# **Use XCAT to Request External** Credit



### **Overview**

XCAT allows students to request credit for Transfer, Study Abroad, and Credit Away courses.

## Navigate to XCAT and Initiate an External Credit Request

- a. From Path@Penn, click on XCAT.
- b. Arrive at the XCAT Welcome page and select New External Credit Request.
- c. Select Start a New Request.



# **Request Credit for a Course that has a Precedent**

a. Select the Credit Type for your course and click Next.

b. Enter Institution Name and Term, then click in the Precedent List box. All existing Precedents will appear in the dropdown.

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Create an External Credit Request		Create an Exter	rnal Credit Request
× CLOSE ? FAQ	🖥 DELETE 🛃 SAVE	Transfer Credit Request from Ind	liana University Bloomington - Fall 2021
Credit Type Course Information Supporting Info     For courses without a precedent For courses without a precedent	Review & Submit	× CLOSE	
Select a credit type for your course from the options below: Transfer		Credit Type 2 Course Information 5 Supporting Info	ut a precedent Penn Subject Areas For courses without
Study Abroad		Search for an external institution or program:	Term Taken
Credit Away		Indiana University Bloomington (1324)	Fall 2021
😨 university of Pennsylvania + Privacy Policy + Report Accessrility issues and get helf	→ NEXT	Can't find your institution or program in the Ist? Contact registrangupenn edu for as Use this search tool to determine if there are existing course precedents, while credit at Penn. Courses that are not in the precedent list will require additiona (like a syllabus). These requests will require approval.	ch are external courses previously taken by oth
		To search the precedent list, enter your course name or ID from Indiana Univer-	ersity Bloomington:
- Coloret the Duran doubt for our the list and a	Ital. Marst	For example, "Intro to Accounting" or "ACCT101"	
c. Select the <i>Precedent</i> from the list and c	IICK IVEXT.	i MATH-M 211: Calculus I Receive credit at Penn for MATH1400: Calcu	

	Create an External Credi		
Trans	sfer Credit Request freen Indiana University	Bloomington - Fall 2021	
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Credit Type 3 Course Informatio	Supporting Info     For courses without a precedent	Penn Subject Areas     For courses without a precedent	💿 Review & Subr
Search for an external institution or program:		Term Taken	
Indiana University Bloomington (1324)		Fell 2021	-
Can't find your institution or program in the list?	Contact registrangupenn edu for assistance.	Pick the closest match to a Penn ter	n.
	existing course precedents, which are external co ecedent list will require additional information on t approval.		
To search the precedent list, enter your court	se name or ID from Indiana University Bioomington	x	
		*	

#### d. Review your request and click Submit.

Create an Extern	al Credit Request
Transfer Credit Request from Indian	a University Bloomington - Fall 2021
× close	? FAQ 🛅 DELETE 🗄 SAVE
Credit Type Course Information Supporting Info	precedent. Or Courses without a precedent Or Review & Submit
Review Your Request Before you submit, please take a moment to review your request.	
Request Type	Transfer
Institution	Indiana University Bloomington
Term Taken	Fall 2021
External Course	MATH-M 211: Calculus I
Penn Course	MATH1400: Calculus I
Based on an existing precedent?	0
Precedent valid until	9/12/2024
< BACK	SUEMIT
UNIVERSITY OF PENNSYLVANIA + PRIVACY	POLICY * REPORT ACCESSIBILITY ISSUES AND GET HELP

### e. Your External Credit Request has been submitted.

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ken by other students and pre-approved for ding an upload of supporting documentatio

Review & Subm



# **Use XCAT to Request External** Credit



# **Request Credit for a Course with no Precedent**

a. Select the *Credit Type* for your course and click Next.

		Create an External Cred	it Request	
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Credit Type	Course Information -	Supporting Info For courses without a precedent	Penn Subject Areas  For courses without a precedent	
Select a credit type f	or your course from the optic	ins below:		
Transfer				
Study Abroad				
Credit Away				
				> NEXT
		DE PENNSYLVANIA + PRIVACY POLICY + R	EPORT ACCESSIBILITY ISSUES AND GET HEL	p

(mer a synaucus), mese requests win require approval. To search the precedent list, enter your course name or ID from Indiana University Bloomington:	
You have chosen to proceed without a precedent. Supporting documentation for your course will be required.	× CANCEL
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d. Enter the Course Title, Subject, and Course ID. Upload Syllabus and Other Supporting Documentation (optional), then click Next.

	Create an Extern	al Credit Request
Transfer O	Credit Request - History of Ireland fr	rom Indiana University Bloomington - Fall 2021
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🕻 Credit Type —— 🥑 Course Info	rmation 3 Supporting Info For courses without a	precedent O Penn Subject Areas Review & Subm
External Course Title *		
History of Ireland		
External Course Subject*		External Course ID *
History		HIST 240
All fields are required.		
		Additional supporting documentation is strongly encouraged. . t.t. Please limit the file size to 10 MB per document.
Course Syllabus Required		Other Supporting Documents Submit up to 5
Required		

f. Review your request and click Submit.

	Create an Extern	nal Credit Request
	Transfer Credit Request - History of Ireland fr	from Indiana University Bloomington - Fall 2021
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🕑 Credit Type —	Course Information Supporting Info	t a precedent — Serview & Submit a precedent 6 Review & Submit
Review Your Before you subm	Request it, please take a moment to review your request.	
	Request Type	e Transfer
	Institution	n Indiana University Bloomington
	Term Taken	n Fall 2021
	External Course	HIST 240: History of Ireland
	Based on an existing precedent?	R 🛞 No - will require department approval
	Requested Penn Subject Areas	S (HST - HISTORY) REES - RUSSIAN & EAST EUROPEAN STUDIES (ENCL - ENCLISH)
	Comments	s HIST 1121

b. Enter Institution Name and Term, then click in the Precedent List box. If the course you took is not listed, select Proceed without a Precedent.

	Create all External Cre	edit Request	
	Transfer Credit Request from Indiana Univer	rsity Bloomington - Fall 2021	
CLOSE		? FAQ 👿 DELET	i 🤟 SA
Credit Type 2 Co	Durse Information Supporting Info For courses without a precedent	t Penn Subject Areas 6 For courses without a precedent 6	Review & Sul
Search for an external institut	tion or program:	Term Taken	
Indiana University Bloomin	gton (1324)	Fall 2021	-
Can't find your institution or pro	ogram in the list? Contact registrar@upenn.edu for assistance.	Pick the closest match to a Penn term.	
credit at Penn. Courses that a (like a syllabus). These reque		on the next page, including an upload of supporting docum	
To search the precedent list.	enter your course name or ID from Indiana University Bloomin	ngton:	
for example, "Intro to Acco	unting of Accritor		
for example, "Intro to Acco	Is I – Receive credit at Penn for MATH1400: Calculus I		

e. Select up to 3 Subject Areas from dropdown, enter the Penn Course ID you want credit for (optional), and click Next.

		Create an External Credit	Request	
	Transfer Credit Req	uest - History of Ireland from Indiana U	niversity Bloomington - Fall 2021	
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Credit Type	— 🥑 Course Information —	Supporting Info For courses without a precedent	Penn Subject Areas     For courses without a precedent	💿 Review & Subr
Please choose the P	Penn Subject Areas for your requ	uest.		
HIST - HISTORY X	REES - RUSSIAN & EAST EUROPEAN STU	DIES 🛞 ENGL - ENGLISH 🛞		-
For courses without a	precedent, you may request up to	3 subject areas.		
Please specify the P	Penn Course ID you would like t	o request equivalent credit for, or provide any	additional information prior to submitting	your request.
HIST 1121				
This field is optional				
This field is optional				

#### g. Your External Credit Request has been submitted.

	(	Create an External Credit	Request	
	Transfer Credit Reque	est - History of Ireland from Indiana U	University Bloomington - Fall 2021	
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Credit Type —	Course Information	Supporting Info For courses without a precedent	Penn Subject Areas	😪 Review & Submi
		Your request has been su	bmitted.	