In order to seek transfer credit for previous coursework, you must use the External Course Approval Tool (XCAT) to upload and submit information on those courses for formal review and approval. Although you may have received a preliminary credit evaluation during the admissions process, that is just an estimation of potential transfer credit and does not constitute approval. XCAT must be used to secure final approval and to have those credits posted to your Penn transcript. Please be sure to submit your course work for review as early as possible, as your plan of study and graduation timeline may be affected by transfer credit decisions.

Log in to XCAT [here](#). This will take you to the following screen. Please note the brief video tutorial, which will guide you step-by-step on how to use XCAT.
You will need to click on “request a new course equivalency” on the left sidebar to start the process. This will take you to the following screen.

Select “Transfer” as the Credit Type, enter the name of the school where the course was taken in the External Program field, and either select an existing course or input information on the course if it does not already exist in the system. If you are inputting information for a new external course, you will be taken to the screen on the next page.
IMPORTANT: When inputting information for a new external course, please take note of the following hints for entering the correct Subject area.

- For liberal arts / sector courses, enter the subject that most closely approximates the subject and content of the course taken. For example, if the course is Introductory Microeconomics, choose the Economics department to review this course. If the course is World Religions, choose Religious Studies...and so on.

- For all nursing courses, INCLUDING but not limited to chemistry, biology, microbiology, nutrition, anatomy & physiology, and nursing statistics, please choose Nursing as the subject area. DO NOT choose Biology, Chemistry, etc.
Once all of the information is entered, click continue, which will take you to the following screen. This is where you will upload detailed information on the course(s) for review.

Helpful hints:

- Be sure to upload a full course syllabus, preferably with a week-by-week topic outline if available.

- For nursing course requests, particularly anatomy and physiology: If not already included in the syllabus, please be sure to note in the comments section how many hours per week the course met, a list of required exams and assignments, the required textbook, and any other information that may be relevant in evaluating your request. The more comprehensive you can be in submitting information from the start, the quicker your request will be able to be evaluated.

- Submit your lecture and lab courses TOGETHER in one XCAT request. For example, if you took CHEM 101/102 with labs and are seeking credit for NURS 061 (Biologically-Based Chemistry), please include information on all of these courses and upload all of the syllabi together in the same request. For NURS 062 (Cell Biology), please submit all general and cell biology course work and labs together. The same applies to microbiology course work and labs for NURS 063 (Microbiology). You can submit your Anatomy and Physiology Part I and Part II requests separately, as these are separate courses at Penn, but as above, please include the lecture and lab
elements for Part I in the same request and those for Part II in the same request. You can note any additional course work being submitted in the “enter comments for approver” field if XCAT will only allow you to enter one course Subject and ID in the designated fields.

Once all of the information has been uploaded and entered, click “SUBMIT to department for review.” The departmental reviewer will indicate his/her decision in the XCAT system, and you will be able to track this information when you log into your XCAT account.

Credit Posting

1. Once you have departmental approval in XCAT, please notify the Associate Director of Advising, Helen Xu, at helenxu@nursing.upenn.edu. She will monitor and post your approved transfer credit.

2. In order to post the credit, an official, final transcript is needed from the school where the course was taken. If you have not had the relevant official transcripts sent as part of the admissions process, please be sure to bring or have an those sent in a sealed envelope to:

   Office of Student Information  
   Killebrew-Laporte Center for Admissions & Student Affairs  
   Suite M-24, Claire M. Fagin Hall  
   418 Curie Boulevard  
   Philadelphia, PA 19104-4217  

   Via email (preferred) to: advisor@nursing.upenn.edu

3. Please note that you must have earned a C or better in the course in order for the credit to transfer. Additional information on School of Nursing transfer credit policies and procedures can be found here.

QUESTIONS?

Please contact Helen Xu, Associate Director of Advising, at helenxu@nursing.upenn.edu or 215-746-2356.