

Agreement CSV File Format



Learner Pathways System (LPS)

Version 1.8
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1. Document Usage

1.1. Document Purpose

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

1.2. Audience

The primary audience for the Agreement 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. Agreement CSV File

2.1 Agreement CSV File Template

File uploads for Agreements 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.

Agreement CSV File

Field Name	Institution AgreementID	Agreement Type	From Institution	FromOffering	ToOffering	Comment	CreditType	CreditValue	Credentials	Review Date	Effective StartDate	Effective EndDate	Delete Record
Field Requirement (Mandatory – M OR Elective = E)	M	M	M	M	M	E	M	M	M	E	M	M	M
Field Maximum Character Length	100	100	255	2000	2000	4000	50	10	255	10	10	10	3
Data Field Entry Type	User Defined	System Defined	System Defined	System Defined	System Defined	User Defined	System Defined	User Defined	System Defined	User Defined	User Defined	User Defined	User Defined
Data Field Format Structure	Open Text	Drop Down List	Drop Down List	Drop Down List	Drop Down List	Open Text	Drop Down List	Number (0 to 9999)	Drop Down List	YYYY-MM-DD	YYYY-MM-DD	YYYY-MM-DD	"Yes" or "No"

Agreement Type (Maintained by ACAT)	Credit Type (Maintained by ACAT)	Credentials (Maintained by ACAT)
Unspecified Course, Specific Course, Specific Program	Credit	Diploma, Preparatory Upgrading, University Transfer, Applied Degree, Undergraduate Degree, Certificate Etc.

Agreement CSV File Format

Agreement					
Name	Max Length	Field Requirement (Mandatory – M OR Elective = E)	Reference Field	Multi Select	Description
InstitutionAgreementID	100	M	E	E	String representing Institution provided unique identifier for the agreement. This is used to uniquely identify the agreement in our system.
AgreementType	100	M	M	E	String representing credentials (System Defined) Specific Course, Unspecified Course, Specific Program.
FromInstitution	255	M	M	E	String representing Institution.
FromOffering	2000	M	M	E	Comma escaped string representing the Course/Program Number + Code. E.g. "Math101"
ToOffering	2000	M	M	E	Comma escaped string representing the Course code + Number E.g. "Math 101" or Program Code. E.g. "Busdip"

Agreement					
Name	Max Length	Field Requirement (Mandatory – M OR Elective = E)	Reference Field	Multi Select	Description
Comment	4000	E	E	E	String representing comment.
CreditType	50	M	M	E	String representing Credit Type (Credits, Work Exp, etc)
CreditValue	10	M	E	E	Number signifying the value of cred (0.00-9999.99)
Credentials	255	M	M	E	String representing credentials (System Defined) Diploma, Preparatory Upgrading, University Transfer, Applied ,Degree Undergraduate Degree, Certificate
ReviewDate	10	E	E	E	String in ISO8601 (“YYYY-MM-DD”) format.
EffectiveStartDate	10	M	E	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the start date for the program.
EffectiveEndDate	10	M	E	E	String in ISO8601 (“YYYY-MM-DD”) format indicating the end date for the program. If Active please insert the date ‘2999-12-31’
DeleteRecord	3	M	E	E	“Yes”/”No” string used to indicate if this record should be permanently deleted or not.

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

Agreement CSV File Format Terms	Description of/Definitions for Terms
InstitutionAgreementID	Institution-provided unique agreement ID identifiers used at the institution for their agreement (e.g., "25433", "A1234"). Institutions are responsible for providing these unique agreement IDs to correspond with their own systems. ACAT will also use this unique agreement ID within the Learner Pathways Catalog and System.
AgreementType	Refers to the type of agreement accepted by the To Institution. The agreements can be defined as 'Specific Program' referring to a program to program agreement/decision, 'Specific Course' referring to courses to courses agreement/decision where both two and from courses are defined or 'Unspecified Course' referring to courses to courses agreement/decision where To Course maybe unspecified (ex AC 1xx)
FromInstitution	Refers to the institution from whom the student will be transferring from. This was previously referred to as the 'Sending Institution' . The 'To Institution' is responsible to provide this information from a set of institutions included within the Learner Pathways Catalog.
FromOffering	Refers to the course or program code and number (ex AC 100) offered by the 'From Institution' included in the agreement or decision. NOTE: Transfer course agreement offerings (From or To) can include multiple courses, e.g. "MATH 100, MATH 101". The comma denotes an "And" relationship. As the "From" offering in an agreement, this indicates that both courses would need to be completed in order to receive transfer credit. The LPS System does not support "Or" transfer agreements.
ToOffering	Refers to the course code and number (ex AC 100) or the program code offered by the 'To Institution' included in the agreement or decision. NOTE: Transfer agreement offerings (From or To) can include multiple courses, e.g. "MATH 100, MATH 101". The comma denotes an "And" relationship. As the "To" offering in an agreement, this indicates that transfer credit would be awarded for both courses. The LPS System does not support "Or" transfer agreements.
Comment	Institution-provided course comments for their courses 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.
CreditType	Course credit type is used to manage the type of credit associated with the course. Credit Type can range from credits to work experience (but are not limited to).
CreditValue	The value assigned to a course 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.

Agreement CSV File Format Terms	Description of/Definitions for Terms
Credentials	Is 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.
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").