

Receiving Alternative Credit Project® Credits

(From American Council on Education Approved Providers)

Planning and Taking ACP Courses

Step 1:

Review the alternative Credit Project website <https://cms.ysu.edu/ysu/alternative-credit-project> to determine what courses YSU accepts.

Step 2:

Determine what course(s) you plan on taking and verify with your YSU academic advisor. You may need to complete a Transient Student Authorization form, which is available in the Dean's Office of the college you are enrolled in.

Step 3:

Once the course is completed, request an ACE Transcript to document the completed course and send it to the YSU admissions office.

Acquiring an ACE Transcript

Step 1: Create Your Account

Go to the ACE CREDIT® website at www.acenet.edu/transcripts.

Click on "Create an Account" and follow the prompts to create your account on the ACE CREDIT® website.



Step 2: Build Your ACE Transcript

Click on "Course Search" to select the appropriate ACE-approved provider and the course you have taken.

Registration on the ACE CREDIT® website costs **\$20** and includes one free transcript. Additional transcript copies are available for **\$15** each.

Your transcript request will generate an approval request from the ACE-approved provider. This approval process is generally completed within 48 hours.

Step 3: Order Your Transcript

Once your transcript request has been approved you will receive an automated email prompting you to log in to the ACE CREDIT® website.

Click on "Transcript Status" and follow the prompts to process your transcript request.

Your transcript will be sent electronically to the Office of Admissions at YSU through Escrip Safe.

Once received, the ACE transcript will be reviewed and posted per the guidelines of the Alternative Credit Project. You will see the credit, once posted, listed on the YSU transcript.

If you have any questions regarding the receipt of your ACE transcripts, please contact the Office of Admissions at YSU by email, kaavery@ysu.edu.

Any questions regarding the Alternative credit project can be referred to either Dr. Tammy King or Ms. Kimberly Verdone (contact information listed below).

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