

# Program CSV File Format Guide



## Learner Pathways System (LPS)

**Version 4**  
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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

InstitutionOfferingID	ProgramCode	ProgramTitle	ProgramDescriptionURL	ArticulationNotes	ProgramAdmissionsRequirementsURL	DateFirstOffered	Pre-Requisite	Co-Requisite	CreditType	CreditValue	Credentials	Categories	Major	OutlineURLs	ReviewDate	EffectiveStartDate	EffectiveEndDate	DeleteRecord
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	40	2000	2000	30	7	255	2000	4000	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
<b>InstitutionOfferingID</b>	40	M	User	N	<p>`Institution Offering ID` is required</p> <p>`Institution Offering ID` can't have leading/trailing spaces</p> <p>`Institution Offering ID` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses</p> <p>`Institution Offering ID` must be unique</p> <p>`Institution Offering 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 Offering ID for each program record.</p> <p>When creating a program record using TCES, an Institution Offering ID will be generated, which an institution can choose to use, or the institution can provide their own Institution Offering ID for each program record. It is recommended for institutions to provide their own unique program identifiers.</p> <p>Institution Offering IDs for programs could be the same as Program Code if desired by the institution.</p>
<b>ProgramCode</b>	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 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
<b>ProgramTitle</b>	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>
<b>ProgramDescriptionURL</b>	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>
<b>ArticulationNotes</b>	5000	O	User	N	<p>`Articulation Notes` is optional</p> <p>`Articulation Notes` length (Max 5000)</p>	<p>String representing the institution's comments for the program offering and its status and relationship to transfer pathways.</p> <p>Articulation Notes provide a TO Institution's additional, relevant information for students and institutions related to the program offering as applicable. For example, Articulation Notes in a program could include: program updates, disclaimers, credit and transfer information, or</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
						<p>internal LPS institution notes about the offering for other institutions' awareness or for internal TO Institution tracking (e.g., what work has been done on the offering to date, planned changes to the offering).</p> <p>Articulation Notes are <b>only viewable by those users who have access to LPS applications</b>. Information in Articulation Notes and offerings is <b>NOT publicly accessible</b> on Transfer Alberta.</p>
<b>ProgramAdmissionsRequirementsURL</b>	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>
<b>DateFirstOffered</b>	10	O	User	N		String in ISO8601 ("YYYY-MM-DD") format.
<b>PreRequisite</b>	2000	O	User	N		String representing the Pre-requisites of this program.
<b>CoRequisite</b>	2000	O	User	N		String representing the Co-requisites of this program.
<b>CreditType</b>	30	M	System	N	<p>`Credit Type` is required</p> <p>Value in `Credit Type` must exist in LPS</p>	<p>String representing Credit Type for the program.</p> <p>Identifies the type of credit associated with the program. Credit types are currently limited to "Credit" in the LPS.</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
					`Credit Type` length (Max 30)	
<b>CreditValue</b>	7	M	User	N	<p>`Credit Value` is required</p> <p>`Credit Value` cannot exceed 4 digits and 2 decimal places (ex: 9999.99)</p> <p>`Credit Value` length (Max 7)</p>	<p>Number signifying the value of credit (0.00-9999.99).</p> <p><b>Credit Value is the numeric value assigned to a program by an institution. Credit Value is 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.</b></p>
<b>Credentials</b>	255	M	System	Y	<p>`Credentials` is required</p> <p>`Credentials` can't have leading/trailing spaces on any value in the comma delimited list</p> <p>Value(s) in `Credentials` must exist in LPS</p> <p>`Credentials` length (Max 255)</p>	<p>String representing credentials (System Defined).</p> <p>University Transfer, Undergraduate Degree, Diploma, Certificate, Applied Degree, Preparatory Upgrading, Technician, N/A, Credential, Graduate Certificate, Associate Degree, Advanced Certificate, Post-Diploma Certificate</p> <p>This string will be a comma separated list of values.</p> <p><b>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.</b></p> <p><b>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.</b></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
<b>Categories</b>	2000	M	System	Y	<p>`Categories` is required</p> <p>`Categories` can't have leading/trailing spaces on any value in the comma delimited list</p> <p>Value(s) in `Categories` must exist in LPS</p> <p>`Categories` length (Max 2000)</p>	<p>A string representing the institution's category(s) for the program (Institution Defined).</p> <p>Categories are the grouping or classification of instructional programs by field of specialty, such as the specific faculty/school related to the program.</p> <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>
<b>Major</b>	1000	⊖	User	N		String representing Institution major code for the program.
<b>OutlineURLs</b>	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.
<b>ReviewDate</b>	10	O	User	N	<p>`Review Date` is optional</p> <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>

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
<b>EffectiveStartDate</b>	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>
<b>EffectiveEndDate</b>	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>

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
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>