4-YEAR POSTSECONDARY FILE SPECIFICATIONS

4-Year Postsecondary Non-Credit Non-Degree Transcript

Version 1.5.0

Generated 11/22/2026

Table of Contents

Table of Contents ..... p. 2
General Information ..... p. 3
Data Decision Tree ..... p. 5
4-Year Postsecondary Non-Credit Non-Degree Transcript ..... p. 6
- Institution ID ..... p. 6
- Postsecondary Student ID ..... p. 6
- Academic Year Ending ..... p. 7
- Postsecondary Term Code ..... p. 7
- Course Code Subject ..... p. 7
- Course Code Number ..... p. 7
- Course Section ..... p. 7
- Grade Mode ..... p. 7

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 Transcript	#####_ps4_ncndtranscript_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”.

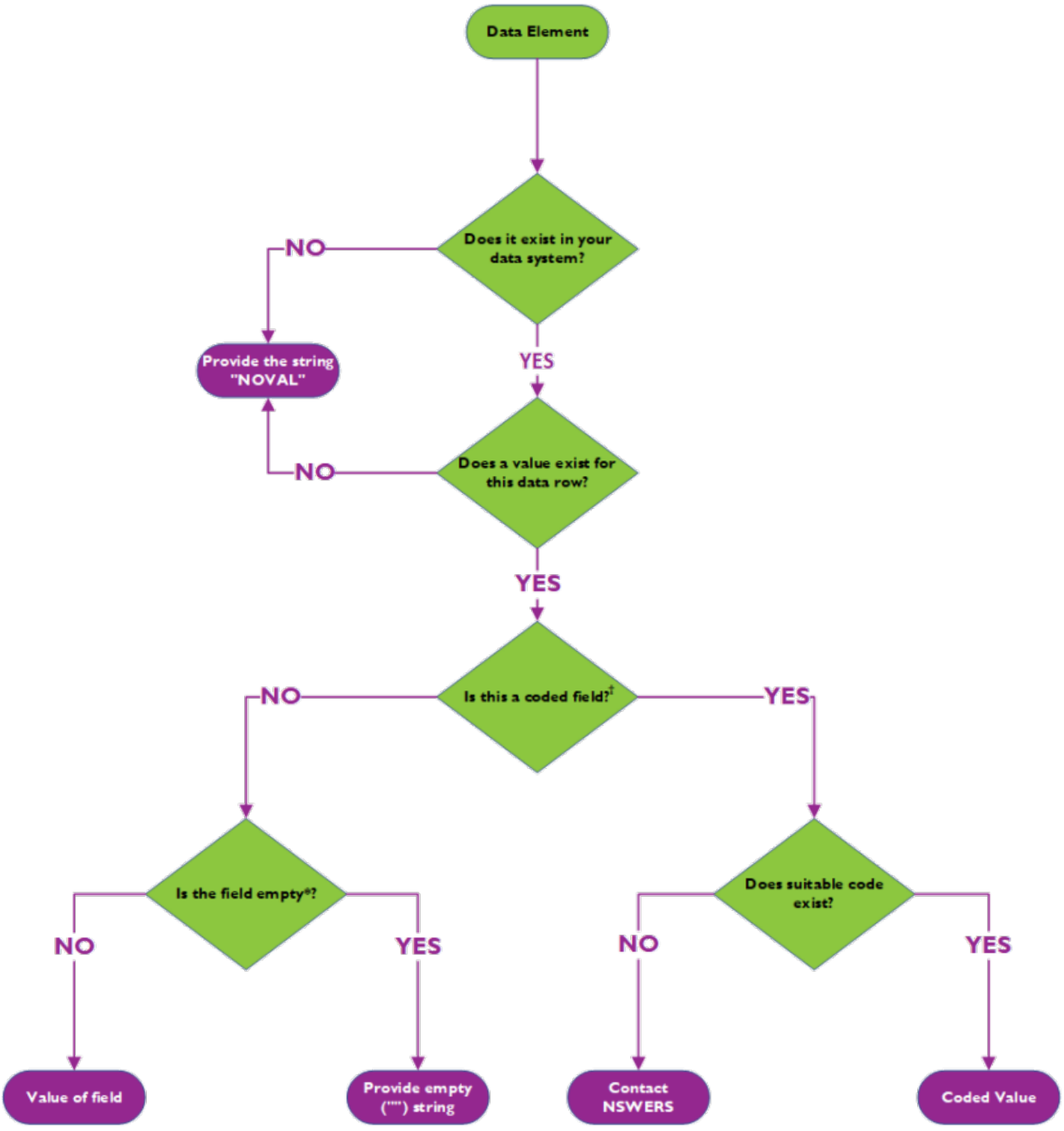
Notes of Importance

- 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 Transcript

The Postsecondary Non-Credit Non-Degree 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).

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 Continuing Education 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/

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

*Institution ID [4-Year Postsecondary Non-Credit Non-Degree 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 [4-Year Postsecondary Non-Credit Non-Degree 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 [4-Year Postsecondary Non-Credit Non-Degree 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 [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Term (4)]

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 [4-Year Postsecondary Non-Credit Non-Degree 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 [4-Year Postsecondary Non-Credit Non-Degree 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 [4-Year Postsecondary Non-Credit Non-Degree Transcript:Course Section (7)]

Provide the institution’s own unique course section.

*Grade Mode [4-Year Postsecondary Non-Credit Non-Degree

Transcript:Grade Mode (8)]

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.

4-Year Postsecondary Non-Credit Non-Degree 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	Grade Mode	Integer	1	(one of set)