

Program CSV File Format Guide



Learner Pathways System (LPS)

Version 3
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1. Document Usage

1.1. Document Purpose

The Program CSV File Format Guide has been developed for Alberta's Learner Pathways System (LPS). The Program CSV File Format Guide provides data field names, rules, and definitions for the Program data standard, representing what will be formally accepted for program offerings data by the various key stakeholders. Further details regarding definitions for LPS data standards can be found in the [LPS Data Dictionary](#), and details regarding data validation rules and fields for LPS data standards for course offerings and transfer decisions can be found in the [LPS File Format Guides](#).

1.2. Audience

The primary audience for the Program CSV File Format Guide is:

- The institutions/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 Program CSV file template for data fields is listed below.

Legend

M – These columns are **Mandatory** data fields.

O – These columns are **Optional** data fields.

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

Numeric Values – The numeric value in each column represents the **maximum field length** allowed for each field.

Green Font – Tracked changes to the Program CSV file template and data fields to identify the LPS program offerings data standard updates.

Program CSV File Template

InstitutionID	ProgramCode	Program Title	Program DescriptionURL	Comment	ProgramAdmissions RequirementsURL	DateFirst Offered	Pre-Requisite	Co-Requisite	CreditType	CreditValue	Credentials	Categories	Major	OutlineURLs	Review Date	Effective StartDate	Effective EndDate	Delete Record
M	M	M	M	O	M	O	O	O	M	M	M	M	O	O	O	M	M	M
									R		R	R						
40	25	255	2000	5000	2000	10	2000	2000	30	7	255	2000	1000	2500	10	10	10	3

2.2 Program CSV File Format

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
InstitutionID	40	M	User	N	<p>`Program ID` is required</p> <p>`Program ID` can't have leading/trailing spaces</p> <p>`Program ID` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses</p> <p>`Program ID` must be unique</p> <p>`Program ID` length (Max 40)</p>	<p>String representing a unique identifier for the program record. This is used to uniquely identify the program record in our system.</p> <p>When creating program records using DCaR, an institution must provide their own Institution Program ID for each record.</p> <p>When creating a program record using TCES, an Institution Program ID will be generated, which an institution can choose to use, or the institution can provide their own Institution Program ID for each record. It is recommended for institutions to provide their own unique program identifiers.</p> <p>Institution Program IDs could be the same as Program Code if desired by the institution.</p>
ProgramCode	25	M	User	N	<p>`Program Code` is required</p> <p>`Program Code` length (Max 25)</p> <p>`Program Code` can't have leading/trailing spaces</p> <p>`Program Code` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses</p>	<p>String representing the Program Code for the specific program. Program Code is a combination of the institution's Program ID and Specialization Code.</p> <p>Program ID and Specialization Code are recommended to be written as one string separated by a hyphen ("Program ID-Specialization Code").</p> <p>For Alberta institutions that manage PAPRS data, the institution's Program ID and Specialization Code are recommended to be the same as those in PAPRS for each program. For programs that are in PAPRS but do not have specializations, provide only the Program ID.</p>

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
ProgramTitle	255	M	User	N	<p>`Program Title` is required</p> <p>`Program Title` length (Max 255)</p>	<p>String representing the Program Title for the specific program. Program Title is a combination of the institution's Program Name and Specialization Name.</p> <p>Program Name and Specialization Name are recommended to be written as one string separated by a hyphen or a colon ("Program Name-Specialization Name" or "Program Name: Specialization Name").</p> <p>For Alberta institutions that manage PAPRS data, the institution's Program Name and Specialization Name are recommended to be the same as those in PAPRS for each program. For programs that are in PAPRS but do not have specializations, provide only the Program Name.</p>
ProgramDescriptionURL	2000	M	User	N	<p>`Program Description URL` is required</p> <p>`Program Description URL` length (Max 2000)</p>	<p>String representing the institution's Uniform Resource Locator (URL) (web address) that provides the institution's calendar description of the program.</p> <p>This URL should be a link to the specific calendar description for the program, and/or to the institution's program search tool or webpage where all programs are listed.</p> <p>This URL should not be a general link to the home page of the institution.</p>
Comment	5000	O	User	N	<p>`Comment` length (Max 5000)</p>	<p>String representing the institution's Comments for the program.</p> <p>Comments provide the institution's additional, relevant information for students and institutions for the program as applicable (e.g., program updates, disclaimers, credit and transfer information).</p>

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
						Comments added to program offerings are made publicly accessible on Transfer Alberta as a Note within related Transfer Decisions where the program is the “To Institution’s” program.
ProgramAdmissionsRequirementsURL	2000	M	User	N	<p>`Program Admissions Requirements URL` is required</p> <p>`Program Admissions Requirements URL` length (Max 2000)</p>	<p>String representing the institution’s Uniform Resource Locator (URL) (web address) that provides the institution’s admissions requirements for the program, which students must meet to get into the program.</p> <p>This URL should be a link to the specific admissions requirements for this program, and/or to the institution’s program admissions search tool or webpage where admissions requirements for all programs are listed.</p> <p>If an institution’s Program Descriptions URL and Program Admissions Requirements URL are provided at the same website location, the URL provided may be the same for both of these data fields.</p>
DateFirstOffered	10	O	User	N		String in ISO8601 (“YYYY-MM-DD”) format.
PreRequisite	2000	O	User	N		String representing the Pre-requisites of this program.
CoRequisite	2000	O	User	N		String representing the Co-requisites of this program.
CreditType	30	M	System	N	<p>`Credit Type` is required</p> <p>Value in `Credit Type` must exist in LPS</p> <p>`Credit Type` length (Max 30)</p>	String representing Credit Type for the program. Identifies the type of credit associated with the program. Credit types are currently limited to “Credit” in the LPS.
CreditValue	7	M	User	N	<p>`Credit Value` is required</p> <p>`Credit Value` cannot exceed 4 digits and 2</p>	<p>Number signifying the value of credit (0.00-9999.99).</p> <p>Credit Value is the numeric value assigned to a program by an institution. Credit Value is</p>

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
					decimal places (ex: 9999.99) `Credit Value` length (Max 7)	generally used for counting a program's value towards a credential, such as a certificate, diploma or degree, and may be related to the number of hours of instruction.
Credentials	255	M	System	Y	`Credentials` is required `Credentials` can't have leading/trailing spaces on any value in the comma delimited list Value(s) in `Credentials` must exist in LPS `Credentials` length (Max 255)	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. Credentials represent official documentation recognizing completion of a course of study/program area that is issued by the individual institution. A Credential is awarded after a student has successfully completed all of the curricular requirements, normally including the accumulation of a minimum number of credits. Credentials in the LPS are System Defined and include those identified in the Alberta Credential Framework and other relevant credentials for LPS member institutions in the referential data set.
Categories	2000	M	System	Y	`Categories` is required `Categories` can't have leading/trailing spaces on any value in the comma delimited list Value(s) in `Categories` must exist in LPS	A string representing the institution's category(s) for the program (Institution Defined). Categories are the grouping or classification of instructional programs by field of specialty, such as the specific faculty/school related to the program.

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
					`Categories` length (Max 2000)	<p>Categories are referential data defined and managed by institutions in the LPS. A Category must exist in the LPS Catalog prior to being able to be included in an institution's data.</p> <p>Categories are associated with general subject areas defined in the LPS. These subject areas are used as filters by students/users in the Transfer Alberta Search Tool.</p>
Major	1000	⊖	User	N		String representing institution major code for the program.
OutlineURLs	2500	⊖	User	N	The Program Outline URL must be a properly formatted URL.	Comma escaped string representing a properly formatted URL for this program outline.
ReviewDate	10	O	User	N	<p>`Review Date` must be of the form: YYYY-MM-DD</p> <p>`Review Date` length (Max 10)</p>	<p>String in ISO8601 ("YYYY-MM-DD") format.</p> <p>Review Dates provide a date that can trigger a reminder for the institution to review the program record for accuracy.</p> <p>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. Review Dates must be after the program's start date.</p>
EffectiveStartDate	10	M	User	N	<p>`Effective Start Date` is required</p> <p>`Effective Start Date` must be of the form: YYYY-MM-DD</p> <p>`Effective Start Date` cannot be earlier than the start date of the latest version</p> <p>`Effective Start Date` or `Effective End Date` cannot overlap with another version of this program</p>	<p>String in ISO8601 ("YYYY-MM-DD") format.</p> <p>Effective Start Date represents the date the program was first offered/became active.</p>

LPS Program Offering Data Field Name	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
EffectiveEndDate	10	M	User	N	<p>`Effective End Date` is required</p> <p>`Effective End Date` must be of the form: YYYY-MM-DD</p> <p>`Effective End Date` must be greater than 2010-09-01</p> <p>`Effective End Date` must be greater than `Effective Start Date`</p> <p>`Effective Start Date` or `Effective End Date` cannot overlap with another version of this program</p> <p>`Effective End Date` length (Max 10)</p>	<p>String in ISO8601 ("YYYY-MM-DD") format.</p> <p>Effective End Date represents the date the program was no longer offered/became inactive.</p>
DeleteRecord	3	M	User	N	<p>`Delete Record` is required</p> <p>`Delete Record` must be either `YES` or `NO`</p> <p>`Delete Record` length (Max 3)</p>	<p>"YES"/"NO" legacy functionality that is no longer used by institutions and only used by ACAT Secretariat/Advanced Education.</p> <p>Delete Record is a data field in the Program CSV file format to indicate if the Program record is meant to be uploaded to the LPS. In the CSV file format, this is represented by "YES"/"NO".</p> <p>"NO" must be entered in this field by institutions. "YES" can only be used by ACAT Secretariat/Advanced Education.</p>