2-YEAR POSTSECONDARY FILE SPECIFICATIONS

2-Year Postsecondary Transferred Courses

Version 1.5.0

Generated 11/24/2026

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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 Transferred Courses	#####_ps2_transferredcourses_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”.

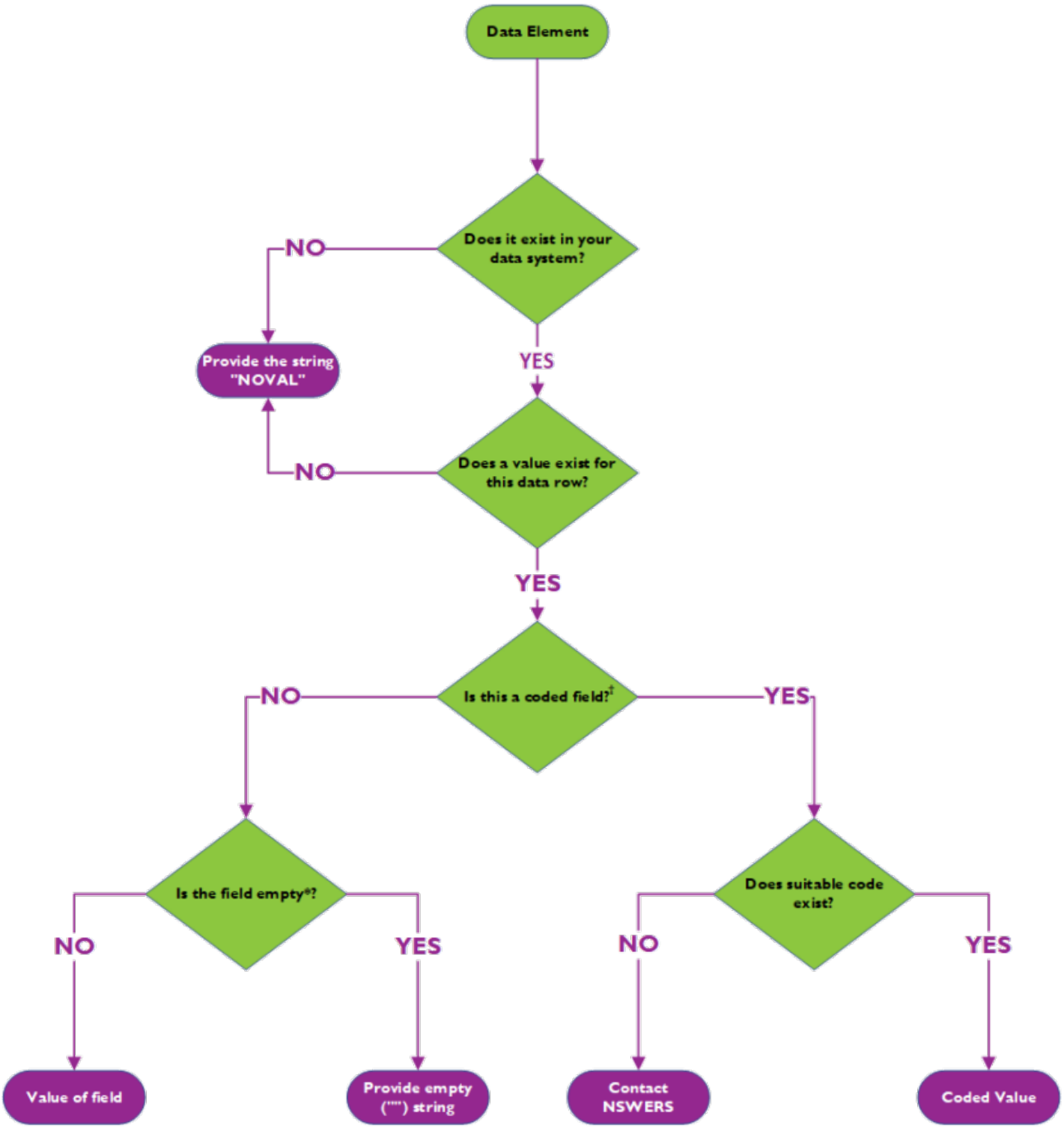
Notes of Importance

- 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 Transferred Courses

The Transferred Courses file collects a cumulative set of postsecondary transfer credit records representing courses accepted and articulated by a receiving institution for the requested academic year(s). Each record reflects a transferred course (or course-level articulation decision) for a student. Students with multiple transferred courses will appear in the file multiple times, once per transferred course.

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

This file is limited to postsecondary-to-postsecondary transfer credit. It captures how prior coursework from another institution was evaluated and recorded by the receiving institution, including source institution, source course information (where available), and the resulting articulation (for example, direct equivalency, elective credit, or other outcome).

Note: A Postsecondary Enrollment record must have been previously submitted or included in the same data submission for each student appearing in the Transferred Courses 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/

*Postsecondary Student ID [2-Year Postsecondary Transferred Courses:Postsecondary Student ID (1)]

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.

*Institution ID [2-Year Postsecondary Transferred Courses:Institution ID (2)]

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
######

Articulation Term [2-Year Postsecondary Transferred Courses:Articulation Term (3)]

If available, provide the postsecondary term code this transfer course was articulated or evaluated for articulation. If unavailable, provide NOVAL.

Articulation Date [2-Year Postsecondary Transferred Courses:Articulation Date (4)]

If available, provide the date this transfer course was articulated or evaluated for articulation. If unavailable, provide NOVAL.

Format
yyyy-MM-dd

Academic Year Ending [2-Year Postsecondary Transferred Courses:Academic Year Ending (5)]

Provide the current academic year ending, in order to upper bound the articulation date in the event Articulation Term and Articulation Date are not available.

External Source Name [2-Year Postsecondary Transferred Courses:External Source Name (6)]

Provide the name of the institution from which the course is being transferred. If unavailable, provide NOVAL.

External Source Id [2-Year Postsecondary Transferred Courses:External Source Id (7)]

Provide the internal ID of the institution from which the course is being transferred. If unavailable, provide NOVAL.

*Providing Course Subject [2-Year Postsecondary Transferred Courses:Providing Course Subject (8)]

Provide the Course Code Subject of the course as providing on the transcript from the institution at which the course was taken.

This is a mandatory field; a value must be supplied for each record or the data

loading process will reject the record.

*Providing Course Number [2-Year Postsecondary Transferred Courses:Providing Course Number (9)]

Provide the Course Code Number of the course as providing on the transcript from the institution at which the course was taken.

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

Receiving Category [2-Year Postsecondary Transferred Courses:Receiving Category (10)]

Provide the code that best matches how the course was articulated.

Code	*Description*
1	Direct
2	Elective
3	Vocational
4	Other

*Receiving Course Subject [2-Year Postsecondary Transferred Courses:Receiving Course Subject (11)]

Provide the Course Code Subject of the course as it was articulated at the receiving institution. If the course was not accepted or only accepted for elective or vocational credit, provide NOVAL.

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

*Receiving Course Number [2-Year Postsecondary Transferred Courses:Receiving Course Number (12)]

Provide the Course Code Number of the course as it was articulated at the receiving institution. If the course was not accepted or only accepted for elective or vocational credit, provide NOVAL.

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

*Credit Decision [2-Year Postsecondary Transferred Courses:Credit Decision (13)]

Provide the code that best matches the articulation credit decision for the course. NOTE: Some institutions may only administratively capture transferred courses that were articulated. For these institutions, all entries will be "1".

Code	*Description*
1	Credit Awarded
2	Credit Not Awarded

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

*Credits Accepted [2-Year Postsecondary Transferred Courses:Credits Accepted (14)]

Provide the number of credits at the receiving institution that were granted for this transferred course. Example: A course was taken for 5 credits and the providing institution, but the articulated course was granted at 3 credits. This field would contain the numeric value 3. NOVAL may be provided for courses that were not accepted for credit.

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 Transferred Courses

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Postsecondary Student ID	String	20	
	2	Institution ID	String	6	######
	3	Articulation Term	String		
	4	Articulation Date	Date		yyyy-MM-dd
	5	Academic Year Ending	Integer		
	6	External Source Name	String		
	7	External Source Id	String		
	8	Providing Course Subject	String		
	9	Providing Course Number	String		
	10	Receiving Category	Integer	1	(one of set)
	11	Receiving Course Subject	String		
	12	Receiving Course Number	String		
	13	Credit Decision	Integer	1	(one of set)
	14	Credits Accepted	Float		