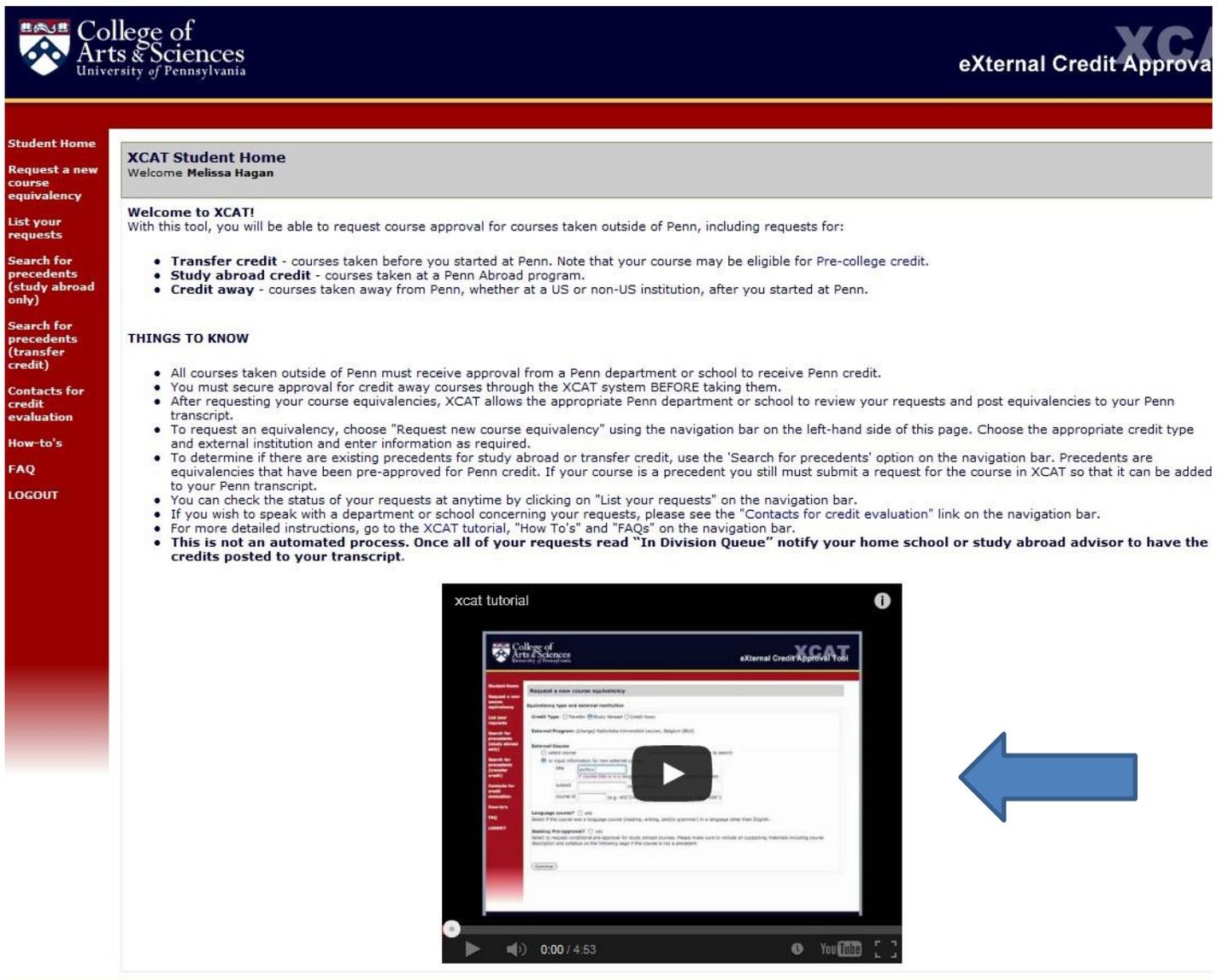


In order to seek transfer credit for previous course work, you must use the External Course Approval Tool (XCAT) to upload and submit information on those courses for formal review and approval. Although you may have received a preliminary credit evaluation during the admissions process, that is just 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.



**XCAT Student Home**  
Welcome **Melissa Hagan**

**Welcome to XCAT!**  
With this tool, you will be able to request course approval for courses taken outside of Penn, including requests for:

- **Transfer credit** - courses taken before you started at Penn. Note that your course may be eligible for Pre-college credit.
- **Study abroad credit** - courses taken at a Penn Abroad program.
- **Credit away** - courses taken away from Penn, whether at a US or non-US institution, after you started at Penn.

**THINGS TO KNOW**

- All courses taken outside of Penn must receive approval from a Penn department or school to receive Penn credit.
- You must secure approval for credit away courses through the XCAT system BEFORE taking them.
- After requesting your course equivalencies, XCAT allows the appropriate Penn department or school to review your requests and post equivalencies to your Penn transcript.
- To request an equivalency, choose "Request new course equivalency" using the navigation bar on the left-hand side of this page. Choose the appropriate credit type and external institution and enter information as required.
- To determine if there are existing precedents for study abroad or transfer credit, use the 'Search for precedents' option on the navigation bar. Precedents are equivalencies that have been pre-approved for Penn credit. If your course is a precedent you still must submit a request for the course in XCAT so that it can be added to your Penn transcript.
- You can check the status of your requests at anytime by clicking on "List your requests" on the navigation bar.
- If you wish to speak with a department or school concerning your requests, please see the "Contacts for credit evaluation" link on the navigation bar.
- For more detailed instructions, go to the XCAT tutorial, "How To's" and "FAQs" on the navigation bar.
- **This is not an automated process. Once all of your requests read "In Division Queue" notify your home school or study abroad advisor to have the credits posted to your transcript.**

xcat tutorial

College of Arts & Sciences  
University of Pennsylvania  
eXternal Credit Approval Tool

Request a new course equivalency

Equivalency type and external institution

Course Type:  Transfer  Study Abroad  Credit Away

External Program: (optional) Katholieke Universiteit Leuven, Belgium (BHU)

External Course

select course

or type information for new external course

name:

number:

language:

Language course?  yes

Select the language used in a language course (reading, writing, and/or grammar) in a language other than English.

Reading Requirement?  yes

Select the reading requirement for study abroad courses. Please make sure to include all supporting materials including course description and syllabus on the following page if the course is not a precedent.

0:00 / 4:53

YouTube

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.

The screenshot shows the 'Request a new course equivalency' page. At the top left is the College of Arts & Sciences logo. A red sidebar on the left contains navigation links: Student Home, Request a new course equivalency, List your requests, Search for precedents (study abroad only), Search for precedents (transfer credit), Contacts for credit evaluation, How-to's, FAQ, and LOGOUT. The main content area has a grey header 'Request a new course equivalency' and a section titled 'Equivalency type and external institution'. The form includes radio buttons for 'Credit Type' (Transfer, Study Abroad, Credit Away), an 'External Program' search field, and an 'External Course' section with radio buttons for 'select course' (with a dropdown menu) and 'or input information for new external course'. A 'Continue' button is at the bottom.

**College of Arts & Sciences**  
University of Pennsylvania

**Request a new course equivalency**

**Equivalency type and external institution**

**Credit Type:**  Transfer  Study Abroad  Credit Away

**External Program:**  *type partial program/school name to search*

**External Course**

select course

or input information for new external course

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.

Student Home

Request a new  
course  
equivalency

List your  
requests

Search for  
precedents  
(study abroad  
only)

Search for  
precedents  
(transfer  
credit)

Contacts for  
credit  
evaluation

How-to's

FAQ

LOGOUT

## Request a new course equivalency

### Equivalency type and external institution

**Credit Type:**  Transfer  Study Abroad  Credit Away

**\*\* Pre-college course? \*\***  yes

**Pre-college credit is credit for college courses taken while the student is in high school, before starting at Penn.** To be eligible for credit at Penn, such courses **MUST** meet **ALL** of the following criteria. [Click Here](#) to review the criteria. Math credit for courses taken while in high school and before starting Penn will not be accepted by the department. Please contact the Math department directly for more information about their departmental exams for credit instead of submitting a request here in XCAT.

**External Program:** (change) Miami Dade Community College

#### External Course

select course

or input information for new external course

title	<input type="text" value="Human Nutrition"/>
If course title is in a language other than English, please translate.	
subject	<input type="text" value="Nursing"/> (e.g. History)
course id	<input type="text" value="HUN 1201"/> (e.g. HIST240D. If there is no course id, enter "000")

**Language course?**  yes

Select if the course was a language course (reading, writing, and/or grammar) in a language other than English.

Continue

See hints below

**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.



**XCAT**  
eXternal Credit Approval Tool

**Non-precedent course - enter details**

**External course information** (required fields in red)

External Program: <b>Miami Dade Community College</b>		
Subject: (eg: Art History) Nursing	Course ID: (no spaces - eg: EH4412) HUN1201	Title: (translate to English) Human Nutrition
Penn semester course taken: select one		

**Penn subject area**

(Note: This is the department or program from which you seek credit at Penn, contact your academic advisor if you are unsure about which subject area to choose.)

select one

**Documentation and comments**

If you have trouble uploading due to file size or other reason, please email the department or school contact directly using the [contact page](#) with your attachment and reference to this request and add a comment to that effect in the "Comments for reviewers" box below. To ensure that reviewers can view your documents, the following file types are recommended but not required: .pdf .doc .xls .ppt .jpg .gif .rtf .txt Please limit file size to 2MB per document.

Upload course syllabus:	<input type="text"/>	<input type="button" value="Browse..."/>
Upload optional other supporting documents:	<input type="text"/>	<input type="button" value="Browse..."/>
	<input type="text"/>	<input type="button" value="Browse..."/>
Enter optional relevant URL's that provide information about the external course (online syllabus, course descriptions, etc.):	name: <input type="text"/>	url: <input type="text"/>
	name: <input type="text"/>	url: <input type="text"/>
Enter comments for approvers:	<input type="text"/>	

### 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](mailto: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](mailto: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](mailto:helenxu@nursing.upenn.edu) or 215-746-2356.