

# Transfer Decision CSV File Format



Learner Pathways System (LPS)

**Version 2.3**  
**January 2024**

## Table of Contents

<b>1. DOCUMENT USAGE .....</b>	<b>3</b>
1.1. DOCUMENT PURPOSE .....	3
1.2. AUDIENCE.....	3
1.3. NOTE RE: TERMINOLOGY – TRANSFER DECISIONS VS. AGREEMENTS.....	3
<b>2. DECISION CSV FILE .....</b>	<b>4</b>
2.1 TRANSFER DECISION CSV FILE TEMPLATE .....	4
TRANSFER DECISION CSV FILE TEMPLATE .....	4
TRANSFER DECISION CSV FILE FORMAT .....	5

# 1. Document Usage

## 1.1. Document Purpose

The Transfer Decision CSV File Format has been developed for Alberta's Learner Pathways System (LPS). The Transfer Decision CSV File Format Guide provides data field names, rules, and definitions for the Transfer Decision data standard, formerly called the Agreement data standard. 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 program offerings, course offerings and transfer decisions can be found in the [LPS File Format Guides](#).

## 1.2. Audience

The primary audience for the Decisions 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.

## 1.3. Note re: Terminology – Transfer Decisions vs. Agreements

The Learner Pathways System (LPS) refers to transfer decisions rather than transfer agreements. This terminology denotes that the information shared in the LPS describes decisions made by To institutions. To institutions do not require the approval of the From institutions to accept their courses or programs for transfer credit. The legacy term "Agreements" is still present in the Data Collection and Reporting (DCAR) mass upload tool. Accordingly, there are data fields in this CSV data format guide that contain the term, "agreement", e.g. AgreementType. The Transfer Credit Evaluation Tool (TCES) has been updated to use the term, "decisions".

## 2. Decision CSV File

### 2.1 Transfer Decision CSV File Template

File uploads via Data Collection and Reporting (DCAR) for Transfer Decisions 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 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.

#### Transfer Decision CSV File Template

InstitutionAgreementID	AgreementType	FromInstitution	FromOffering	ToOffering	Comment	CreditType	CreditValue	Credentials	ReviewDate	EffectiveStartDate	EffectiveEndDate	DeleteRecord
M	M	M	M	M	O	M	M	M	O	M	M	M
	R	R	R	R		R		R				R
40	n/a	n/a	n/a	n/a	2000	n/a	Max = 4 digits and 2 decimal places	n/a	n/a	n/a	n/a	n/a

### Transfer Decision CSV File Format

LPS Transfer Decision Data Field Name for DCAR	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
<b>InstitutionAgreementID</b> <i>(named <b>Decision ID</b> in TCES)</i>	40	M	User	N	`Decision ID` is required  `Decision ID` limited to: letters, numbers, space, underscore, hyphen, decimal, parentheses  `Decision ID` can't have leading/trailing spaces  Submission can't contain multiple occurrences of the same Decision ID  Submission can't contain duplicate decisions: different IDs with same offerings and institutions.	String representing a unique identifier for the transfer decision. This is used to uniquely identify the decision in the LPS.  Institutions are responsible for providing these unique decision IDs. Where possible, the IDs should correspond with IDs used in their local systems.
<b>AgreementType</b> <i>(named <b>Decision Type</b> in TCES)</i>	n/a	M	System	N	`Decision Type` is required  `To Offering` must contain only specific offerings for specific decisions  `To Offering` must contain at least one unspecified offering for unspecified decisions	String representing the type of decision as defined by the System.  The decisions can be defined as: <ul style="list-style-type: none"> <li>• `Specific Program` refers to a program to program decision</li> <li>• `Specific Course` refers to course(s) to course(s) decisions where both two and from courses are specific courses.</li> </ul>

LPS Transfer Decision Data Field Name for DCAR	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
					<p>`To Offering` can't contain programs for unspecified decisions</p>	<ul style="list-style-type: none"> <li>• `Unspecified Course` refers to course(s) to course(s) decisions where at least one of the To Course offerings is unspecified (e.g.: MATH 1xx)</li> </ul>
FromInstitution	n/a	M	System	N	<p>`From Institution` is required</p> <p>`From Institution` cannot be the submitting institution</p> <p>Value in `From Institution` must exist in LPS</p>	<p>String representing the From Institution</p> <p>Refers to the institution from whom the student will be transferring from. This was <b>previously referred to as the 'Sending Institution'</b>. The `To Institution` is responsible to provide this information from a set of institutions included within the Learner Pathways Catalog.</p>
FromOffering	n/a	M	System	Y	<p>`From Offering` is required</p> <p>`From Offering` can only contain spaces between code and number: no leading/trailing spaces</p> <p>`From Offering` must contain only specific offerings</p> <p>All offerings in `From Offering` must exist in LPS</p>	<p>String representing the From Course and Number OR the From Program Code.</p> <p>Refers to the Course and Number OR the Program Code offered by the `From Institution` included in the decision.</p> <p>Example of a From Course Offering: "MGMT 1201"</p> <p>Example of a From Program Offering: "10AST-EQN"</p>
ToOffering	n/a	M	System	Y	<p>`To Offering` is required</p> <p>`To Offering` can only contain spaces between code and number: no leading/trailing spaces</p>	<p>String representing the To Course Offering Code + Number OR the To Program Offering Code .</p> <p>Refers to the Course Code and Number OR Program Code offered by the `To Institution` included in the decision.</p> <p>Example of a To Course Offering: "MGMT 1201"</p>

LPS Transfer Decision Data Field Name for DCAR	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
					All offerings in `To Offering` of a specific decision must exist in LPS	Example of a To Program Offering: "BFA.DRWG"
<b>Comment</b> (named <b>Note</b> in TCES)	2000	O	User	N	Optional free text data field.	String representing a note.  Institution-provided notes about their transfer decisions that will be publicly visible as a Note students can view in the Transfer Alberta Search Tool.  <i>In contrast, TCES provides an additional data field "Articulation Notes" where institutions may include comments in their transfer proposals or transfer decisions. Articulation notes are intended only for contact persons who have secure access to the LPS. This data field is not available in the csv upload file.</i>
<b>CreditType</b>	n/a	M	System	N	`Credit Type` is required  Value in `Credit Type` must exist in LPS	String representing Credit Type  Course credit type is used to manage the type of credit associated with the course. Currently, the only value permitted in this field is "Credit"
<b>CreditValue</b>	n/a	M	User	N	`Credit Value` is required  `Credit Value` cannot exceed 4 digits and 2 decimal places (ex: 9999.99)	Number signifying the value of credit (0.00-9999.99)  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.  Typically, academic courses are worth three credits, with some variance depending on the program and institution. Many degrees require 120 credits.

LPS Transfer Decision Data Field Name for DCAR	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
<b>Credentials</b>	n/a	M	System	Y	<p>‘Credentials’ is required</p> <p>Value(s) in ‘Credentials’ must exist in LPS</p>	<p>String representing credentials based on the Alberta Credential Framework with additional values permitted to accommodate Alberta Transfer System member institutions outside of Alberta.</p>
<b>ReviewDate</b>	n/a	O	User	N	<p>‘Review Date’ must be of the form: YYYY-MM-DD</p>	<p>Date string in ISO8601 format (YYYY-MM-DD) to trigger a reminder for the institution to review the transfer decision for accuracy.</p> <p>This data can be provided by the institution at their discretion.</p> <p>If this field contains no data, the LPS will automatically populate a review date 5 years from the publish date of the transfer decision.</p>
<b>EffectiveStartDate</b>	n/a	M	User	N	<p>‘Effective Start Date’ is required</p> <p>‘Effective Start Date’ cannot be earlier than the start date of the latest decision version that has been published in the LPS.</p> <p>‘Effective Start Date’ must be within ‘From Offering’ date range</p> <p>‘Effective Start Date’ must be within ‘To Offering’ date range</p> <p>‘Effective Start Date’ or ‘Effective End Date’ overlap with another version of this decision</p>	<p>Date string in ISO8601 format (YYYY-MM-DD) indicating the start date for the Transfer Decision.</p>



LPS Transfer Decision Data Field Name for DCAR	Maximum Character Length	Mandatory (M) OR Optional (O)	User or System Defined	Multiple Values Allowed (Y/N)	Rules	Data Field Descriptions and Definitions
					that has been published in the LPS	
EffectiveEndDate	n/a	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 End Date` must be within `From Offering` date range</p> <p>`Effective End Date` must be within `To Offering` date range</p> <p>`Effective Start Date` or `Effective End Date` overlap with another version of this decision that has been published in the LPS</p>	<p>Date string in ISO8601 format (YYYY-MM-DD) indicating the end date for the Transfer Decision.</p> <p>Use the date `2999-12-31` for ongoing/active transfer decision records.</p>
DeleteRecord	n/a	M	System	N	<p>`Delete Record` is required</p> <p>`Delete Record` must be `NO` *</p> <p>* Only ACAT can use YES</p>	<p>“YES”/“NO” string to indicate if this record should be added to the LPS or deleted.</p> <p>“NO” must be entered by PSIs; it indicates to the LPS that the record is intended to be published.</p> <p>*If PSIs wish to permanently delete records, contact ACAT at ae.lps@gov.ab.ca</p>