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 Reques | t | Create as | n External Credit Request |
| × CLOSE | ? FAQ 🛅 DELETE 🛃 SAVE | Transfer Credit Request | t from Indiana University Bloomington - Fall |
| Credit Type Course Information Supporting Info For courses without a precedent Penn For co | Subject Areas Review & Submit | × CLOSE | |
| Select a credit type for your course from the options below: Transfer | | Credit Type 2 Course Information 5 Suppr | orting Info Penn Subject |
| Study Abroad | | Search for an external institution or program: | Term Tal |
| Credit Away | | Indiana University Bloomington (1324) | Fall 20 |
| 🐼 UNIVERSITY OF PENNSYLVANIA + PRIVACY POLICY + REPORT ACCESSE | BILITY ISSUES AND GET HELP | Can't find your isstantion or program in the list? Contact registral jupen Use this search tool to determine if there are existing course proce- credit at Perin. Course that are not in the precedent list will require (like a syllabus). These requests will require approval. | In edu for assistance. Pick the c idents, which are external courses previously taken re additional information on the next page, including |
| | | To search the precedent list, enter your course name or ID from Inv | diana University Bloomington: |
| | to construct and a | for example, "Intro to Accounting" or "ACCT101" | |
| c. Select the <i>Precedent</i> from the I | ist and click <i>Next</i> . | MATH-M 211: Calculus I Receive credit at Penn for MATH | 11400: Calculus I |
| | | > Proceed without a precedent supporting documentation - | will be required. |

| Transfer Crafts Request from Indiana University Bioantigns - R a transfer Crafts Request from Indiana University Bioantigns - R b Type Crafts and the Craft State State Craft State Craft State State Craft State Stat | Fall 2021 ? FAQ B DELETE de blject Areas ress without a procedent Raview I |
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| area University Bioremspon (1220) Fail for our entering in the fair Contact registration proceeders, which are entered courses previously tain it is sarech tool to discremine if there are entering course previolents, which are entered courses previously tain at them. Courses I have a rest in the proceeding that and regree address of information on the energippe, includi- strational and the previously tain and the proceeding that and regree address of information on the energippe, includ- strational and the previously tain and the processes that and processes that and the previously tain and the previously tain any accurst rates area of D have induced behavesity Bioenington. | m Taken |
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| his search tool to determine if there are existing course procedents, which are external courses previously taik at Previ: Courses that are not in the procedent list will require additional information on the nest page, includ syltabics). These requests will require approval. and the procedent list, enter your course name of ID from Indiana University Bioeningdox: | k the closest match to a Penn term. |
| arch the precedent list, enter your course name or ID from Indiana University Bioomington: | aken by other students and pre-approved for uding an upload of supporting documentation |
| | |
| MATH-M 211: Calculus I - Receive credit at Penn for MATH1400: Calculus I | |
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d. Review your request and click Submit.

| Create an Externa | ll Credit Request |
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| Transfer Credit Request from Indian | a University Bloomington - Fall 2021 |
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| Credit Type Course Information Course without a | precedent Penn Subject Areas For courses without a precedent 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 | > SUBMIT |
| INIVERSITY OF PENNSYLVANIA + PRIVACY | POLICY + REPORT ACCESSIBILITY ISSUES AND GET HELP |

e. Your External Credit Request has been submitted.

UNIVERSITY OF PENNSYLVANIA * PRIVACY POLICY * REPORT ACCESSIBILITY ISSUES AND GET HELF

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taken by other students and pre-approved for cluding an upload of supporting documentatio

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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 |

| (me a synauce), rinese requeets will 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 |
| < BACK | > NEXT |

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 |
| CLOSE | | ? FAQ 🔂 DELETE 🕁 SAVE |
| 🕻 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. | | |
| Upload Supporting Documentation A course syllabus is required for cour Accepted file types are: .pdf, .doc, .do | ses that don't have an existing precedent. cx, .xls, .xlsx, .ppt, .ppt, .jpg, .png, .rtf, anc | Additional supporting documentation is strongly encouraged. . t.t. Please limit the file size to 10 MB per document. |
| Course Syllabus | | Other Supporting Documents |
| Required | | |

f. Review your request and click Submit.

| | Create an Externa | nal Credit Request |
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| | Transfer Credit Request - History of Ireland fre | from Indiana University Bloomington - Fall 2021 |
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| 🕑 Credit Type — | Course Information Supporting Info | t a precedent — Sor Courses without a precedent G Review & Subt |
| Review Your Before you subm | Request it, please take a moment to review your request. | |
| | Request Type | 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) BEES - BUSSIAN & 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.

| | Citate an External Citu | it Request | |
|--|--|--|---------------------------|
| | Transfer Credit Request from Indiana Universit | y Bloomington - Fall 2021 | |
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| Credit Type 2 Course In | formation Supporting Info For courses without a precedent | Penn Subject Areas For courses without a precedent | Review & Sub |
| Search for an external institution or p | program: | Term Taken | |
| Indiana University Bloomington (1 | 324) | Fall 2021 | - |
| Can't find your institution or program in | the list? Contact registrar@upenn.edu for assistance. | Pick the closest match to a Penn term. | |
| Use this search tool to determine if t | here are existing course precedents, which are external co | ourses previously taken by other students and pre-ap | proved for cumentation |
| credit at Penn. Courses that are not (like a syllabus). These requests will | in the precedent list will require additional information on require approval. | and next page, including an opiotal of supporting as | |
| credit at Penn. Courses that are not (like a syllabus). These requests will To search the precedent list, enter ye | in the precedent list will require additional information on require approval. | ne rex page, neroung ar good of supporting do | |
| credit at Penn. Courses that are not i (like a syllabus). These requests will To search the precedent list, enter ye for example, "intro to Accounting" | In the precedent list will require additional information on require approval. our course name or ID from Indiana University Bloomingto or "ACCT101" | an next page, including or opport of apporting on | |
| credit at Penn. Courses that are not (like a syllabus). These requests will To search the precedent list, enter yu for example, "Intro to Accounting" 10 MATH-M 211: Calculus I – Re | In the precedent list will require additional information on require approval. our course name or ID from Indiana University Bloomingto or 'ACCT101' celve credit at Penn for MATH1400: Calculus I | din insk page, inclouing un oprodu or opporting uo | |

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 | |
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| | 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 | |
| Please choose the | Penn Subject Areas for your requ | uest. | | |
| HIST - HISTORY | REES - RUSSIAN & EAST EUROPEAN STU | DIES 🛞 ENGL - ENGLISH 🛞 | | - |
| For courses without a | precedent, you may request up to | 3 subject areas. | | |
| Please specify the | 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 |
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| | | Your request has been su | omitted. | |