Accessing XCAT

1. Log in to XCAT at: http://www.sas.upenn.edu/computing/xcat
2. From the vertical menu on the left, select “List pending equivalency requests.” The screen that appears will list all requests that students have made for course equivalencies from your department.
3. Click on the “review” button to see the details of any entry. By clicking the “review” button, you can also approve or deny a request.
4. In the "External Course Information" section of the request, locate the "Supporting Documents" field for access to the course syllabus and/or course description. If no supporting documents are included or you require additional information to approve the class, you should deny the request. See “Why Courses Are Denied in XCAT” for more information.
5. After reviewing the request and finding the course satisfactory, you can approve the class in the “Penn Equivalency” section of the request. In the “Penn Course” field, select your subject department and assign a course number.

6. In the “credit units granted” field, indicate how many credit units the course is worth.

7. Click the “approve” button to officially approve the student’s XCAT request.
Why Courses Are Denied in XCAT

Advisors in G-95 will try to ensure your department receives only valid course requests. We will never make any judgments about course content. Instead, we will try to catch and deny courses for the following reasons:

- The student submitted the request to the wrong department (for example, submitted an Accounting class request to the Management department)
- The student took the course while s/he was in high school as indicated in the “is pre-freshman credit” field
- The student plans to take the course as transfer credit as indicated in the “pre-approval” field

Course administrators can deny courses for many reasons, including:

- The class does not meet the department’s academic standards
- The student submitted the request to the wrong department (for example, submitted an Accounting class request to the Management department)
- The student did not submit a syllabus or course description in the “Supporting Documents” field
- The student took the course while s/he was in high school as indicated in the “is pre-freshman credit” field
- The student plans to take the course as transfer credit as indicated in the “pre-approval” field
Why Courses Are Denied, continued

Reasons a class may be denied by a Course Administrator or an advisor in the Wharton Undergraduate Division:

1. **External Course Subject**
   The “External Course Subject” field indicates the subject of the course. If a course is submitted to the wrong department as indicated by the “External Course Subject” field, the course should be denied by either a Course Administrator or an advisor in G-95.

2. **Pre-Freshman Credit**
   The “is pre-freshman credit” field indicates that the student took the course as a high school student. No incoming high school student can transfer in any business classes. If the box is checked, the course should be denied by either a Course Administrator or an advisor in G-95.

3. **Pre-approval**
   The “pre-approval” field indicates that the student has not yet taken the course, but plans to take the course as post-matriculation transfer credit. Once a student matriculates at Penn, all business courses must be taken at Wharton or a Wharton-approved study abroad location. If the box is checked, the course should be denied by either a Course Administrator or an advisor in G-95.
Why Courses Are Denied, continued

Reasons a class may be denied by a Course Administrator:

1. **Supporting Documentation**
   If no supporting documents are included or if additional information is required to approve a class, a Course Administrator should deny the class.

2. **Course Content**
   After review of the supporting documentation, if the course does not meet the academic standards of the department a Course Administrator should deny the class.
Denying a Course in XCAT

1. To deny a class, first complete steps #1-3 in the “Accessing XCAT” section.

2. In the “status comment (viewable by student)” section of the request, click the blue “Add Comment” link. Let the student know why the request has been denied: missing syllabus, submitted to the wrong department, etc. Click the “Save Comment” button when you are finished composing your remarks.

3. Click the “deny” button to officially deny the student’s XCAT request.