4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Non-Credit Non-Degree Courses

Version 1.5.0

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Table of Contents

Table of Contents ..... p. 2
General Information ..... p. 3
Data Decision Tree ..... p. 5
4-Year Postsecondary Non-Credit Non-Degree Courses ..... p. 6
- Institution ID ..... p. 6
- Academic Year Ending ..... p. 6
- Postsecondary Term Code ..... p. 6
- Course Code Subject ..... p. 7
- Course Code Number ..... p. 7
- Course Section ..... p. 7
- Course Location ..... p. 7
- Course Instruction Mode ..... p. 7
- Course Name ..... p. 9
- Secondary Course Name ..... p. 9
- Course Description ..... p. 9
- Instructor ID ..... p. 10

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 Non-Credit Non-Degree Courses	#####_ps4_ncndcourses_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”.

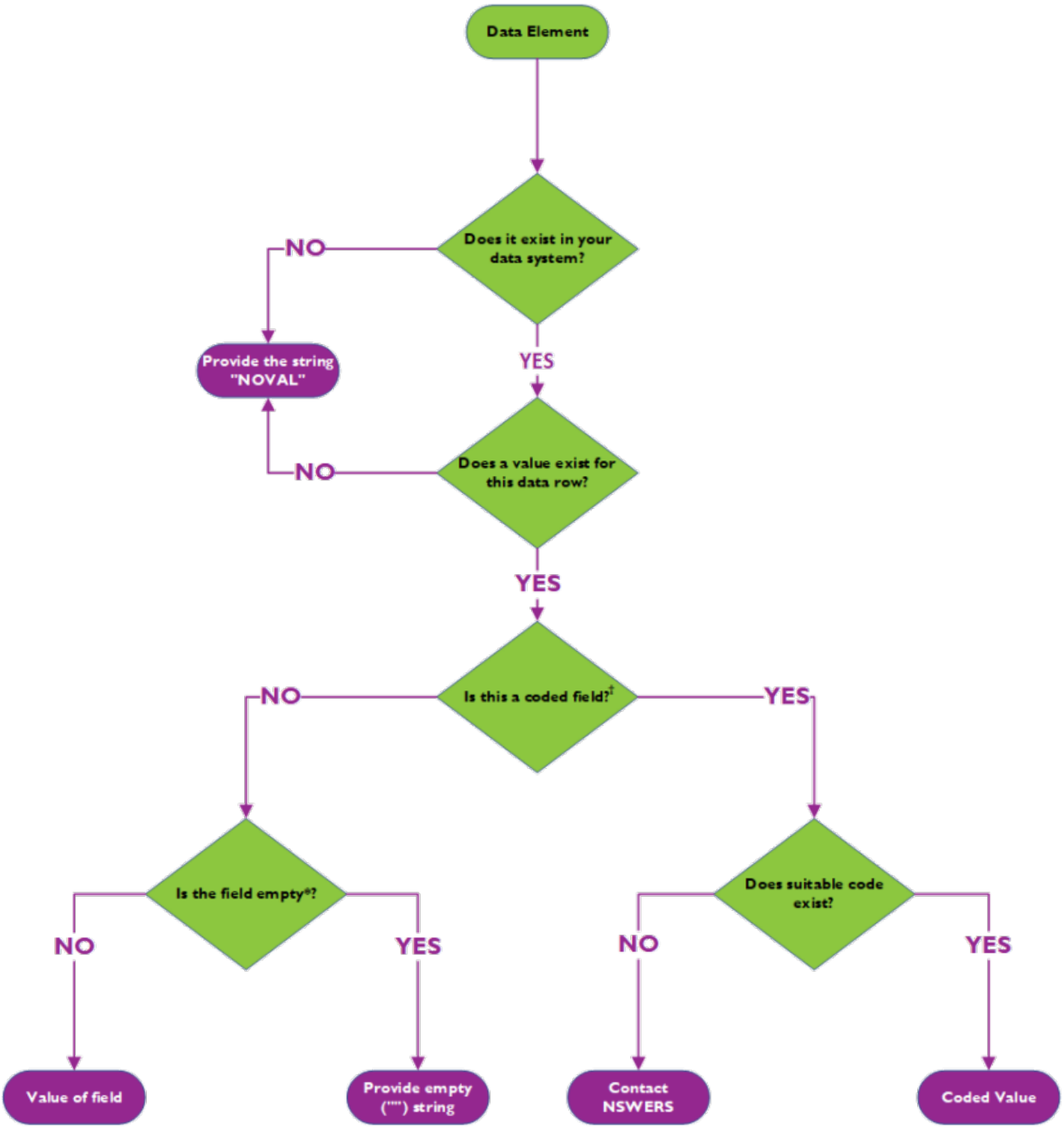
Notes of Importance

- 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 Non-Credit Non-Degree Courses

The Postsecondary Non-Credit Non-Degree Courses file identifies the complete set of courses offered with students enrolled and were not cancelled during the requested academic year(s).

Additional details can be found on our website at https://nswers.orgs/insights/data-dictionary-and-elements/

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*Institution ID [4-Year Postsecondary Non-Credit Non-Degree Courses: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 Non-Credit Non-Degree Courses: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 Non-Credit Non-Degree Courses: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)].

*Course Code Subject [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Subject (4)]

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 [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Code Number (5)]

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 [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Section (6)]

Provide the institution's own unique course code number.

Course Location [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Location (7)]

Provide the institution's own course location (city/campus) specific to the identified course, as listed in the course catalog.

Course Instruction Mode [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Instruction Mode (8)]

Provide the code indicating the course instruction mode.

Code	*Description*	*Explanation of Use*
1	Hybrid (Face-to-Face and Online)	A course offering that depends on both academic technology and face-to-face contact as significant components of communication between student and instructor, and among students. One-third to two-thirds of the student/faculty and student/student contact time is online. The remaining communication is face-to-face –

similar to a traditional class.

Code	*Description*	*Explanation of Use*
2	Online Only	A course offering in which the majority of the instruction occurs when the student and instructor are not in the same place. An online course uses academic technology to mediate most teaching and learning, but it may require up to two hours of face-to-face meetings within the term. These face-to-face class meetings may be used for activities such as orientation, special in-class presentations, or exams.
3	Traditional (Face-to-Face)	A course offering that depends on face-to-face contact such as lecture, discussion, demonstration, and direct exchange of materials as the primary method of communication. Face-to-face courses usually have a fixed day and time and are scheduled in a classroom, laboratory, or studio. However, courses with a TBA pattern, such as supervision, can also have an instruction mode of face-to-face. The majority of classes are scheduled in a face-to-face format.

*Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (9)]

Provide the institution's own course name specific to the identified course.

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

Secondary Course Name [4-Year Postsecondary Non-Credit Non-Degree Courses:Course Name (10)]

Provide the secondary name specific to the identified course. This may be used to identify the content of a special topics course. For example, "History of Science" for the course: HIST 398 (Special Topics).

*Course Description [4-Year Postsecondary Non-Credit

Non-Degree Courses:Course Description (11)]

Provide the institution's own description for the course section (up to 1000 characters).

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

*Instructor ID [4-Year Postsecondary Non-Credit Non-Degree Courses:Instructor ID (12)]

Provide the unique number used to identify an individual instructor at the institution. If multiple instructors are listed, provide the "primary" instructor for the course. The Instructor ID will be included in verification reports to assist institution staff research and resolve data issues.

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

4-Year Postsecondary Non-Credit Non-Degree Courses

Key	*Position*	*Name*	*Type*	*Length*	*Format*
	1	Institution ID	String	6	######
	2	Academic Year Ending	Date	4	yyyy
	3	Postsecondary Term Code	Foreign Key	10	
	4	Course Code Subject	String	20	
	5	Course Code Number	String	20	
	6	Course Section	String	20	
	7	Course Location	String	50	
	8	Course Instruction Mode	String	1	(one of set)
	9	Course Name	String	150	
	10	Secondary Course Name	String	50	
	11	Course Description	String	1000	
	12	Instructor ID	String	20	