XCAT Subject Reviewer Guide
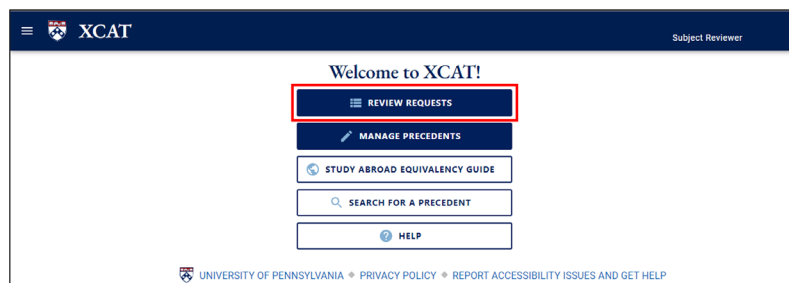
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Overview

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.

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	PSCI1207	Transfer	1	Approved, in Division queue		7/11/2022
OPEN	Student 2	Study Abroad CIEE Rio, Brazil	Portuguese	PORT2500	Intro to Portuguese	Political Science	PSCI1982	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	PSCI4997	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.

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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.

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.

Approve this request?

Are you sure you want to approve this request, and create a precedent based on it?

✕ NO   ❯ YES

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

Deny this request?

Are you sure you want to de...

Please enter a commen...

Return this request to the student?

Are you sure you want to return this request to the student?

Please enter a comment for the student.

✕ NO   ❯ YES

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*).