

DEGREES CONFERRED FILE

Release 1.0 for FY21

SUMMARY

The Degrees Conferred file contains basic information on degrees granted annually by each institution within the public system. This file is vital for demonstrating system productivity in addressing the needs of the Commonwealth and monitoring demographic, geographic, and programmatic trends in credit degree and certificate award recipients. This file focuses only on degrees and certificates awarded in credit programs of study. Data provided in HEIRS II should correspond with the institutional information provided annually on the IPEDS Degrees Conferred Survey.

There have been a few significant changes made to the Degrees Conferred file in the transition to the HEIRS II system. Most importantly, six new data elements have been added: Student's First Name, Student's Middle Initial, Date of Initial Entry as a Degree Seeking student, Major #1 CIP Code, Major #2 CIP Code, and Teacher Licensure Eligible. The definitions for all of these new fields can be found in the data dictionary that follows.

The Degrees Conferred file provides a means for DHE to assess patterns and trends in degrees and certificates awarded. This information is used to prepare annual Facts and Stats reports as well as the Condition of Higher Education. The information provided in the Degrees Conferred file will also be used by DHE to assess degrees awarded annually as a key institutional, segmental, and system outcome indicator for performance measurement.

The HEIRS II system **requires** each institution to submit the Degrees Conferred file **once a year** in order to ensure that the system has the most accurate information.

Important File Development Notes:
1) If a student receives more than one degree/certificate, i.e. there are more than one distinct awards at different degree levels, and then a separate record should be submitted for each award. The Degrees Conferred file, like IPEDS, provides a count of awards conferred by an institution. It is not uncommon for a student to receive more than one award during a given fiscal year.
2) DHE will compare degrees conferred information provided to IPEDS with HEIRS II in terms of total awards conferred and by other aggregated variables such as awards by type e.g. Associates of Arts, Bachelor of Science. HEIRS II Degrees Conferred information will be used as part of the Placement Accountability System for state and community colleges. It is important that the Program Inventory File's degree level information in HEIRS II be specific as possible to facilitate meaningful tracking against workplace placement data.

LIST OF DEGREES CONFERRED FILE DATA ELEMENTS

DGR001 College ID

An institutional identification code, as assigned by the BHE

DGR002 Report Year (Fiscal Year)

The fiscal year (July 1st through June 30th) in which the degrees were conferred

DGR003 Student Social Security Number

The student's social security number

DGR004 Student ID

The identification code assigned to the student by the institution

DGR005 Student's Last Name

The student's last name

DGR006 Student's First Name

The student's first name

DGR007 Student's Middle Initial

The student's middle initial

DGR008 Gender

The student's gender

DGR009 Student's Race/Ethnicity

The race and/or ethnicity of the student

DGR010 Birth date

The student's date of birth

DGR011 Date of Award or Completion

Date on which the degree was conferred

DGR012 Date of Initial Entry as a Degree/Certificate Seeking Credit Student

Date on which the student first enrolled at the institution as a degree/certificate seeking credit student at the degree level of the award conferred

DGR013 New Student Type at Initial Entry as a Degree/Certificate Seeking Student

Student's status at time of initial admission as a degree/certificate seeking credit student at the degree level of the award conferred

DGR014 Accumulated Credit Hours at the Time of Award

Total number of credit hours earned by the student as of the date the degree or certificate is conferred

DGR015 Cumulative Grade Point Average

The student's cumulative grade point average at the time the degree or certificate is conferred

DGR016 Country Code of Citizenship at Time of Award

The ISO identification code for the student's country of citizenship at the time the degree or certificate is conferred

DGR017 Permanent Zip Code at Time of Award

Five-digit zip code of the student's city of permanent residence at the time the degree or certificate is conferred

DGR018 Degree/Certificate Awarded

The two-digit code which identifies the degree or certificate awarded

DGR019 Major #1 Institutional Identifier

Code used to identify the student's program and/or major

DGR020 Major #1 CIP Code

Identification of the student's first major by CIP code

DGR021 Major #2 Institutional Identifier

Code used to identify the student's program and/or major

DGR022 Major #2 CIP Code

Identification of the student's second major by CIP code

DGR023 Teacher Prep Program Completer (Four Year Campuses Only)

Indicates whether or not the student is a teacher prep student and counted as part of the Title II cohort reported to DOE

DGR024 Commonwealth Honors Program (CHP) Completer

Indicates whether or not the student is graduating as a CHP scholar.

DGR001 College ID

An institutional identification code, as assigned by the BHE.

Data Type: Numeric

Length Minimum 3
 Maximum 3

Format Example 000

Code Descriptions

See Data Dictionary Appendix A: Institution Codes

Definition

Code used to identify each college or university in the Commonwealth of Massachusetts.

Instructions

Business Rules	Dependency
Mandatory entry	Must match College's ID as specified in Data Dictionary Appendix A – Institution codes

DGR002 Report Year (Fiscal Year)

The fiscal year (July 1st through June 30th) in which the degrees were conferred.

Data Type: Numeric**Length** Minimum 4
 Maximum 4**Format Example** YYYY

Code Descriptions

Definition

The year to be reported corresponds with the IPEDS Degrees Conferred Reporting Period i.e. July 1st through June 30th.

Instructions

Business Rules	Dependency
Mandatory entry	Year entered must be the fiscal year the degree was conferred.

DGR003 Student Social Security Number

The student's social security number

Data Type: Numeric

Length Minimum 9
Maximum 9

Format Example 300330000

Code Descriptions

Definition

Unique identification number assigned by the Federal government to each citizen and permanent resident of the United States

Instructions

Business Rules	Dependency
Mandatory entry	Must be 9 digits.
If the student does not have a Social Security number, enter 000000000.	First three digits must be between 001 and 899 (excluding 666), middle two digits must be between 01 and 99, and last four digits must be 0001 and 9999.
DO NOT enter an identification code assigned by the institution for this item. Institutionally assigned identifiers should be reported in the Student ID data element.	

DGR004 Student ID

The identification code assigned to the student by the institution.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** 0000000000000000
Maximum 15

Code Descriptions

Definition

Unique code used by the institution to identify students. Institutions may either use social security numbers for this purpose or an institutionally assigned identifier.

Instructions

Business Rules	Dependency
Mandatory entry	

DGR005 Student's Last Name

The student's last name

Data Type: Alphanumeric **Length** Minimum 1
Maximum 50 **Format Example** SMITH

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Mandatory entry Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	Must be > 0 and <= 50 characters.

DGR006 Student's First Name

The student's first name

Data Type: Alphanumeric **Length** Minimum 1
Maximum 32 **Format Example** JANE

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Mandatory entry Name can only include letters a-z, periods (.), hyphens (-) or apostrophes (')	Must be > 0 and <= 32 characters.

DGR007 Student's Middle Initial

The student's middle initial

Data Type: Alphanumeric

Length Minimum 1
 Maximum 1

Format Example A

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Not mandatory but preferred to differentiate between students with the same first and last names	Middle initial must be ≥ 0 or ≤ 1 character.
Middle Initial should only contain letters from A to Z	

DGR008	Gender
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The student's gender

Data Type: Numeric

Length	Minimum 1
	Maximum 1

Format Example 0

Code Descriptions

- | | |
|----------|---------|
| 1 | Male |
| 2 | Female |
| 3 | Unknown |

Definition

Instructions

Business Rules	Dependency
Mandatory entry	
Null values default to 3 - “Unknown”	

DGR009 Student's Race/Ethnicity

The race and/or ethnicity of the student

Data Type: Numeric

Length Minimum 1
Maximum 2

Format Example 1

Code Descriptions

- 1** Non-resident Alien
 - 2** Black or African American
 - 3** American Indian or Alaska Native
 - 5** Hispanic or Latino (of any race)
 - 6** White
 - 7** Race and Ethnicity Unknown
 - 8** Cape Verdean
 - 9** Two or more races
 - 10** Asian
 - 11** Native Hawaiian or Other Pacific Islander
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Definition

This data element reflects either the student's racial/ethnic background or non-resident alien status.

Students who do not report this information should be classified as “7” = "Unknown.”

Student who report Hispanic/Latino of any race should be report in only this category even if they report additional races in addition to their ethnic.

Non-resident aliens should be identified as such and not assigned to any of the other categories. **Only U.S. citizens and aliens granted permanent resident status should be classified according to their racial and ethnic background.**

Important Note: The Commonwealth of Massachusetts recognizes individuals with ancestry from Cape Verde as a distinct group. For HEIRS reporting purposes, Cape Verdeans are to be reported as a separate group. For IPEDS reporting these students should be reported as Black or African American.

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American

A person having origins in any of the black racial groups of Africa.

Cape Verdean

A person having origins in any of the original peoples of Cape Verde.

Native Hawaiian or Other Pacific Islander

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Nonresident alien

A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. Note: Nonresident aliens are to be reported separately in the places provided, rather than in any of the racial/ethnic categories described above.

Resident alien (and other eligible non-citizens)

A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status (and who holds either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian). Note: Resident aliens are to be reported in the appropriate racial/ethnic categories along with United States citizens.

Race/ethnicity unknown

The category used to report students or employees whose race and ethnicity are not known.

Instructions:

Educational institutions will be required to report aggregated racial and ethnic data in seven categories:

Hispanic/Latino of any race

For individuals who are **non**-Hispanic/Latino only

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

In Summary –

For State Reporting – Cape Verdean is a separate subgroup of Black or African American and should be included in the Black or African American group for Federal (IPEDS) reporting. As taken from <http://edocket.access.gpo.gov/2007/pdf/E7-20613.pdf>

Example 1: A respondent self-identifies as Hispanic/Latino and as Asian. This respondent is report only in the Hispanic/Latino category.

Example 2: A respondent self-identifies as Hispanic/Latino and as Asian and Black or African American. This respondent is report only in the Hispanic/Latino category.

Example 3: A respondent self-identifies as non-Hispanic/Latino and as Native Hawaiian or Other Pacific Islander. This respondent is reported in the Native Hawaiian or Other Pacific Islander category.

Example 4: A respondent self-identifies as non-Hispanic/Latino and as American Indian or Alaska Native and White. This respondent is reported in the two or more races category.

In other words, Hispanic/Latino “trumps” all other classifications.

Instructions

Business Rules	Dependency
Mandatory entry Null values default to 7 - “Unknown”	If race code was = 4 (Asian or Pacific Islander, asked to use 10 (Asian) or 11 (Native Hawaiian or Other Pacific Islander).

DGR010 Birth date

The student's date of birth

Data Type: Numeric **Length** Minimum 8 **Format Example** YYYYMMDD
Maximum 8

Code Descriptions

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Birth date must be in YYYYMMDD format.
If only birth year is available, use June 15th as the default. Format: YYYY0615	Must not be future date.
If only birth year and month are available, use the 15th, as the default. Format: YYYYMM15	Ages greater than 95, or less than or equal to 10 will be considered "missing."
If missing, leave the field blank.	

DGR011 Date of Award or Completion

Date on which the degree was conferred

Data Type: Numeric **Length** Minimum 6 **Format Example** YYYYMM
Maximum 6

Code Descriptions

Definition

The date (month/year) that the degree, certificate or award was conferred. Month should correspond to the distinct times during the fiscal year when the institution officially confers degrees (e.g. August, January, May/June within a given fiscal year).

Instructions

Business Rules	Dependency
Mandatory entry	Future dates are invalid.

DGR012 Date of Initial Entry as a Degree/Certificate Seeking Credit Student

Date on which the student first enrolled at the institution as a degree/certificate seeking credit student at the degree level of the award conferred

Data Type: Numeric **Length** Minimum 6 **Format Example** YYYYMM
Maximum 6

Code Descriptions

Definition

The date (month/year) that the student first enrolled at the college as a degree seeking credit student at the degree level of the award conferred and reported in this report i.e. matriculated as degree seeking student at the Associate's, Bachelor's, Master's, etc., level. If a student earned a second degree/certificate after obtaining a first degree i.e. had applied to the college for admission into a second degree/certificate program after completing the first degree, then the date of initial entry to the second program should be the date of initial entry into the second program.

Instructions

Business Rules	Dependency
Mandatory entry	Future dates are invalid.

DGR013 New Student Type at Initial Entry as a Degree/Certificate Seeking Student

Student's status at the time (DRG012) he/she applied and was accepted for admission as a degree/certificate seeking credit student at the degree level of the award conferred.

Data Type: Numeric	Length	Minimum 1 Maximum 1	Format Example 1
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Code Descriptions**See Data Dictionary Appendix G: New Student Type Codes**

- 1 Undergraduate First-time Freshman
- 2 Undergraduate Transfer Student
- 3 Undergraduate Readmitted/Reactivated New Student
- 4 Non-degree seeking undergraduate continuing student
- 5 First-time Graduate/First Professional
- 6 Other Graduate/First Professional
- 7 Non-degree seeking graduate student
- 8 Degree Seeking Undergraduate Seeking another Degree at the Same Level

Definition

- 1. **First-Time Freshman:** A new undergraduate student, either full-time or part-time, with no prior college attendance at institution or anywhere else
 - 2. **Transfer Student:** A degree seeking undergraduate student, with prior college attendance. Students are not required to transfer credits in order to be considered a transfer student in accordance with IPEDS definitions.
 - 3. **Readmitted/Reactivated New Student:** An undergraduate student who returns to the college after a period of nonattendance **and** goes through a formal reapplication/readmission process.
 - 4. **Non-degree seeking undergraduate continuing student:** A student who had been enrolled at a college as a credit student but who had not formerly matriculated into a degree/certificate program. This would be an enrolled student taking a few courses who decides to matriculate into a program.
 - 5. **First-Time Graduate/First Professional:** A graduate student seeking his or her first graduate degree (i.e. Master's degree, PhD, JD, MBA) who has not previously been enrolled in a graduate program
 - 6. **Other Graduate/First Professional:** A graduate student other than first-time.
 - 7. **Non-degree seeking graduate student:** A student enrolled at the college and considered a graduate student who had not formerly matriculated into a graduate degree program.
 - 8. **Degree Seeking Undergraduate Seeking another Degree at the Same Level:** A student enrolled in undergraduate program, with a previous degree at the same level.
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Instructions

Business Rules	Dependency
Mandatory entry	For 4 yr. Institutions: All values acceptable For 2 yr. Institutions: Values 1, 2, 3, 4, 8

DGR014 Accumulated Credit Hours at the Time of the Award

Total number of credit hours earned by the student as of the date the degree or certificate is conferred.

Data Type: Numeric	Length Minimum 1 Maximum 5	Format Example 0.0
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Code Descriptions

Definition

The total accumulated credit hours should include all courses taken for credit and successfully completed at the institution, as well as any courses taken at other institutions for which transfer credit hours were awarded.

Instructions

Business Rules	Dependency
Mandatory entry	Accumulated Credit Hours must be greater than or equal to the minimum number of credit hours required for the student's major as posted in the institution's Program Inventory File.

DGR015 Cumulative Grade Point Average

The student's cumulative grade point average at the time the degree or certificate is conferred

Data Type: Numeric	Length Minimum 4 Maximum 4	Format Example 0.00
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Code Descriptions

0.00 to 4.00 Standardized GPA scale

9.99 For institutions which do not use GPAs (e.g. Mass Art)

Definition

Instructions

Business Rules	Dependency
Mandatory entry	

DGR016 Country Code of Citizenship at Time of Award

The ISO identification code for the student's country of citizenship at the time the degree or certificate is conferred.

Data Type: Alphanumeric	Length Minimum 2 Maximum 2	Format Example AA
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Code Descriptions

See Data Dictionary Appendix C: ISO Country Codes

NOTE: Please use the following values for Unknown countries:

99 = FOREIGN UNKNOWN (FO)

00 = UNKNOWN (XX)

Definition

A two-digit country code, as designated by the ISO.

Instructions

Business Rules	Dependency
Mandatory Entry	Must be a valid code from Data Dictionary Appendix C: ISO Country Codes OR one of the two 'UNKNOWN' codes above.

DGR017 Permanent Zip Code at Time of Award

Five-digit zip code of the student's city of permanent residence at the time the degree or certificate is conferred.

Data Type: Numeric	Length Minimum 5 Maximum 9	Format Example 00000
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Code Descriptions

Missing or Unknown Zip Codes	ZZZZZ
Foreign Zip Codes	XXXXX

Definition

Zip Code should represent the permanent/current address, **not the dormitory address.**

Instructions

Business Rules	Dependency
Null values default to ZZZZZ	Must be a valid zip code from USPS.com

DGR018 Degree/Certificate Awarded

The two-digit code which identifies the degree or certificate awarded.

Data Type: Alphanumeric **Length** Minimum 2 **Format Example** 00 or 42
Maximum 2

Code Descriptions**See Data Dictionary Appendix D: Degree Codes**

This two digit degree code identifies the degree level of the award being conferred. Students receiving two awards at the same degree level, both awards are Bachelors for example, should be reported in one record using both Major #1 and Major #2. If, however, a student is receiving two degrees at two different degree levels, bachelors and masters for example, two separate records should be submitted for this student.

Definition

Instructions

Business Rules	Dependency
Mandatory entry	Must be a valid code from Data Dictionary Appendix D: Degree Codes. First Digit of Degree/Certificate Awarded (DGR018) + Major #1 Institutional Identifier (DGR019) + Major #1 CIP Code (DGR020) must be a valid program combination in the program inventory file. If this student is receiving a 2nd award at the same degree level at the same time, the First digit of Degree/Certificate Awarded (DGR018) + Major #2 Institutional Identifier (DGR021) + Major #2 CIP Code (DGR022) must be a valid program combination in the Program Inventory File.

DGR019 Major #1 Institutional Identifier

Code used to identify the student's program and/or major.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** N/A
Maximum 8

Code Descriptions

May vary by institution.

Must be a valid degree program from the institution's program inventory file.

Program must be a valid degree program, not a program used solely for enrollment purposes.

Program should be active. If it has been discontinued, the degree must be awarded within the time allotted for graduation.

Definition

Each program code is assigned by the institution and may therefore vary across the state.

Instructions

Business Rules	Dependency
Mandatory entry	First Digit of Degree/Certificate Awarded (DGR018) + Major #1 Institutional Identifier (DGR019) + Major #1 CIP Code (DGR020) must be a valid program combination in the Program Inventory File.

DGR020 Major #1 CIP Code

Identification of the student's first major by CIP code

Data Type: Numeric

Length Minimum 6
Maximum 6

Format Example 000001

Code Descriptions

See Data Dictionary Appendix B: CIP Codes

Definition

This must be the valid CIP as entered in the institution's program inventory file for this major. The CIP codes are based on the 2010 CIP listing published by National Center for Education Statistics.

Instructions

Business Rules	Dependency
Mandatory entry	Must be a valid 6-digit code from Data Dictionary Appendix B: 2010 CIP Codes. First Digit of Degree/Certificate Awarded (DGR018) + Major #1 Institutional Identifier (DGR019) + Major #1 CIP Code (DGR020) must be a valid program combination in the program inventory file.

DGR021 Major #2 Institutional Identifier

Each program code is assigned by the institution and may therefore vary across the state.

Data Type: Alphanumeric **Length** Minimum 1 **Format Example** N/A
Maximum 8

Code Descriptions

May vary by institution.

Must be a valid degree program from the institution's program inventory file.

Program must be a valid degree program, not a program used solely for enrollment purposes.

Program should be active. If it has been discontinued, the degree must be awarded within the time allotted for graduation.

Must be of the same degree level as Major #1 (DGR019) shown by having the same first digit Degree/Certificate Awarded (DGR018). i.e. All bachelor's programs in the program inventory file start with 4.

Definition

Each program code is assigned by the institution and may therefore vary across the state.

Instructions

Business Rules	Dependency
	First digit of Degree/Certificate Awarded (DGR018) + Major #2 Institutional Identifier (DGR021) + Major #2 CIP Code (DGR022) must be a valid program combination in the program inventory file.

DGR022 Major #2 CIP Code

Identification of the student's second major by CIP code

Data Type: Numeric

Length Minimum 6
Maximum 6

Format Example 000001

Code Descriptions

See Data Dictionary Appendix B: CIP Codes

Definition

This must be the valid CIP as entered in the institution's program inventory file for this major. The CIP codes are based on the 2020 CIP listing published by National Center for Education Statistics.

Instructions

Business Rules	Dependency
	Must be a valid 6-digit code from Data Dictionary Appendix B: 2020CIP Codes.
	First digit of Degree/Certificate Awarded (DGR018) + Major #2 Institutional Identifier (DGR021) + Major #2 CIP Code (DGR022) must be a valid program combination in the program inventory file.

DGR023 Teacher Prep Program Completer (Four Year Campuses Only)

OPTIONAL UNTIL NEW PERFORMANCE INDICATOR DEFINED

Indicates whether or not the student is a teacher prep student and counted as part of the Title II cohort reported to DOE

Data Type: Alphanumeric **Length** Minimum 1
Maximum 1 **Format Example** 0

Code Descriptions

Y Yes
N No

Definition

This data element applies to students who have completed a teacher preparation program (elementary, secondary, early childhood) and have been reported to DOE in the campus Title II annual report. Those who have completed such a program **AND** passed the METL are eligible for Massachusetts' licensure.

Instructions

Business Rules	Dependency
Mandatory Entry for Four Year Campuses Only	Must be one of the above values.

DGR024 Commonwealth Honors Program (CHP) Completer

Indicates whether or not the student is graduating as a CHP scholar.

Data Type: Numeric

Length Minimum 1
Maximum 1

Format Example 1

Code Descriptions

- 1 Yes**
 - 2 No**
 - 3 Not Applicable**
-

Campuses participating in CHP are listed here <http://www.mass.edu/system/honors.asp>

Definition

This data element will capture students who have completed and received a CHP program degree.

1 - Yes: The student is a CHP Scholar and has met the Honors Program requirements below.

2- No: The student is not a CHP Scholar.

3- Not Applicable – Campus does not participate in the CHP program or student is not enrolled in a Certificate, Associate or Bachelor degree program

Commonwealth Honors Program Scholar Requirements:

- A. To graduate as a Commonwealth Honors Program Scholar from a **Community College**, a student needs at a minimum:
 - (i) A cumulative grade point average of 3.2 (on a 4.0 scale)
 - (ii) Three academic honors courses (nine credits), with a grade of B or better.
The Program provides students an option to substitute an honors thesis or project involving independent research for one of the three required honors courses.
 - (iii) One honors seminar or colloquium that is interdisciplinary, for honors-level students only, and preferable team-taught.
- B. To graduate as a Commonwealth Honors Program Scholar from a **State University or UMass Commonwealth Honors Program**, students need at a minimum:

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- (i) A cumulative grade point average of at least 3.2 (on a 4.0 scale).
 - (ii) Six academic honors courses (at least 18 credits), with a grade of B or better. One of the six honors courses shall constitute a thesis or project.
 - (iii) The thesis shall include a public presentation by the student and is subject to final approval by an appropriate faculty committee.
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Instructions

Business Rules	Dependency
Mandatory for all certificate, associate and bachelor seeking students in Campuses participating in the CHP program.	For Students enrolled at the Certificate, Associate or Bachelor Degree Level at CHP participating campuses value must be equal to 1 or 2, value 3 not allowed; For all other Degree levels or for Non Participating Campuses field value must be equal to 3 or left blank (Null) ; All blanks (Null values) will default to 3.