Program CSV File Format

Learner Pathways System (LPS)

Version 2.2
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1. Document Usage

1.1. Document Purpose

The Program CSV File Format has been developed for 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. Details regarding definitions for the LPS data standards can be found in the LPS Data Dictionary, and details regarding data validation rules and fields for the LPS data standards for courses and transfer decisions can be found in the LPS File Format Guides.

1.2. Audience

The primary audience for the Program CSV File Format is:
- The various stakeholders required to understand the data standard to foster improved communications and data validation for courses, programs, and transfer decisions.
- The ACAT Secretariat/Advanced Education, who must facilitate LPS data standards and the system.

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.

Legend

M - These columns are Mandatory fields

R – The values in these columns will be validated against referenced data stored in the system.

Numeric Value - The numeric value represents the **maximum field length** allowed for the field.

Program CSV File

Institution ProgramID	Code	Title	Description	Comment	Admission Requirement	DateFirst Offered	Pre-Requisite	Co-Requisite	CreditType	CreditValue	Credentials	Categories	Major	OutlineURLs	Review Date	Effective StartDate	Effective EndDate	Delete Record
M	M	M	M	E	M	E	E	E	M	M	M	M	E	E	E	M	M	M
									R		R	R						
100	25	255	2000	5000	2000	10	2000	2000	30	7	255	2000	1000	2500	10	10	10	3

2.2 Program CSV File Format

Program						
Name	**Field Maximum Character Length**	**Field Requirement (Mandatory – M OR Elective = E)**	**Data Field Entry Type**	**Multi Select**	**Additional Rules**	**Data Field Format Structure Description**
InstitutionProgramID	100	M	User Defined	FALSE	Program ID Must Be Unique. Program ID limited to: AlphaNumeric, blank space, underscore, hyphen, decimal, brackets. A Program ID may be provided only once per submission. Program ID cannot have leading and trailing spaces. Program IDs cannot be changed in DCaR. Program IDs can only be changed in TCES.	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. TCES can generate program IDs for institutions if they do not provide them.
Code	25	M	User Defined	FALSE	The Program Code text can't have leading and trailing spaces. Program Code limited to: AlphaNumeric, blank space, underscore, hyphen, decimal, brackets. The Program Code must be unique. A Program Code can be provided only once per submission.	String representing Code for the program.
Title	255	M	User Defined	FALSE		String representing Title of the program.
Description	2000	M	User Defined	FALSE		String representing the Description of the program, generally parallel to the institution's calendar description.
Comment	5000	E	User Defined	FALSE		String representing Comments for this program.

Field	Length	M/E	Defined	Multi	Validation	Description
AdmissionRequirement	2000	M	User Defined	FALSE		String representing requirements needed to get into this program.
DateFirstOffered	10	E	User Defined	FALSE		String in ISO8601 ("YYYY-MM-DD") format.
PreRequisite	2000	E	User Defined	FALSE		String representing the Pre-requisites of this program.
CoRequisite	2000	E	User Defined	FALSE		String representing the Co-requisites of this program.
CreditType	30	M	System Defined	FALSE		String representing Credit Type for the program.
CreditValue	7	M	User Defined	FALSE	The Credit Value cannot exceed 4 digits and 2 decimal places.	Number signifying the value of credit (0.00-9999.99).
Credentials	255	M	System Defined	TRUE	Credentials cannot have leading and trailing spaces. No blanks around the comma.	String representing credentials (System Defined). University Transfer, Undergraduate Degree, Diploma, Certificate, Applied Degree, Preparatory Upgrading, Technician, N/A, Credential, Graduate Certificate, Associate Degree, Advanced Certificate, Post-Diploma Certificate This string will be a comma separated list of values.
Categories	2000	M	System Defined	TRUE	Categories cannot have leading and trailing spaces. No blanks around the comma separating multiple Categories.	Comma escaped string representing institution category (Institution Defined).
Major	1000	E	User Defined	FALSE		String representing Institution major code for the program.
OutlineURLs	2500	E	User Defined	FALSE	The Program Outline URL must be a properly formatted URL.	Comma escaped string representing a properly formatted URL for this program outline.
ReviewDate	10	E	User Defined	FALSE	Review Date cannot have leading and trailing spaces. Must be after start date.	String in ISO8601 ("YYYY-MM-DD") format.
EffectiveStartDate	10	M	User Defined	FALSE	Effective Start Date cannot have leading and trailing spaces. The Effective Start Date cannot be earlier than your record's most recent start date. The Effective Start Date and\or Effective End Date cannot overlap	String in ISO8601 ("YYYY-MM-DD") format indicating the start date for the program. The first date the offering detail was applicable.

					with another version of an offering.	
EffectiveEndDate	10	E	User Defined	FALSE	Effective end date cannot have leading and trailing spaces. Effective End Date Must Be after 2010-09-01. End Date must be greater than Start Date. The Effective Start Date and\or Effective End Date cannot overlap with another version of an offering.	String in ISO8601 ("YYYY-MM-DD") format indicating the end date for the program. The last date the offering detail was applicable.
DeleteRecord	3	M	User Defined	FALSE		"Yes"/"No" Legacy functionality that is no longer used by institutions and only by ACAT Secretariat/Ministry. "No" must be entered in this field by institutions.

2.3 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 course identifiers used at the institution for their courses (e.g., "25433", "C1234"). Institutions are responsible for providing these unique course IDs to correspond with their own systems. Unique course IDs are also used in the LPS. TCES can generate course IDs for institutions if they do not provide them.
Code	An institution-provided program code for each of its programs (e.g., "AGR.DIP"). The institutions are responsible for providing this program code to correspond with their own systems. Program codes are also used in the LPS.
Title	Institution-provided unique program titles for their programs (e.g., "Agricultural Technology Diploma"). Institutions are responsible for providing these unique program titles to correspond with their own systems and transcripts. Unique program titles are also used in the LPS.
Description	Institution-provided program descriptions for their offerings (e.g., institution academic calendar descriptions). The Institution is responsible for providing these descriptions to correspond with their own systems and academic calendars. Descriptions are also used in the LPS.

Program CSV File Format Terms	Description of/Definitions for Terms
Comment	Institution-provided program comments for their programs that will be publicly accessible (e.g., a footnote, a disclaimer). Institutions are responsible for providing comment information to correspond with their own systems. Comments are also used in the LPS.
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. Institutions are responsible for providing, managing and administering their admission requirements in alignment with their systems. Admission requirement(s) are also used in the LPS.
DateFirstOffered	Institution-provided date first offered for their program. The institution is responsible for providing the date first offered from their systems. Date first offered is also used in the LPS.
PreRequisite	A Course or credit that must be completed before the program can be taken (e.g., "pre-requisites" for the program). The Institution is responsible for providing the pre-requisites (where applicable) to correspond with their own systems. Pre-requisites are also used in the LPS.
CoRequisite	A course or credit that must be taken at the same time as another course while you are in the program (e.g., "co-requisites" for course offerings). The Institution is responsible for providing the co-requisites (where applicable) to correspond with their own systems. Co-requisites are also used in the LPS.
CreditType	Program Credit Type is used to manage the type of credit associated with the program. The Institution is responsible for providing the credit type to correspond with their own systems. Credit types are also used in the LPS and are currently limited to "Credit". The LPS has the flexibility to add other credit types in the future.
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 Institution is responsible for providing the credit value to correspond with their own systems. Credit values are also used in the LPS.
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 (System Defined) include those identified in the Alberta Credential Framework and other relevant credentials for LPS member institutions in the referential data set. The Institution is responsible for selecting the appropriate credentials to correspond with their own systems. Credentials are also used in the LPS.
Categories	The grouping or classification of instructional programs by field of specialty that is referential data defined and managed by institutions in the LPS. The Institution is responsible for providing the appropriate categories to correspond with their own systems. Categories are also used in the LPS.
Major	Main focus or specialized area of study (e.g., psychology or mathematics), often transcripted in a credential (e.g., B.A. Psychology). The institution is responsible for providing a Major when applicable. Majors are also used in the LPS.

Program CSV File Format Terms	Description of/Definitions for Terms
OutlineURLs	Uniform Resource Locator (URL) consists of the web address where the individual institution stores the program outline for public access. The Institution is responsible for providing the appropriate URLs to correspond with their own systems/websites. **NOTE:** This program outline URL data field is not currently in use by PSIs in the LPS data set, and is currently only displayed in the details of the LPS Catalog report export. The LPS may have the flexibility to display Program URLs in the TCES and other reports in the future.
ReviewDate	An optional date that can be provided to trigger a reminder for the institution to review the program record for accuracy. If this field contains no information, the LPS will automatically populate a review date 5 years from the date the program record was entered in the LPS.
EffectiveStartDate	The start date for the program. The first date the offering was applicable or Active. The Institution is responsible for providing the appropriate start dates. Start dates are also used in the LPS.
EffectiveEndDate	The last date for the program. The last date the offering was applicable or Active. The Institution is responsible for providing the appropriate end dates. End dates are also used in the LPS.
DeleteRecord	A data field in the Program CSV file to indicate if the Program record is meant to be uploaded to the LPS. In the CSV File Format for the LPS, this is "Yes"/"No" Legacy functionality that is no longer used by institutions and only by ACAT Secretariat/Ministry. "No" must be entered in this field by institutions.