Course CSV File Format

Learner Pathways System (LPS)

Version 3.0
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1. Document Usage

1.1. Document Purpose

The Course CSV File Format has been developed for Alberta's Learner Pathways System (LPS). The Course CSV File Format provides data field names, rules, and definitions for the Course data standard, representing what will be formally accepted for course 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 Course CSV File Format 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. Course CSV File

2.1 Course CSV File Template

File uploads via DCAR for Courses 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 Course 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.

Course CSV File Template

InstitutionCourseID	Code	Number	Title	Description	ArticulationNotes	PreRequisite	CoRequisite	InstructorQualification	InstructionType	CreditType	CreditValue	Credentials	Categories	ReviewDate	EffectiveStartDate	EffectiveEndDate	DeleteRecord
M	M	M	M	M	O	O	O	M	M	M	M	M	M	O	M	M	M
										R		R	R				
40	25	15	255	2000	5000	2000	2000	500	500	30	7	255	500	10	10	10	3

2.2   Course CSV File Format

LPS Course 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
Institution Course ID	40	M	User	N	`Course ID` is required `Course ID` can't have leading/trailing spaces `Course ID` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses 'Course ID Must Be Unique.' Submission can't contain multiple occurrences of the same Course ID Course IDs cannot be changed in DCaR. Course IDs can only be changed in TCES.	String representing a unique identifier for the course record. This is used to uniquely identify the course record in our system. When creating course records using DCaR, an institution must provide their own Institution Offering ID for each course record. When creating a course 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 course record. It is recommended for institutions to provide their own unique course identifiers. Institution Offering IDs for courses could be a concatenation of Code and Number with no space (e.g. MATH1001) if desired by the institution.

LPS Course 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
Code	25	M	User	N	`Code` is required `Code` length (Max 25) `Code` can't have leading/trailing spaces `Code` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses The Course Code and Number must be unique. A combination of Course Code and Number can be provided only once per submission.	String representing Code for the course.

LPS Course 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
Title	255	M	User	N	`Title` is required `Course Title` length (Max 255)	String representing the Course Title for the specific course. Institution-provided unique course titles for their courses (e.g., "Introductory University Chemistry I"). Institutions are responsible for providing these unique course titles to correspond with their own systems and transcripts. Unique course titles are also used in the LPS.
Description	2000	M	User	N	`Description` is required `Description` length (Max 2000)	String representing Description of the course, Institution-provided course 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.

LPS Course 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
Articulation Notes	5000	O	User	N	`Articulation Notes` is optional `Articulation Notes` length (Max 5000)	String representing Articulation Notes (if any) for this course. Articulation Notes provide a additional, relevant information related to the course offering. For example, recent changes to the offering. Articulation Notes are only viewable by those users who have access to LPS applications. Information in Articulation Notes is NOT publicly accessible on Transfer Alberta.

LPS Course 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
Number	15	M	User	N	`Number` is required `Number` length (Max 15) `Number` can't have leading/trailing spaces `Number` limited to: letters, numbers, space, underscore, hyphen, decimal. The Course Code and Number must be unique. A combination of Course Code and Number can be provided only once per submission.	String representing a number for the course. Institution-provided unique course numbers (e.g., number "101" in CHEM 101) for their courses. Institutions are responsible for providing these unique course number identifiers to correspond with their own systems. Course numbers are also used in the LPS.

LPS Course 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
Pre-requisite	2000	O	User	N	`Pre-Requisite` length (Max 2000)	String representing the pre-requisites of this course. A Course or credit that must be completed before a more advanced course can be taken (e.g., "pre-requisites" for this course offering). 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.
Co-requisite	2000	O	User	N	`Co-Requisite` length (Max 2000)	String representing the co-requisites of this course. A course or credit that must be taken at the same time as another course (e.g., "co-requisites" of this course offering). 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.

LPS Course 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
Instructor Qualifications	500	M	User	N	`Instructor Qualification` is required `Instructor Qualifications` length (Max 500)	Description of the institution-provided Instructor Qualifications required for the course being offered. The Institution is responsible for providing the description to correspond with their own systems. Instructor Qualifications are also used in the LPS.
Instruction Type	500	M	User	N	`Instruction Type` is required `Instruction Type` length (Max 500)	Instruction type is used to identify the type of instruction for the course. Types can range from hours to system defined types such as Lab; Lecture, Seminar; Tutorial; and others, as well as the number of hours (e.g., "20H Lab, 1000H work experience hours"). The Institution is responsible for providing instruction types to correspond with their own systems. Instruction types are also used in the LPS.

LPS Course 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	30	M	System	N	`Credit Type` is required Value in `Credit Type` must exist in LPS	String representing Credit Type for the course Identifies the type of credit associated with the course. Credit types are currently limited to "Credit" in the LPS.
Credit Value	7	M	System	N	`Credit Value` is required `Credit Value` cannot exceed 4 digits and 2 decimal places (ex: 9999.99) `Credit Value` length (Max 7)	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. The Institution is responsible for providing the credit value to correspond with their own systems. Credit values are also used in the LPS.
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	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 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.

LPS Course 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	500	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 course. (Institution Defined). Categories are the grouping or classification of instructional programs by field of specialty, such as the specific faculty/school related to the course. 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. The data in this field in the course csv file must match the string in the Display Value field in the LPS Institution Reference Data. 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.

LPS Course 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
Review Date	10	O	User	N	`Review Date` is optional `Review Date` must be of the form: YYYY-MM-DD `Review Date` length (Max 10)	An optional date that can be provided to trigger a reminder for the institution to review the course record for accuracy. If this field contains no information, the LPS will automatically populate a review date 5 years from the date the course record was entered in the LPS.
Effective Start Date	10	M	User	N	`Effective Start Date` is required `Effective Start Date` must be of the form: YYYY-MM-DD `Effective Start Date` cannot be earlier than the start date of the latest version `Effective Start Date` or `Effective End Date` cannot overlap with another version of this course.	The start date for the course. 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.

LPS Course 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
Effective End Date	10	M	User	N	`Effective End Date` is required `Effective End Date` must be of the form: YYYY-MM-DD `Effective End Date` must be greater than 2010-09-01 `Effective End Date` must be greater than `Effective Start Date` `Effective End Date` must be 2999-12-31 if more than 10 years after today `Effective Start Date` or `Effective End Date` overlap with another version of this course	The last date for the course . 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.

LPS Course 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
Delete Record	3	M	System	N	`Delete Record` is required `Delete Record` must be either `YES` or `NO` `Delete Record` length (Max 3)	A data field in the Code CSV file to indicate if the Course 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.