

View Submitted External Credit Requests in XCAT



Overview

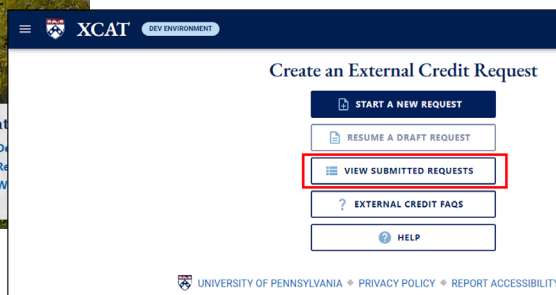
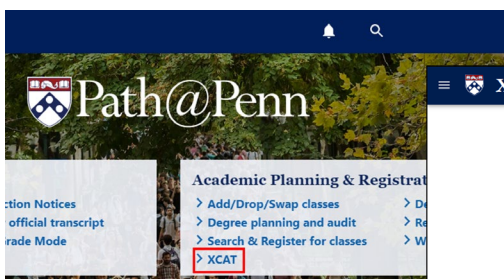
XCAT allows students to request credit for **Transfer**, **Study Abroad**, and **Credit Away** courses. This document shows a student how to view their submitted requests and address issues that come up in the approval process.

Navigate to XCAT and Access Submitted Requests

a. From Path@Penn, click on XCAT.

b. At the XCAT Welcome page, select *View Submitted Requests*.

c. View your *Submitted Requests* and select *Open* to expand details.



Submitted Requests for External Credit										
Actions	External Institution / Program	External Course Subject	External Course ID	External Course Title	Requested Penn Subject	Penn Course ID	Credit Type	Ctu Granted	Status	Submitted Date
OPEN	Indiana University Bloomington	History	HIST 240	History of Ireland	English		Transfer		In Department queue	9/27/2022
OPEN	Indiana University Bloomington	History	HIST 240	History of Ireland	Russian & East European Studies		Transfer		In Department queue	9/27/2022
OPEN	Indiana University Bloomington	History	HIST 240	History of Ireland	History		Transfer		In Department queue	9/27/2022
OPEN	Indiana University Bloomington	Mathematics	MATH-M 211	Calculus I	Mathematics	MATH1400	Transfer	1	President approved, in Division queue	9/27/2022
OPEN	Cornell University	Political Science	POLSCI101	World Politics	Political Science	PSCI1007	Transfer	1	Approved, in Division queue	7/19/2022
OPEN	Cornell University	Psychology	PSYC101	Intro to Psychology	Psychology		Transfer			

Anatomy of a Submitted Request

a. The screen populates with *Request Status*, *Penn Course Equivalency*, *Request Details*, and *Request History* information.

Review Request for External Credit

HIST 240 – History of Ireland
Indiana University Bloomington – Fall 2021

Request Status

Request Submitted

Department Review

Approved, Needs Transcript

Division Approved

Credit Posted to Transcript

Your request is under review by the department.

Penn Course Equivalency

Requested Penn Subject: History
Penn Course ID: Not Determined

Request Details

Credit Type
Transfer

External Institution
Indiana University Bloomington (1324)

Term Taken
Fall 2021

Course Title
History of Ireland

Course ID
HIST 240

Course Subject
History

Supporting Documentation

Course Syllabus Required
Test Syllabus for XCAT 2.0B.docx

Other Supporting Docs
Submit up to 5

Request History

9/27/2022, 3:36:42 PM
HIST 1121 (Student)

9/27/2022, 3:36:43 PM
Status changed by (Student)
Department Review

CLOSE

WITHDRAW REQUEST

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Request Status – provides details on where the submission is in the lifecycle of the request. The **bold** section indicates the current status, as well as any action that needs to be taken by the student.

MATH-M 211 – Calculus I
Indiana University Bloomington — Fall 2021

Request Status

Request Submitted

Department Review

Precedent Approved, Needs Transcript

Division Approved

Credit Posted to Transcript

Your request has been approved due to a precedent. Please send the transcript for your course.

If you are an incoming transfer student, please be sure you have requested that a final transcript be sent from your previous institution to the Penn Admissions office. If you have already done so, you do not need to take any further steps.

Official transcripts for credit away must be sent directly to your school office.

TRANSCRIPT NOTE:

When the message in the *Request Status* section indicates that a transcript is needed, depending on the type of credit that has been requested, the action that the student must take will vary. See Blue Box at left for details on *Transfer Credit* and *Credit Away*.

Study Abroad Credit – the transcript is needed but it is collected by Penn Abroad, so the student does not need to do anything.

Penn Course Equivalency – provides details on the Penn Course ID the external credit will count for.

Penn Course Equivalency

Requested Penn Subject: Mathematics

Penn Course ID: MATH1400 - Calculus I

Request Details – provides summary of course and institution information contained in submitted external credit request.

Request Details

Credit Type
Transfer

External Institution
Indiana University Bloomington (1324)

Term Taken
Fall 2021

Course Title
Calculus I

Course ID
MATH-M 211

Course Subject
Mathematics

Request History – provides a history of actions taken on the external credit request.

Request History

7/11/2022, 4:04:20 PM Status changed by Student: **Department Review**

7/11/2022, 4:05:45 PM Please submit a detailed reading list and lecture topics in order to receive credit. (Admin)

7/11/2022, 4:05:46 PM Status changed by Subject Reviewer: **More Information Required**

7/11/2022, 4:08:52 PM Status changed by Student: **Department Review**

9/14/2022, 4:44:37 PM Status changed by Department Administrator: **Approved, Needs Transcript**

CLOSE

WITHDRAW REQUEST

NOTE: When Subject Reviewer sends the request back to the student for more information, *the student must send the request back to the Subject Reviewer*. Responding without sending the request back will leave the request in the student queue.