2-YEAR POSTSECONDARY FILE SPECIFICATIONS

2-Year Postsecondary Transcript

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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*
2-Year Postsecondary Transcript	#####_ps2_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”.

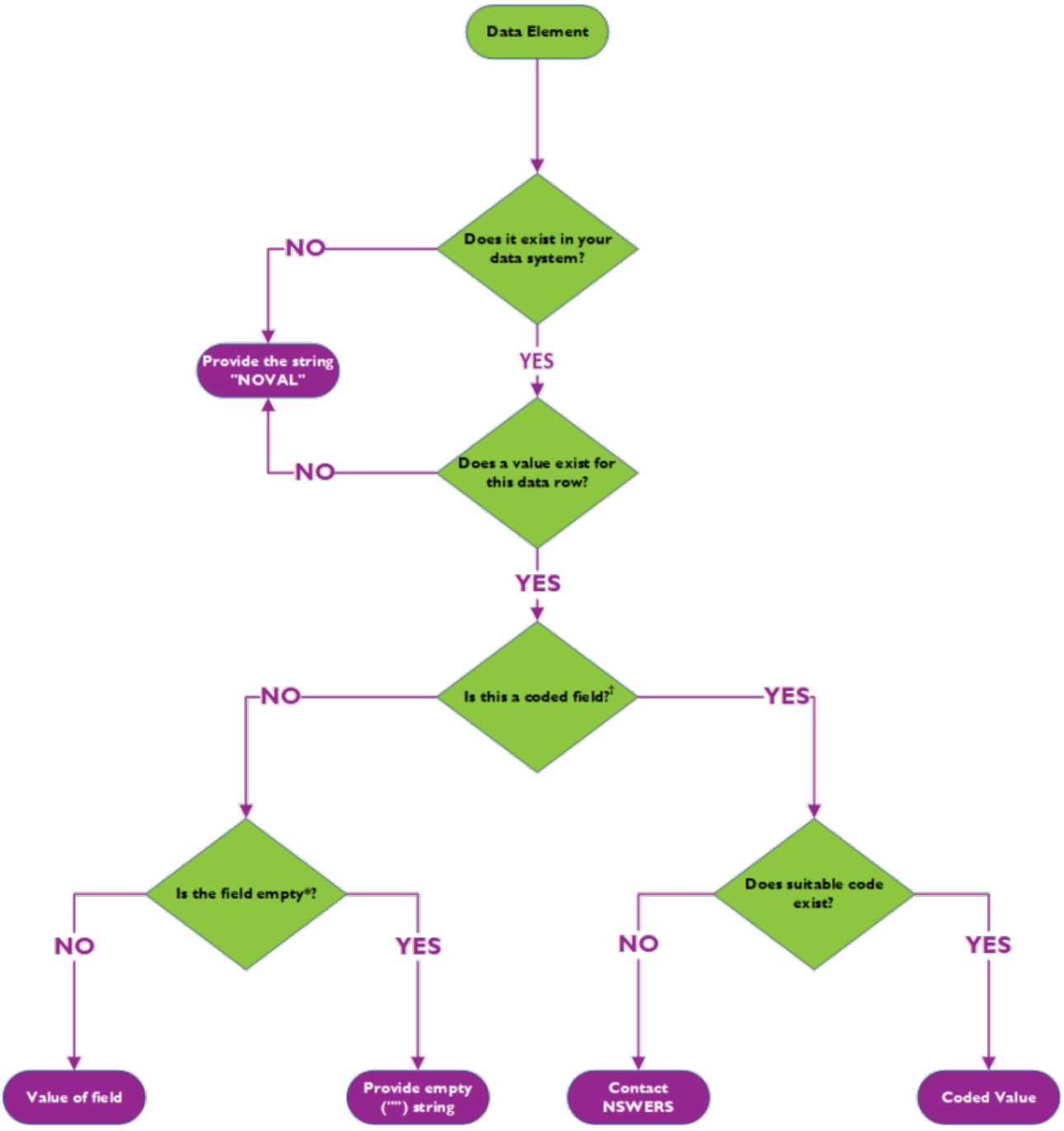
Notes of Importance

- 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

2-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 [2-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 [2-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 [2-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 [2-Year Postsecondary Transcript:Postsecondary Term Code (4)]

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.

*Course Code Subject [2-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 [2-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 [2-Year Postsecondary Transcript:Course Section

(7)]

Provide the institution's own unique course section.

*Remedial Course Math Flag [2-Year Postsecondary Transcript:Remedial Course Math Flag (8)]

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.

*Remedial Course English Flag [2-Year Postsecondary Transcript:Remedial Course English Flag (9)]

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.

*Course Credit Hours [2-Year Postsecondary Transcript:Course Credit Hours (10)]

Provide "-1.0" for a continuing education course.

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 [2-Year Postsecondary Transcript:Course Grade Points (11)]

Provide the student's grade as a decimal indicating the number of grade points according to your institutions grade scale (E.g., A = 4.0, A- = 3.67, B+ = 3.33) the student earned for completing this course in the format #.##. For students that withdrew from the course or otherwise would not have a grade, provide NOVAL.

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 [2-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
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 [2-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.

2-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	Remedial Course Math Flag	Integer	1	(one of set)
	9	Remedial Course English Flag	Integer	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)