XCAT View Submitted External Credit Requests

pennant

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.
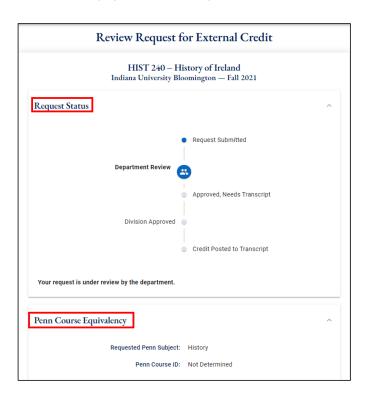
Navigate to XCAT and Access Submitted Requests

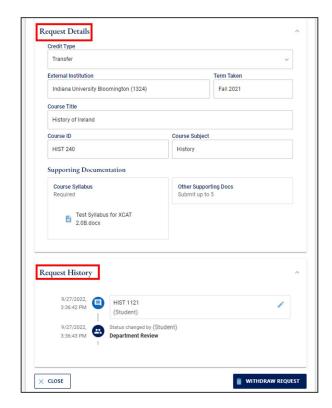a. From Path@Penn, click on *XCAT*.

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.
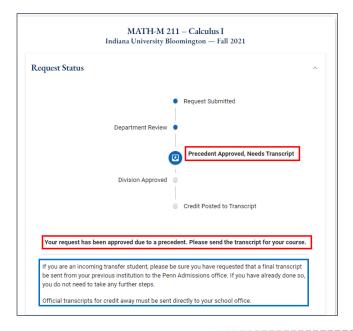
Review Request for External Credit

HIST 240 – History of Ireland
Indiana University Bloomington — Fall 2021

Request Status

- ● Request Submitted
- 👥 Department Review
- ○ Approved, Needs Transcript
- ○ Division Approved
- ○ Credit Posted to Transcript

Your request is under review by the department.

Penn Course Equivalency

Requested Penn Subject: History
Penn Course ID: Not Determined

Request Details

Credit Type
Transfer

External Institution
Indiana University Bloomington (1324)

Term Taken
Fall 2021

Course Title
History of Ireland

Course ID
HIST 240

Course Subject
History

Supporting Documentation

Course Syllabus
Required

Other Supporting Docs
Submit up to 5

📄 Test Syllabus for XCAT 2.0B.docx

Request History

9/27/2022, 3:36:42 PM   💬   HIST 1121 (Student)

9/27/2022, 3:36:43 PM   👥   Status changed by (Student)
Department Review

✕ CLOSE   🗑 WITHDRAW REQUEST

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.
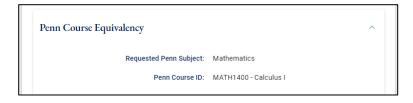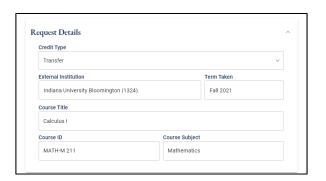

TRANSCRIPT NOTE:
When the message in the *Request Status* section indicates that a transcript is needed, depending on the type of credit that has been requested, the action that the student must take will vary. See Blue Box at left for details on *Transfer Credit* and *Credit Away*.

Study Abroad Credit – the transcript is needed but it is collected by Penn Abroad, so the student does not need to do anything.
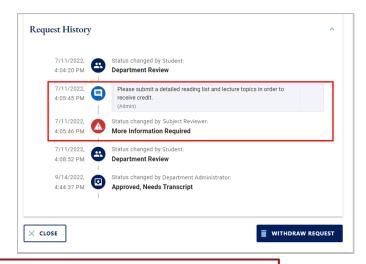

Penn Course Equivalency – provides details on the Penn Course ID the external credit will count for.

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.