

Use XCAT to Request External Credit



Overview

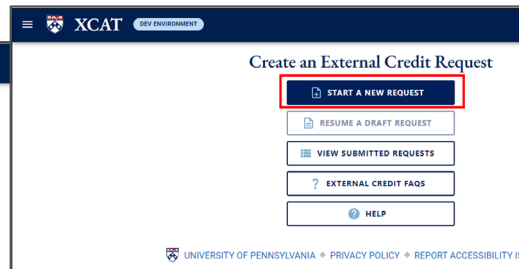
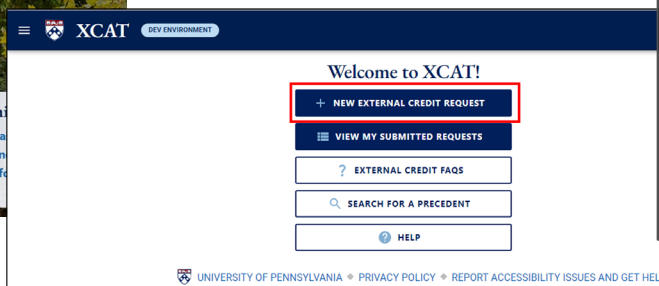
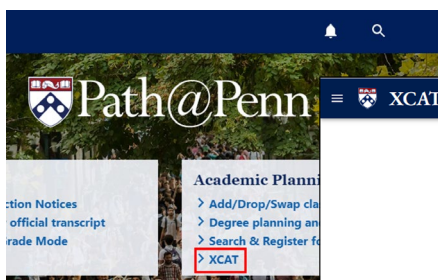
XCAT allows students to request credit for **Transfer**, **Study Abroad**, and **Credit Away** courses.

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*.

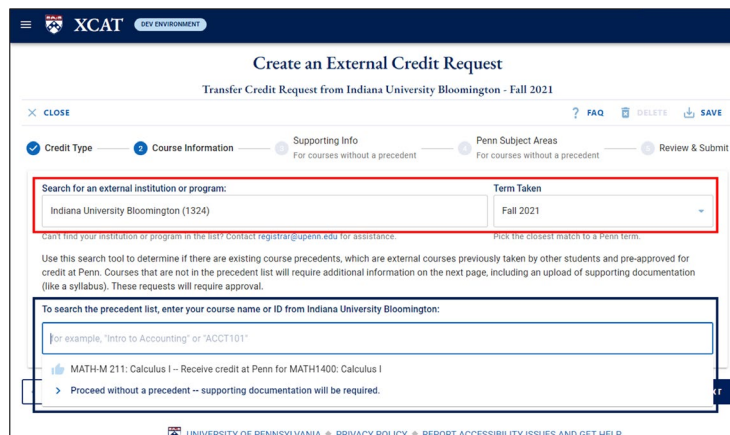
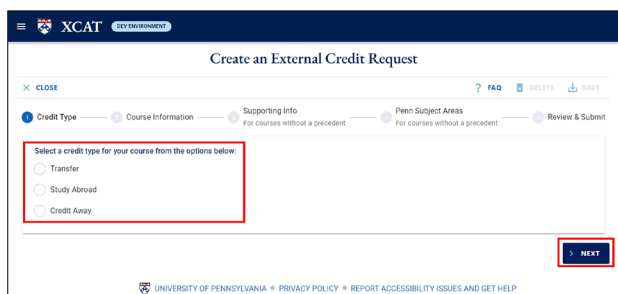
c. Select *Start a New Request*.



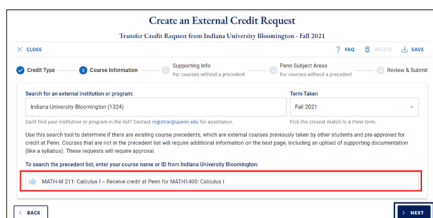
Request Credit for a Course that has a Precedent

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

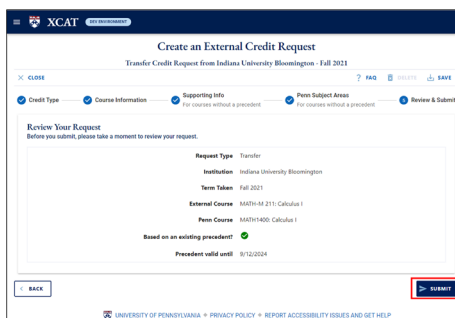
b. Enter *Institution Name* and *Term*, then click in the *Precedent List* box. All existing Precedents will appear in the dropdown.



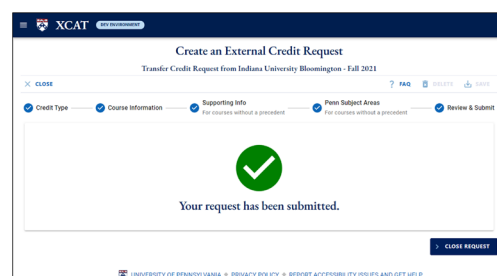
c. Select the *Precedent* from the list and click *Next*.



d. Review your request and click *Submit*.



e. Your External Credit Request has been submitted.



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*.

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.