

COLLEGE CREDIT **TRANSFER GUIDE**

This guide will show you how you can transfer
StraighterLine courses for credit at your school
in four easy steps:

1. Determine if Your School Accepts
StraighterLine Courses for Credit
2. Request Transfer Review
3. Enroll and Complete Your
StraighterLine Course(s)
4. Transfer Your Credits

STEP 1

DETERMINE IF YOUR SCHOOL ACCEPTS STRAIGHTERLINE COURSES FOR CREDIT

ARE YOU ATTENDING A **STRAIGHTERLINE PARTNER COLLEGE?**

Over 130 accredited colleges and universities have partnered with StraighterLine and guarantee credit transfer of StraighterLine courses.

- **Here's how to verify that you are attending a StraighterLine partner school:**

- Visit our full list of [Straighterline Partners](#)
- Confirm that your school is listed and has its own partner page with us

ACE CREDIT® COLLEGE & UNIVERSITY NETWORK

The American Council on Education's College Credit Recommendation Service, ACE CREDIT®, helps students gain academic credit for courses and examinations taken outside traditional degree programs. Many colleges and universities accept **ACE CREDIT® recommendations** for credit transfer purposes. ACE has reviewed and recommended StraighterLine courses for college credit.

- **To confirm that your school is a part of the ACE CREDIT® College & University Network:**

- Visit the [American Council on Education \(ACE\) CREDIT](#)
- While on this page, filter for "those schools accepting Workforce/Corporate"
- If your school is listed, your school likely accepts ACE Credit

StraighterLine courses are eligible for credit transfer if your school accepts ACE Credit transcripts with recommended semester credits.

- **To view the ACE CREDIT® recommendations for your StraighterLine course:**

- Visit the [ACE CREDIT® National Guide](#)
- Click on your StraighterLine course title and then scroll down to see "Credit Recommendations"

If your school is not a StraighterLine Partner or a part of the ACE Credit Network, Credit Eligibility can be determined as part of the Transfer Review in Step 2.

If your school does not accept StraighterLine or ACE Transcripts, please share your school's name with us by emailing enrollmentcounselor@straighterline.com so we can evaluate this school for future students.

STEP 2

REQUEST COURSE TRANSFER REVIEW

If you are attending a StraighterLine partner school, we have created a course equivalency guide that confirms which StraighterLine courses will transfer and how many credits will be awarded.

- **Here's how to view the Course Equivalency Guide** for your school:
 - Find your school on the [StraighterLine partner page](#)
 - Click on "View Courses" and see which courses transfer to your school and for how many credits

If you are not attending a StraighterLine partner school, to simplify the credit transfer process, StraighterLine has created an email template that you can use to request a course transfer review at your school.

- **Create an email** using our [StraighterLine Transfer Review](#) email template, along with our [StraighterLine Course with Syllabi & ACE Reviews List](#) to request a course evaluation and determine program Applicability. You'll find out if your course will transfer as an equivalency, fulfill a general requirement, or be applied as elective credit as well as how many credits will be applied. May also be used to determine Credit Eligibility if not confirmed in Step 1.
- Once you have customized your email template to reflect your personal information and request/s, **send it to your institution's Academic Advising office** (if you are a current student at your college/university) or your institution's Admissions Office (if you are a prospective student).
- Finally, **request to receive, in writing, confirmation that your StraighterLine course will transfer**, and how it will be counted. For example, will it be accepted as an elective, a direct course equivalent, or a general education requirement? Be sure to also verify if/how the course will fulfill your specific degree program requirement(s).

STEP 3

ENROLL AND COMPLETE YOUR STRAIGHTERLINE COURSE(S)

Once you've received written confirmation that your StraighterLine courses will be accepted for credit, [it's time to enroll](#) in your StraighterLine online college course. To receive course credit via a StraighterLine or ACE Credit Transcript, you will need complete your course with a passing grade (70%).

STEP 4

TRANSFER YOUR CREDITS

Upon completion of your StraighterLine course(s), you can use a StraighterLine transcript or an ACE CREDIT® Transcript for credit transfer purposes. Be sure to send the transcript accepted and preferred by your school to prevent any delays.

STRAIGHTERLINE TRANSCRIPT

To request a StraighterLine transcript, [simply submit your StraighterLine transcript request](#) in your MyLine account.

Your StraighterLine Transcript will contain:

- Course Name
- Letter Grade
- Number Grade
- Completion Date
- Proctored Exam Confirmation

Once you request your official StraighterLine Transcript, it will be sent to your school to be reviewed for college credit. Please allow 24-48 hours for processing the transcript and up to an additional 2 weeks for credit transfer processing at your school. Transcript delivery and processing can be quicker if your school accepts electronic transcripts.

ACE CREDIT® TRANSCRIPT

To receive an ACE Credit transcript, [submit your ACE transcript request](#) through the ACE CREDIT® Registry and Transcript System. Use our [How to Order an Official ACE Transcript](#) document to walk you through the transcript request process.

Your ACE Transcript will contain:

- Course Name (StraighterLine Name)
- Course Number (ACE Number)
- Credit Value
- Satisfactory S-Grade
- Completion Date

Once you request your official ACE Transcript, it will be sent it to your college advisor or registrar to be reviewed for college credit. It can take 7-14 days to process your ACE transcript request.

At StraighterLine, we are here to help you lower your cost of college and help answer any questions you might have about the credit transfer process. If you'd like to give one of our online courses a try, [sign up for a free trial today](#).

QUESTIONS ABOUT CREDIT TRANSFER?

Give StraighterLine a call today: **877.787.8375**

We are here to help!