4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Academic Awards

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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 Academic Awards	#####_ps4_aa_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”.

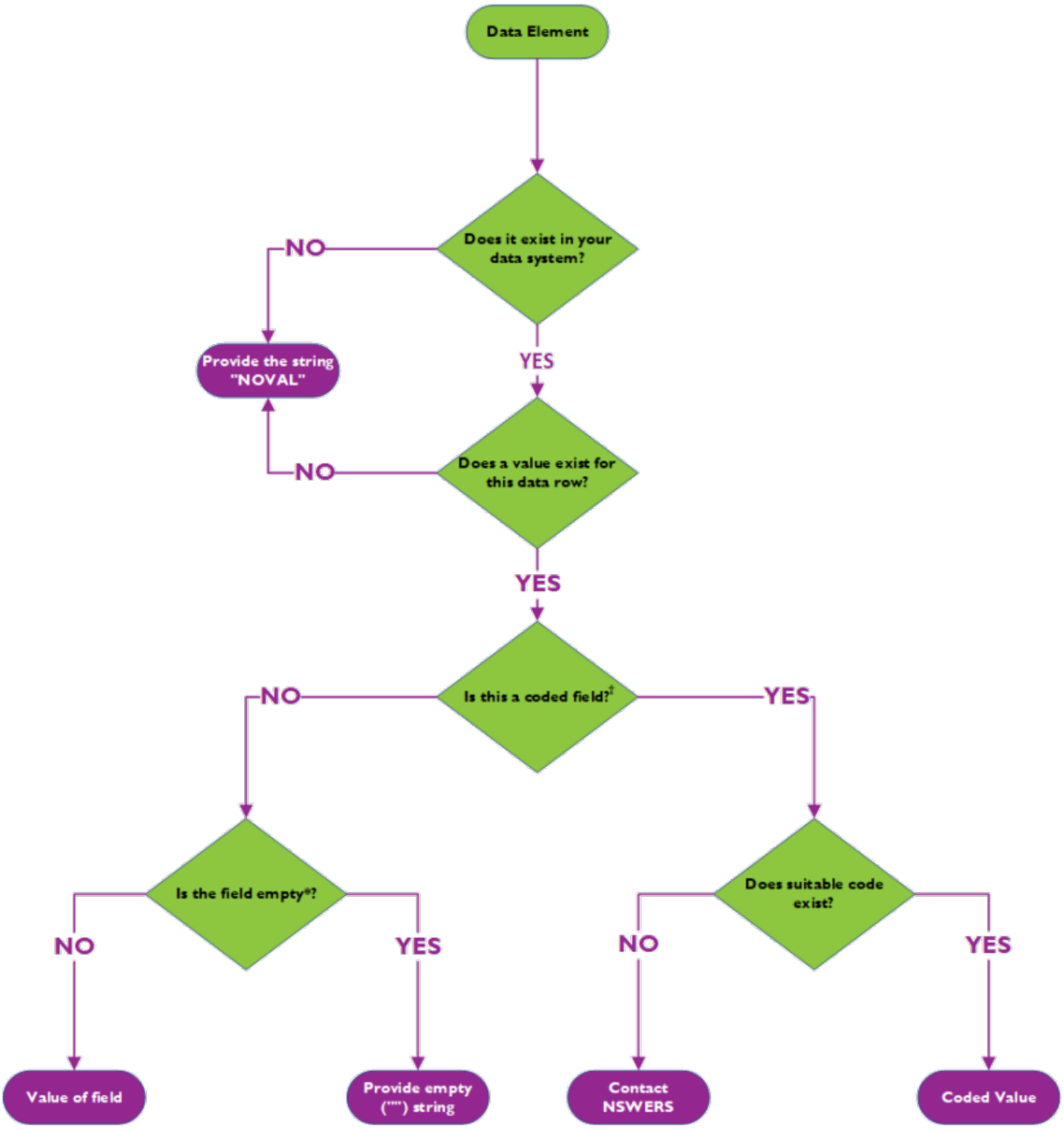
Notes of Importance

- 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 Academic Awards

The Postsecondary Academic Awards file specification collects a cumulative set of students granted postsecondary degrees, diplomas, or certificates during a particular academic year. Students receiving multiple awards will appear in the file multiple times, once per award.

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 have been previously submitted or is part of the same data submission for each student appearing in a Postsecondary Academic Awards 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 Academic Awards: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 Academic Awards: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.

*Postsecondary Term Code [4-Year Postsecondary Academic

Awards:Postsecondary Term Code (3)]

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.

Verification Details

Valid values are specified via the Postsecondary Terms file [Postsecondary Terms: Postsecondary Term Code (3)].

*Award Date [4-Year Postsecondary Academic Awards:Award 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

*Award Code [4-Year Postsecondary Academic Awards:Award Code (5)]

Provide the code that indicates the type of academic award granted.

Code	*Description*	*Explanation of Use*
1	Under1Yr	Postsecondary award, certificate, or diploma of less than 1 academic year: • Less than 900 contact or clock hours • Less than 30 SEMESTER or TRIMESTER credit hours, or • Less than 45 QUARTER credit hours
2	1-2Yr	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years • At least 900, but less than 1800 contact or clock hours, or • At least 30, but less than 60 SEMESTER or TRIMESTER credit hours • At least 45, but less than 90 QUARTER hours
3	Associate	Associate's Degree

Code	*Description*	*Explanation of Use*
4	2-4Yr	Between 2- and 4-Years Awards Postsecondary award, certificate, or diploma of (at least 2 but less than 4 academic years) • 1800 contact or clock hours, or • 60 or more SEMESTER or TRIMESTER credit hours, or • 90 or more QUARTER credit hours
5	Bachelor	Bachelor's Degree
6	Postbaccalaureate Certificate	
7	Master's Degree	
8	Post-master's Certificate	
17	Doctor's Degree – Research/Scholarship	
18	Doctor's Degree – Professional Practice	
19	Doctor's Degree - Other	

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

*Award CIP Code [4-Year Postsecondary Academic Awards:Award CIP Code (6)]

Provide the six-digit (2022) CIP (Classification of Instructional Programs) code in the format ##.#### that identifies the instructional program specialty for which this award was granted. Refer to IPEDS reporting requirements for a list of valid CIP codes.

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

Format

##.####

Local Program ID [4-Year Postsecondary Academic Awards:Local Program ID (7)]

A locally/institutionally defined identifier that uniquely distinguishes a specific academic program at an institution, which may be beyond what is captured by CIP code and award level.

If needed by the submitting institution, this identifier should be able to differentiate programs that share the same CIP code and credential level but are treated as distinct programs by the institution. Examples include programs with the same CIP but are administratively housed within separate colleges within a university, programs with multiple track options, or Science/Arts/Transfer degree designations.

4-Year Postsecondary Academic Awards

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Institution ID	String	6	######
	2	Postsecondary Student ID	String	20	
	3	Postsecondary Term Code	Foreign Key	10	
	4	Award Date	Date	10	yyyy-MM-dd
	5	Award Code	Integer	2	(one of set)
	6	Award CIP Code	String	7	##.####
	7	Local Program ID	String	50	