

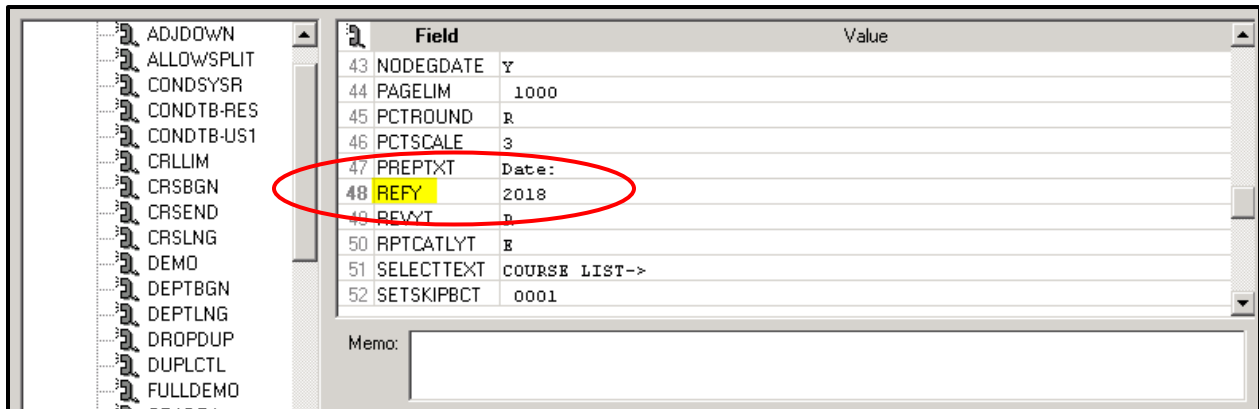
REFERENCE YEAR

How to Accept Courses for a Specified Number of Years/Terms Based on a Reference Year in Sub-requirements OR Red Book/Blue Book rules

For some programs courses are only acceptable if taken within a specified number of years/terms from, in most cases, the current year. u.achieve can be encoded to do this for specific courses with the following entries.

COM Table Setting

The first entry that needs to be made is in the COM Table. Open the COM Table and insert a row anywhere. Once the row is inserted enter **REFY** in the **Field** column. In the **Value** column enter the academic year that u.achieve is to go forward or back from, typically the current year. The example below is using the 2018 academic year which includes Summer 2017, Fall 2017 and Spring 2018.



	Field	Value
43	NODEGDATE	Y
44	PAGELIM	1000
45	PCTROUND	R
46	PCTSCALE	3
47	PREPTXT	Date:
48	REFY	2018
49	REMYT	n
50	RPTCATLYT	R
51	SELECTTEXT	COURSE LIST->
52	SETSKIPBCT	0001

Sub-Requirement Entry

In the Sub-Requirement(s) that contain the courses to be limited to a date range (example: must be taken within the last 5 years) an entry must be made in the **Effective Date** field of the A-Line(s). In the example below, **0000 00 – R-05 3** has been entered to indicate that courses taken more than 5 years ago may not be used toward the degree. The breakdown of the entry is as follows:

0000 00	=	From the beginning of time
R	=	Reference Year (set on the COM: REFY)
-	=	Tells u.achieve to go back from the Reference Year. Use a "+" Symbol for going forward
05	=	Tells u.achieve to go back up to five years from the Reference Year (the total range possible is 09 years)
3	=	Tells u.achieve to go back only to the Fall up to five years from the Reference Year

With the above entries, the audit will appear as below.

5 YEAR LIMIT OF TECHNICAL CREDITS
 To insure that students graduate with up-to-date skills, technical credits are valid for five years or have a five-year "lifespan".
***** THE FOLLOWING COLLEGE LEVEL COURSES EXCEED THE FIVE YEAR LIMIT. *****
 These courses may be used for elective credit only.

Reference Year Test Sub-Requirement

Term	Course	Credits	Grade	Title
F 10	FST 1000	3.00	B	Construction Technology

COURSE LIST- ****** **** (THROUGH F 12)**

Note that the Select From list indicates that any course THROUGH F12 will be collected and have exceeded the 5 year limit.

The entry in the COM: REFY can also be made with a specific term as shown below, however the REFY **MUST** be updated each term for accuracy for 5 years from the exact term, rather than the entire year.

46	PCTSCALE	3
47	PREPTXT	Date:
48	REFY	20183
49	REVYT	R
50	RPTCATLYT	B

Red Book/Blue Book Entry

In the Red Book/Blue Book SOURCE rule(s) that contain the courses of concern, two rules must be made using the logic in the red box above. In the first rule, the **Effective Date** field of the SOURCE course is an acceptable course. In the example below, **R-03 3 - 9999 99** has been entered to indicate that BIOL1102 from this particular school needs to be taken within the last 3 years to present in order to meet the parameters of this rule. A second rule would need to be created to handle the transfer equivalency if the course was not taken within the parameters of the first rule.

NOTE: Two entries must be made for the SOURCE course. The 1st rule with the effective YRTR and the 2nd rule without the effective YRTR.

Rule 1

Rule 2

Audit showing when the student took the course within the effective YRTR (Rule 1).

OK	Goal 3 - NATURAL SCIENCES A minimum of nine credits, including at least one course from each of the two areas; one course must be a laboratory course. EARNED: 9.00 CREDITS																		
+	1) One lab course required. <table border="1"> <thead> <tr> <th>Term</th> <th>Course</th> <th>Credits</th> <th>Grade</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>F 15</td> <td>BIOL1010</td> <td>4.0</td> <td>TA</td> <td>Anatomy & Physiology REFYTEST: BIOL1102</td> </tr> <tr> <td>F 15</td> <td>CHEM1101</td> <td>5.0</td> <td>B</td> <td>Chemistry I</td> </tr> </tbody> </table>				Term	Course	Credits	Grade	Title	F 15	BIOL1010	4.0	TA	Anatomy & Physiology REFYTEST: BIOL1102	F 15	CHEM1101	5.0	B	Chemistry I
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Audit showing when the student took the course prior to the effective YRTR (Rule 2).

NO	Goal 3 - NATURAL SCIENCES A minimum of nine credits, including at least one course from each of the two areas; one course must be a laboratory course. EARNED: 5.00 CREDITS													
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-	3) Area B - one course required. SELECT FROM: BIOL1000, 1010, 1020, 1030, 1040, BIOL1050 (S09 OR AFTER), 1060, 1091, 1092, 2020, BIOL2021, 2022, 2040													

Notice the course taken prior to the effective YRTR falls into the elective requirement.

Courses not used in this program														
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Date revised: 3/30//2017