# XCAT 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.

E XCAT (DEV ENVIRONMENT)			
Create a	n External Credit Request	Cre	ate an External Credit Request
× close	? FAQ 🛅 DELETE 🛃 SAVE	Transfer Credit	Request from Indiana University Bloomington - Fall 2021
Credit Type O Course Information Supp For co	outring Info Outres without a precedent For courses without a precedent Review & Submit	× CLOSE	? FAQ 🔂 DELETE 🕁 SAVI
Select a credit type for your course from the options below: Transfer Study Abroad Credit Away		Credit Type  Curse Information	Supporting Info For courses without a precedent Penn Subject Areas For courses without a precedent  Term Taken Fail 2021
🐺 UNIVERSITY OF PENNSYLVAN	IA + PRIVACY POLICY + REPORT ACCESSIBILITY ISSUES AND GET HELP		Pick the closest match to a Penn term. Pick the closest match to a Penn term. Fise precedents, which are external courses previously taken by other students and pre-approved for will require additional information on the next page, including an upload of supporting documentation
c. Select the <i>Precede</i>	ent from the list and click Next.	To search the precedent list, enter your course name or IC  or example, "Intro to Accounting" or "ACCTIO1" 	or MATH1400: Calculus I



## d. Review your request and click *Submit*.

Create an Extern	al Credit Request
Transfer Credit Request from Indian	a University Bloomington - Fall 2021
× close	? FAQ 🛅 DELETE 🛃 SAVE
Credit Type Course Information For courses without a	precedent Or courses without a precedent Subject Areas
Review Your Request Before you submit, piease 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?	•
Precedent valid until	9/12/2024
< BACK	> SUEMIT
WINNERSITY OF PENNSYLVANIA + PRIVACY	POLICY + REPORT ACCESSIBILITY ISSUES AND GET HELP

## e. Your External Credit Request has been submitted.

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## **Request Credit for a Course with no Precedent**

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

Create an External Credit Request				
CLOSE			? FAQ	🖥 DELETE 🛃 SAVE
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 opti	ions below:		
Transfer				
Study Abroad				
Credit Away				
				> NEXT
	C UNIVERSITY	OF PENNSYLVANIA * PRIVACY POLICY *	REPORT ACCESSIBILITY ISSUES AND GET HE	LP

(mer a synaucus), mese requests win 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.

Cre	eate an External Credit Request
Transfer Credit Request -	History of Ireland from Indiana University Bloomington - Fall 2021
CLOSE	? FAQ 📋 DELETE 🕁 SAVE
Credit Type —— 🥑 Course Information ——	Supporting Info     For courses without a precedent     O     Review & Subn
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 courses that don't have	e an existing precedent. Additional supporting documentation is strongly encouraged.
	.pptx, .jpg, .png, .rtf, and .txt. Please limit the file size to 10 MB per document.
Course Syllabus Required	Other Supporting Documents Submit up to 5
Test Syllabus for XCAT 2.08.docx	UPLOAD

f. Review your request and click Submit.

	Create an Extern	nal Credit Request
	Transfer Credit Request - History of Ireland	rom Indiana University Bloomington - Fall 2021
× CLOSE		? FAQ 📅 DELETE 🕁 SAVE
🕑 Credit Type ——— (	Course Information — Supporting Info For courses without	a precedent — S Penn Subject Areas B Review & Submit
Review Your Reo Before you submit, ple	lucst ase take a moment to review your request.	
	Request Type	Transfer
	Institution	Indiana University Bloomington
	Term Taker	Fall 2021
	External Course	HIST 240: History of Ireland
	Based on an existing precedent	No - will require department approval
	Requested Penn Subject Area	HIST - HISTORY REES - RUSSIAN & EAST EUROPEAN STUDIES (ENG ENGLISH
	Comments	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.

	Create an External Credi	t Request	
	Transfer Credit Request from Indiana University	y Bloomington - Fall 2021	
CLOSE		? FAQ 🔯 🛛	ELETE 🕁 SAV
Credit Type 2 Course Info	rmation Supporting Info For courses without a precedent	Penn Subject Areas     For courses without a precedent	Review & Sub
Search for an external institution or pro	ogram:	Term Taken	
Indiana University Bloomington (132	(4)	Fall 2021	-
Use this search tool to determine if the credit at Penn. Courses that are not in t	e list? Contact registrar@upenn.edu for assistance. are are existing course precedents, which are external co the precedent list will require additional information on t equire approval.		
(like a syllabus). These requests will re-			
. , , .	r course name or ID from Indiana University Bloomingto	n:	
. , , .		n:	
To search the precedent list, enter your		n:	

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 Cre	dit Request	
Transfer Co	redit Request - History of Ireland from India	na University Bloomington - Fall 2021	
CLOSE		? FAQ	🗟 DELETE 🕁 SAVE
Credit Type —— 🥑 Course Inform	mation — Supporting Info For courses without a precedent	Penn Subject Areas For courses without a precedent	💿 Review & Subn
Please choose the Penn Subject Areas for			
HIST - HISTORY X REES - RUSSIAN & EAST E			×
For courses without a precedent, you may re-	request up to 3 subject areas.		
Please specify the Penn Course ID you v HIST 1121 This field is optional	would like to request equivalent credit for, or provide	any additional information prior to submitting	i your request.

g. Your External Credit Request has been submitted.

Create an External Credit Request			
Transfer Credit R	equest - History of Ireland from Indiana U	niversity Bloomington - Fall 2021	
< CLOSE		? FAQ 🔯	DELETE 🛃 SAVE
Credit Type —— 🤣 Course Information	Supporting Info	Penn Subject Areas	– 🥑 Review & Submi
	Your request has been sul	mitted	
	Your request has been sub	omitted.	