

# External Transfer Students Only: USING XCAT TO TRANSFER CREDIT FROM YOUR PREVIOUS INSTITUTION

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## Who should use XCAT?

External transfer students to Wharton who are seeking credit for courses taken at their previous institution up to and including the spring semester prior to their Penn matriculation should use the External Course Approval Tool (XCAT).

## What do I need to know about transferring credit?

After external transfer students matriculate they cannot take any additional coursework away from Penn UNLESS the credit is completed at a Penn-approved study abroad program.

Each course must be approved by the appropriate academic department for credit. Whether a particular course is eligible for transfer credit is at the discretion of the respective academic department.

Students may not transfer courses from outside Penn that were taken pass/fail and must have earned a grade of C or better to be considered for credit.

No transfer credits are accepted from any community college or two-year institutions.

Grades from courses taken at other institutions will not be calculated into a student's Penn grade point average.

## How do I use XCAT to get my courses approved?

1. Sign onto XCAT (<http://www.sas.upenn.edu/computing/xcat>) and follow the instructions to receive academic department approval from the University of Pennsylvania. Remember to submit your request to the correct academic department.
2. Once you have received department approval (the message "Dept approved, in division queue" will appear in the status of your course request), email your academic advisor to notify him/her that your coursework has been approved.
3. In September, meet with your advisor in G95 to finalize your credit transfer and plan your course schedule for the semester.

If you have any questions, please contact your academic advisor.