

# Program CSV File Format



## Learner Pathways System (LPS)

**Version 1.9**  
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# 1. Document Usage

## 1.1. Document Purpose

The Program CSV File Format has been developed for and will continue to evolve during the evolution of Alberta's Learner Pathways System (LPS). The Program CSV File Format provides terms and definitions for the Program data standard, representing what will be formally accepted for this data by the various key stakeholders.

## 1.2. Audience

The primary audience for the Program CSV File Format is:

- The various stakeholders required to understand the definitions for a common understanding to foster improved communications and data validation for courses, programs, and agreements.
- The ongoing LPS project team, who must understand the deliverables to be produced, their individual roles on the project, and the schedule and project management process under which the team will work.

## 2. Program CSV File

### 2.1 Program CSV File Template

File uploads for Programs are expected as a CSV File. A **CSV File** is a file with values separated by a comma. CSVs look like a spreadsheet when opened in excel but with a **.csv extension**. The CSV File Formats are listed below.

#### Program CSV File

Field Name	Institution ProgramID	Code	Title	Description	Comment	Admission Requirement	DateFirst Offered	Pre-Requisite	Co-Requisite	Credit Type	Credit Value	Credentials	Categories	Major	OutlineURLs	Review Date	Effective StartDate	Effective EndDate	Delete Record
<b>Field Requirement (Mandatory – M OR Elective = E)</b>	M	M	M	M	E	M	E	E	E	M	M	M	M	E	E	E	M	M	M
<b>Field Maximum Character Length</b>	40	15	255	2000	2000	2000	10	255	255	30	10	255	255	255	2000	10	10	10	3
<b>Data Field Entry Type</b>	User Defined	User Defined	User Defined	User Defined	User Defined	User Defined	User Defined	User Defined	User Defined	System Defined	User Defined	System Defined	System Defined	User Defined	User Defined	User Defined	User Defined	User Defined	User Defined
<b>Data Field Format Structure</b>	Open Text	Open Text	Open Text	Open Text	Open Text	Open Text	Open Text	Open Text	Open Text	Drop Down List	Number (0 to 9999)	Drop Down List	Drop Down List	Open Text	Open Text	YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD	"Yes" or "No"

Credit Type (Maintained by ACAT)	Credentials (Maintained by ACAT)	Categories (Maintained by Institutions)
Credit	Diploma, Preparatory Upgrading, University Transfer, Applied Degree, Undergraduate Degree, Certificate	<b>Examples:</b> Art, Biology, Chemistry, Health, English, Language, Sciences, Zoology, Etc...

## Program CSV File Format

Program					
Name	Field Maximum Character Length	Field Requirement (Mandatory – M OR Elective = E)	Data Field Entry Type	Multi Select	Data Field Format Structure Description
InstitutionProgramID	40	M	User Defined	E	String representing Institution provided unique identifier for the program. This is used to uniquely identify the program in our system. The Institution is responsible for providing this unique identifier from their systems. If this identifier is changed it will be considered as a new program.
Code	15	M	User Defined	E	String representing Code for the program.
Title	255	M	User Defined	E	String representing Title of the program.
Description	2000	M	User Defined	E	String representing the Description of the offering, usually similar to the calendar description.
Comment	2000	E	User Defined	E	String representing Comments for this offering.
AdmissionRequirement	2000	M	User Defined	E	String representing requirements needed to get into program.
DateFirstOffered	10	E	User Defined	E	String in ISO8601 (“YYYY-MM-DD”) format.
PreRequisite	255	E	User Defined	E	String representing the Pre-requisites of this offering.
CoRequisite	255	E	User Defined	E	String representing the Co-requisites of this offering.
CreditType	30	M	System Defined	E	String representing Credit Type for the program.
CreditValue	10	M	User Defined	E	E
Credentials	255	M	System Defined	M	String representing credentials (System Defined) Diploma, Preparatory Upgrading, University Transfer, Applied ,Degree Undergraduate Degree, Certificate
Categories	255	M	System Defined	M	Comma escaped string representing institution category (Institution Defined).
Major	255	E	User Defined	E	String representing Institution major code for the program.

OutlineURLs	2000	E	User Defined	E	Comma escaped string representing Outline URLs program.
ReviewDate	10	E	User Defined	E	String in ISO8601 (“YYYY-MM-DD”) format.
EffectiveStartDate	10	M	User Defined	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the start date for the program. The first date the offering detail was applicable.
EffectiveEndDate	10	M	User Defined	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the end date for the program. The last date the offering detail was applicable. If Active please use date ‘2999-12-31’
DeleteRecord	3	M	User Defined	E	“Yes”/“No” string used to indicate if this record should be deleted or not. The program will only be deleted if it is not associated with an agreement. Where there are associated agreements, those agreements must be deleted prior to deleting the program.

## 2.2 Program CSV File Format Terms and Definitions (in order of CSV File Format)

Program CSV File Format Terms	Description of/Definitions for Terms
InstitutionProgramID	Institution-provided unique program ID identifiers used at the institution for their programs (e.g., “25433”, “P1234”). Institutions are responsible for providing these unique program IDs to correspond with their own systems. ACAT will also use this unique program ID within the Learner Pathways Catalog and System.
Code	An institution-provided program code identifier for each of its programs (e.g., “Faculty of Engineering”). The institutions are responsible for providing this program code to correspond with their own systems. ACAT will also use this program code identifier within the Learner Pathways Catalog and System.  Note: <ul style="list-style-type: none"> <li>The system does not accept leading nor trailing spaces (Ex- ‘_Math’ or ‘Math_’).</li> <li>The only characters that are accepted by this field is alphanumeric characters (a-z,0-9) and no special characters (*,\$- etc.) are accepted.</li> </ul>
Title	Institution-provided unique program titles for their programs (e.g., “Pharmacy Technician”). Institutions are responsible for providing these unique program title identifiers to correspond with their own systems and transcripts. ACAT will also use this unique program identifier within the Learner Pathways Catalog and System.
Description	Institution-provided course and program descriptions for their offerings (e.g., institution academic calendar descriptions). The Institution is responsible for providing these descriptions to correspond with their own

Program CSV File Format Terms	Description of/Definitions for Terms
	systems and academic calendars. ACAT will also use this description within the Learner Pathways Catalog and System.
Comment	Institution-provided program comments for their programs that will be publicly accessible (e.g., a footnote, a disclaimer). The institutions are responsible for providing comment information to correspond with their own systems. ACAT will also use this information provided within the Learner Pathways Catalog and System.
Admission Requirement(s)	Refers to a set of criteria stipulating education, training or experience needed for eligibility to enter an educational program or occupation. These vary by institution, credential type, and program, and may include grades, exam scores, portfolios or auditions, supplementary applications, videos, prior learning and experience, and so forth. The Institution is responsible for providing, managing and administering their admission requirements from their own systems. ACAT will also use the admission requirements provided within the Learner Pathways Catalog and System.
DateFirstOffered	Institution provided date first offered for their program. The institution is responsible for providing the date first offered from their systems. ACAT will use the date first offered within the catalog system.
PreRequisite	A Course or credit that must be completed before a more advanced course can be taken (e.g., “pre-requisites” of this course offering).
CoRequisite	A course or credit that must be taken at the same time as another course (e.g., “co-requisites” of this course offering).
CreditType	Program credit type is used to manage the type of credit associated with the program. Credit Type can range from credits to work experience (but are not limited to).
CreditValue	The value assigned to a program that refers to the credit value for the purpose of counting its value towards a credential such as a certificate, diploma or degree. Number signifying the value of credit (0.00-9999.99) that may be related to the number of hours of instruction. The majority of academic courses are worth three credits, with some variance depending on the program and institution. Many degrees require 120 credits.
Credentials	Official documentation recognizing completion of a course of study/program area that is issued by the individual institution, to be awarded after a student has successfully completed all of the curricular requirements, normally including the accumulation of a minimum number of credits. Credentials (Post-secondary System Defined) can include Diploma, Preparatory / Upgrading, University Transfer, Applied Degree, Undergraduate Degree, and Certificate.
Categories	Refers to the grouping or classification of instructional programs by field of specialty that is defined, managed and administered by the institution within the Learner Pathways Catalog and System. This field will be pre-populated with a set list of predefined values established by the institutions and will be displayed as system-defined fields.
Major	Refers to the main focus or specialized area of study (e.g., psychology or mathematics), usually specified in a credential (e.g., B.A Psychology), and is provided in the Learner Pathways Catalog and System by the institutions. ACAT will use this information to display in the Catalog.

Program CSV File Format Terms	Description of/Definitions for Terms
OutlineURLs	Uniform Resource Locator (URL) that consists of the web address where the individual institution stores the course or program outline for public access.
ReviewDate	("YYYY-MM-DD") indicating the date or triggering a reminder for the institution to review the course, program, or agreement for accuracy. This data can be provided by the institution at their discretion. If this field contains no information, the Learner Pathways Catalog will automatically populate a review data 5 years from the provided start date.
EffectiveStartDate	("YYYY-MM-DD") indicating the start date for the course, program, or agreement. The first date the offering or agreement was applicable or Active.
EffectiveEndDate	("YYYY-MM-DD") indicating the end date for the course, program, or agreement. The last date the offering or agreement was applicable or Active.
DeleteRecord	In the CSV File Format, "Yes"/"No" asks the institution if this is a request to delete a course/program/agreement (e.g., if the course, program, or agreement being submitted is currently in the Catalog and should now be deleted (Answer to DeleteRecord = "Yes")), or if the item being submitted is a request to add a new item to the Catalog (e.g., Answer to DeleteRecord = "No").