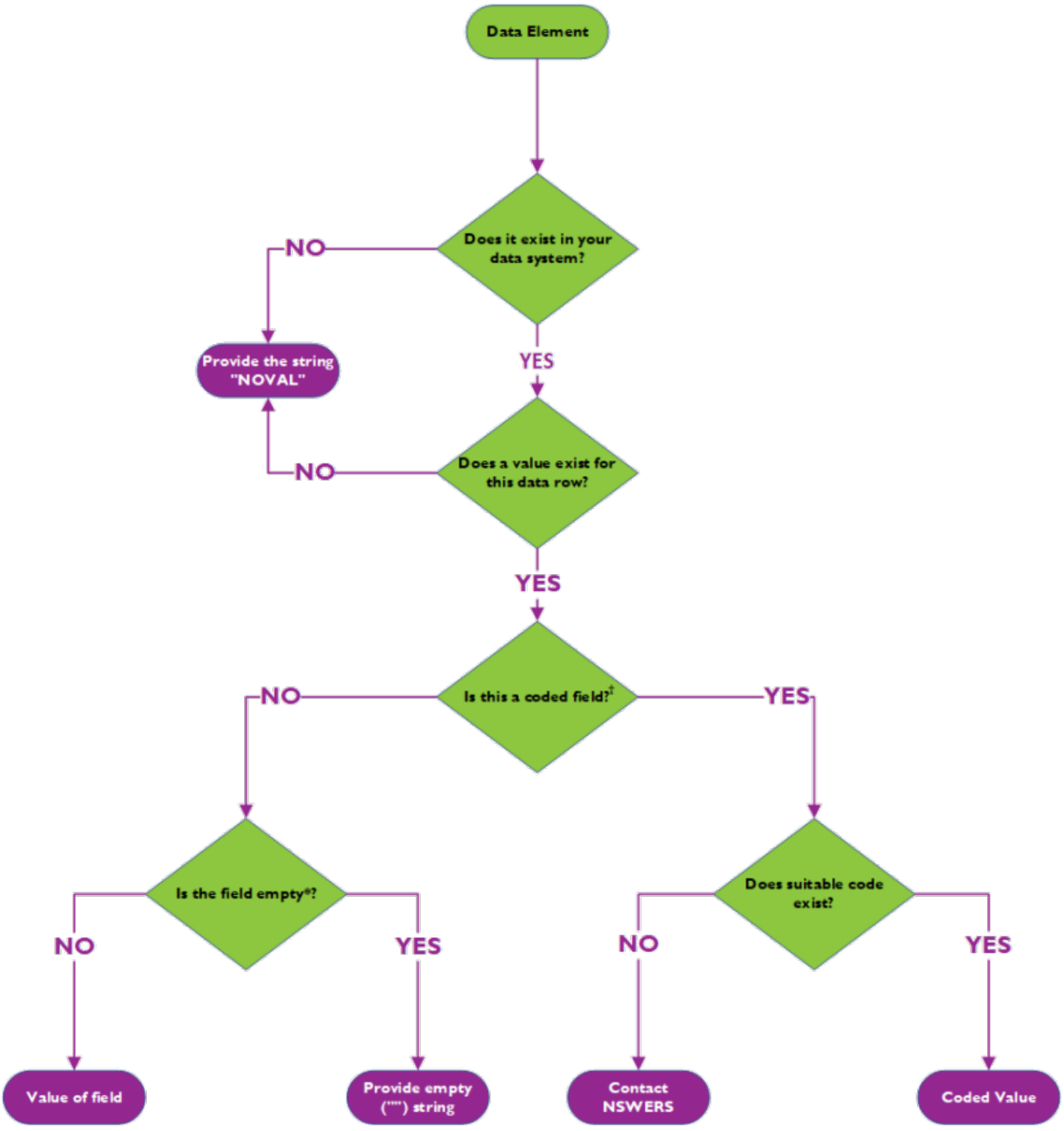
Notes of Importance

- 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 Terms

The Postsecondary Terms file identifies the complete set of academic terms 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.

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)]

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)]

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 Terms

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	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