

Transfer Credit Review Form

Approved by Academic Council 11-19-03

To be used when questions arise regarding Transcript Evaluations

If, after reviewing your evaluation you wish to have the equivalency decisions reviewed, **you should contact** the appropriate Department Office and provide the information listed below. Please refer to the list of current Department Offices and Department Chairs on the back.

**The Office of Records and Registration will assist you with this process if you have questions.
Please call 1-800-228-9972, ext. 7242.**

Please complete this form and attach all available material.

Name: _____ Student ID#: _____

Local Address: _____ City, State, Zip: _____

Local Telephone #: _____ Email: _____
Include Area Code

Institution where course was taken: _____

Semester and Year course was taken: _____

Request substitution of: Department/Course Number: _____ Title: _____

Semester hours: _____

For **Wayne State College**: Department/Course Number: _____ Title: _____

Semester hours: _____

| | | | |
|-----------|--|---------|--------|
| Attached: | Course Syllabus | ___ Yes | ___ No |
| | Course Catalog Information | ___ Yes | ___ No |
| | Copies of tests, papers, or other material | ___ Yes | ___ No |

Student Signature: _____ Date: _____

Please note: Department Chairs will have access to your transcripts online or as filed in the Office of Records and Registration.

To be completed by Academic Department/School

() Approved **and** () Add to TES or () One Time Approval

() Insufficient Information

() Not Approved (**provide brief explanation below**)

Student notified if not approved?

___ Yes ___ No

Department Chair Signature: _____ Date: _____

Registrar Signature: _____ Date: _____

Please return completed form to the Office of Records and Registration.

Academic Department Offices and Chairs 2022-2023

| Department | Course Prefix | Contact Person | Office | Telephone |
|--|--------------------------------|--|---------|-----------|
| Art and Design / Music | | | | |
| Department Chair – Art and Design | ART | Ms. Sarah Lemmon salemmo1@wsc.edu | SA 102 | ext. 7357 |
| Department Chair - Music | MUS | Dr. Angela Miller-Niles anmille1@wsc.edu | BE 110 | ext. 7514 |
| Business and Economics / Computer Tech and Info Systems | | | | |
| Department Chair – Business and Economics | BUS, ECO | Dr. Jeryl Nelson jenelso1@wsc.edu | GH 206B | ext. 7251 |
| Department Chair – Computer Tech and Info Systems | CIS, CSC | Dr. Tim Garvin tigarvi1@wsc.edu | GH 206J | ext. 7545 |
| Communication Arts / History, Politics, and Geography / Language and Literature | | | | |
| Department Chair – Communication Arts | CNA | Dr. Allyn Lueders alluede1@wsc.edu | HU 113C | ext. 7352 |
| Department Chair - History, Politics, and Geography | GEO, HIS, POS | Dr. Randy Bertolas raberto1@wsc.edu | CH 237 | ext. 7018 |
| Department Chair - Language and Literature | ENG, FRE, GER MLC, PHI, SPA | Dr. Stephanie Marcellus stmarce1@wsc.edu | HU 312 | ext. 7151 |
| Counseling / Educational Foundations and Leadership / Sociology and Psychology | | | | |
| Department Chair - Counseling | CSL | Dr. Alison Boughn albough1@wsc.edu | BH 204D | ext. 7374 |
| Department Chair – Educational Foundations and Leadership and Special Education | EDU, SPD | Dr. Christian Legler chlegle1@wsc.edu | BH 205H | ext. 7387 |
| Department Chair - Sociology and Psychology | PSY, SOC, SSC | Dr. Jeff Shelton jeshelt1@wsc.edu | CH 206 | ext. 7296 |
| Criminal Justice | | | | |
| Department Chair – Criminal Justice | CJA | Dr. Jason Karsky jakarsk1@wsc.edu | CH 204 | ext. 7139 |
| Health, Human Performance, and Sport | | | | |
| Department Chair - Health, Human Performance, and Sport | PED | Dr. Kris Fox krfox1@wsc.edu | RI 013A | ext. 7160 |
| Life Sciences / Physical Sciences and Mathematics | | | | |
| Department Chair - Life Sciences | BIO | Dr. Doug Christensen dochris1@wsc.edu | CS 207G | ext. 7345 |
| Department Chair - Physical Sciences and Math* | CHE, EAS, HSC MAT, NAT, PHY | Dr. Al Mitchell almitch1@wsc.edu | CS 107B | ext. 7334 |
| Technology and Applied Sciences | | | | |
| Department Chair - Technology and Applied Sciences | ITE, FCS, CED | Mr. John Vinchattle jovinch1@wsc.edu | CT 104B | ext. 7424 |

* Contact the Department OA for submission requirements

OA = Office Assistant