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.

d. 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.  
c. Select the Precedent from the list and click Next.  
d. Review your request and click Submit.

e. Your External Credit Request has been submitted.
Request Credit for a Course with no 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. If the course you took is not listed, select Proceed without a Precedent.

c. Click Next.

d. Enter the Course Title, Subject, and Course ID. Upload Syllabus and Other Supporting Documentation (optional), then click Next.

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

f. Review your request and click Submit.

g. Your External Credit Request has been submitted.