Undergraduate Division
The Wharton School
University of Pennsylvania
G95 Huntsman Hall
3730 Walnut St.
Philadelphia, PA 19104

USING XCAT TO TRANSFER CREDIT

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

Who should use XCAT?

Wharton single-degree students and dual-degree students whose home school is Wharton should use the External Course Approval Tool (XCAT) to request credit for any coursework done at another institution. All other students should consult with their home school.

What do I need to know about transferring credit?

Students who entered Penn as freshmen may take up to four course units outside of the University toward their degree. This includes summer courses and courses taken prior to matriculation at Penn. It does **not** include courses from Penn-approved study abroad programs.

Students who entered Penn as external transfers may not take any additional courses outside the University for transfer credit **unless** the credit is completed at a Penn-approved study abroad program.

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

Any courses taken after matriculation must be taken during the summer **unless** the credit is completed at a Penn-approved study abroad program.

Business courses can only be taken at Wharton or at a Wharton-approved study abroad program.

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

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

No transfer credits are accepted for online courses.

Grades from courses taken at other institutions will not be calculated into a student's Penn grade point average **unless** the credit is completed at a Penn-approved study abroad program.

How do I use XCAT to get my courses approved?

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.

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, email Lindy Black-Margida at lindyb@wharton.upenn.edu to notify her that your coursework has been approved.

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

>Wharton Undergraduate Division
>Attn: Lindy Black-Margida
>G95 Jon M. Huntsman Hall
>3730 Walnut Street
>Philadelphia, PA 19104-6340

When your credit is posted, you will receive an email confirmation. If you have any questions, please contact Lindy Black-Margida at lindyb@wharton.upenn.edu.