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.

Anatomy of a Submitted Request

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

**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.

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

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