

XCAT COURSE EVALUATION FORM

Students must complete course evaluations BEFORE they take courses at another institution.

Who should use this form?

Please use this form if you are a Wharton student seeking credit for any coursework done at another institution except for **NURSING**, **ENGINEERING**, or **BUSINESS** courses.

If you are seeking approval for courses in **NURSING** or **ENGINEERING**, use the Transfer Credit Evaluation Form.

If you are seeking approval for courses in **BUSINESS**, please see an advisor in G-95. In general, business courses can only be taken at Wharton, or at a Wharton-approved study abroad location.

What do I need to know about XCAT?

Students must complete their XCAT Course Evaluation BEFORE they take courses at another institution.

Students who enter the University as freshmen may take a total of 4 summer courses at another institution. 4 courses is a total, not a per summer allowance.

Students who externally transfer to Wharton from outside of Penn may not transfer credit for classes taken at other institutions after they have matriculated UNLESS the credit is completed at a Penn-sponsored study abroad program.

In order to receive credit for coursework done at another institution, students must receive a "C" or better in the course(s). Courses taken at other institutions will not be calculated into a student's GPA except if the credit is completed on a Penn-sponsored study abroad program.

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

Dual degree students should file the course evaluation form with their home school and should consult with both schools about the requirements courses may satisfy.

How do I use XCAT to get my courses approved?

First, sign onto XCAT (<https://fusion.sas.upenn.edu/xcat>). Follow the instructions to receive academic department approval from the University of Pennsylvania. Remember to submit your request to the correct academic department.

When your coursework is approved you will see the message "**Dept approved, in college queue**" in the status of your course request. Once you have received this department approval, print out the screen that indicates your course has been approved and turn the printed screen in to G-95.

Submit one official transcript from the institution at which you completed your coursework. This transcript can be dropped off at G-95, or mailed in to:

Undergraduate Division
The Wharton School at the University of Pennsylvania
G95 Jon M. Huntsman Hall
3730 Walnut St.
Philadelphia, PA 19104-6340

When your credit is posted, you will receive an email confirmation. If you have any questions, please contact Megan Zahler at mzahler@wharton.upenn.edu