

XCAT View Submitted External Credit Requests



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.

The first screenshot shows the Path@Penn website with the XCAT link highlighted in the Academic Planning & Registration menu. The second screenshot shows the XCAT 'Create an External Credit Request' page with the 'VIEW SUBMITTED REQUESTS' button highlighted. The third screenshot shows a table of 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 | Cts Granted | Status | Submitted Date |
|---------|--------------------------------|-------------------------|--------------------|-----------------------|---------------------------------|----------------|-------------|-------------|--|----------------|
| OPEN | Indiana University Bloomington | History | HIST 240 | History of Ireland | English | | Transfer | | In-Department course | 9/27/2022 |
| OPEN | Indiana University Bloomington | History | HIST 240 | History of Ireland | Russian & East European Studies | | Transfer | | In-Department course | 9/27/2022 |
| OPEN | Indiana University Bloomington | History | HIST 240 | History of Ireland | History | | Transfer | | In-Department course | 9/27/2022 |
| OPEN | Indiana University Bloomington | Mathematics | MATH-M 311 | Calculus I | Mathematics | MATH1400 | Transfer | 1 | Precedent approved, in-Department course | 9/27/2022 |
| OPEN | Cornell University | Political Science | POLSCI101 | World Politics | Political Science | PSCI1207 | Transfer | 1 | Approved, in-Department course | 7/19/2022 |
| OPEN | Cornell University | Psychology | PSYCH101 | Mind 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.

The screenshot shows the 'Review Request for External Credit' page for HIST 240 – History of Ireland at Indiana University Bloomington. The 'Request Status' section shows a progress bar with steps: Request Submitted, Department Review (current), Approved, Needs Transcript, Division Approved, and Credit Posted to Transcript. The 'Penn Course Equivalency' section shows the requested Penn subject as History and the Penn course ID as Not Determined.

The screenshot shows the 'Request Details' and 'Request History' sections. The 'Request Details' section includes fields for Credit Type (Transfer), External Institution (Indiana University Bloomington (1324)), Term Taken (Fall 2021), Course Title (History of Ireland), Course ID (HIST 240), and Course Subject (History). The 'Supporting Documentation' section shows a file named 'Test Syllabus for XCAT 2.0B.docx'. The 'Request History' section shows a log of status changes, including a change from 'HIST 1121 (Student)' to 'Department Review' on 9/27/2022 at 3:36:43 PM.

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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.