Overview
XCAT allows students to request credit for Transfer, Study Abroad, and Credit Away courses. This document details how a Subject Reviewer will interact with a submitted external credit request.

Navigate to XCAT and Access Submitted Requests

a. From Advising@Penn, click on XCAT.

b. Arrive at the XCAT Welcome page and select Review Requests.

Select and Review Request

a. All requests that the Subject Reviewer has access to will be listed chronologically with the most recent request at the top. Use the Search Parameters to refine and narrow your search.

b. Requests that meet the criteria of the search populate the screen. Select the request you wish to review.

TIP: You may want to re-size your screen down so that all columns appear onscreen.

TIP2: All requests can be sorted by clicking on column header.

Student Information

This section contains all of the student biographical information, as well as a link to view other requests made by the same student.

Note: The Subject Reviewer will only see other requests made by the student for their subject.
**Request Details**

This provides a summary of institution and course information contained in the submitted external credit request.

**Find Other Requests**

For allows a Subject Reviewer to Search on Course ID or Title to see if there have been any previous request for this course.

**Request History**

Shows a record of communication about the request and allows for communication with everyone involved in the request. The Subject Reviewer can also enter an internal comment which will not be seen by the student.

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**IMPORTANT!: Only students get notifications when an action has been taken on a request, so Subject Reviewers must follow up on in-progress requests on their own.**

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**Request Actions**

This is where the reviewer Approves, Creates a Precedent, Denies, or Returns the request. The reviewer can also assign the request to another reviewer. They will enter the Penn Equivalency (Course ID & CU’s) if the course is approved.

When Deny or Return to Student is selected, a comment box appears. The Subject Reviewer must enter a comment here.

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**Create a New Precedent**

When Approve & Create Precedent is selected, the details of the course populate a new screen for review. In addition to the review,

- An Expiration Date for the precedent will be set. The default period of time is 2 years but can be changed in the calendar dropdown menu.
- Comments may be entered (these will not be viewable by the student).