

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*.

Welcome to XCAT!	
🗮 REVIEW REQUESTS	
MANAGE PRECEDENTS	
S STUDY ABROAD EQUIVALENCY GUIDE	
Q SEARCH FOR A PRECEDENT	
HELP	

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.

	E	xternal C	redit Requests for Revi	ew		
Search						^
Credit Type	Student Name	External Inst	itution	External Cou	Irse ID	External Course Title
All 🗸	Student Name	Start typing	a institution or program name to se	External C	ourse ID	External Course Title
Penn Course	ID / Title	CUs Granted	Assigned Reviewer		Status	
Start typing	a Course ID or Course Title to searck	CUs		*	All	~

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.

Actions	Student Name	External Institution / Program	External Course Subject	External Course ID	External Course Title	Requested Penn Subject	Penn Course ID	Credit Type	CUs Granted	Status	Assigned Reviewer	Submitted Date
OPEN	Student 1	Cornell University	Political Science	POLSCI101	World Politics	Political Science	PSC11207	Transfer	1	Approved, in Division queue		7/11/2022
OPEN	Student 2	Study Abroad CIEE Rio, Brazil	Portuguese	PORT2500	Intro to Portuguese	Political Science	PSC11982	Study Abroad	0.75	Posted to Transcript		4/25/2022
OPEN	Student 3	Study Abroad at CIEE Salvador Da Bahia	Political Science	POLSCI13A	Politics in Brazil	Political Science	PSC14997	Study Abroad	1.5	Approved, in Division queue		3/23/2022 🕕
OPEN	Student 4	Study Abroad CIEE Rio, Brazil	Political Science	POL133A	Politics of South America	Political Science		Study Abroad		More info Required		3/15/2022 🕕
OPEN	Student 5	Boston University	Political Science	POLSCI118	American Political Processes	Political Science	PSCI1207	Credit Away	1	Approved, in Division queue		3/14/2022 🕕

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.

		Subject Reviewer
Review	w Request for External Credit	
Student Information		<u>^</u>
Name	Student 1	
Email	Student1@upenn.edu	
Penn ID	12345678	
Expected Graduation	5/31/2023	
Level	UG	
Primary Division / Major	School of Arts & Sciences / International Studies	
Secondary Division / Major	Wharton School / null	
Study Abroad Status	Ν	
Q. FI	ND OTHER REQUESTS BY STUDENT 1	

XCAT Subject Reviewer Guide



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 Details			^
Credit Type			
Credit Away		~	
External Institution		Term Taken	
Harvard University (4779)		Summer 2022	
Course Title			
South america politics			
Course ID	Course Subject		
P0L333	Political Science	24	
Supporting Documentation			
Course Syllabus Required	Other Support Submit up to 5		
Supporting Document for XCAT Request pdf			

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.

equest History		
3/15/2022, 12:39:34 PM	I would like credit for PSCI1050 (Student)	
3/15/2022, 12:45:12 PM	Please submit a detailed reading list and lecture topics in order to receive credit. (Admin)	
3/15/2022, 12:45:45 PM	Questioning the length of this course. Does not seem to meet requirements for TCU worth of credit (Admin - Internal)	

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.

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.

Penn Equivalency Penn Course ID / THE Start typing a Course THE to search Course Units Cranted 1 DISCARD CHANGES Save Changer's saves the Penn Course ID and Course Units Granted, without changing the status of the request. Save Changer's saves the Penn Course ID and Course Units Granted, without changing the status of the request. Save Changer's saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request. Saves Changer's Saves the Penn Course ID and Course Units Granted, without changing the status of the request.	Request Actions ^
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Final Grade Term Taken	I APPROVE A APPROVE & CREATE PRECEDINT
	Transcript Info
	Final Grade Term Taken

	Approve this request?		
	Are you sure you want to a on it?	approve this request, and create a precedent base	d
		× NO > YES	
		<i>udent</i> is selected, a co wer must enter a com	
De	eny this request?		
Ar	e you sure you want to de	Return this request to the student?	
F	Please enter a comment i	Are you sure you want to return this reque	st to the student?

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*).



× NO

> YES