



# Wayne State College Transfer Credit Review Form

**\*To be used when questions arise regarding transcript evaluations\***

If you wish to have the equivalency decisions reviewed after your initial credit evaluation, you should contact the appropriate Department Office and provide the information listed below. Please refer to the provided list of current Department Offices and Chairs at the end of this form. The Office of Records and Registration will assist you with this process if you have questions. Please call 1-800-228-9972, extension 7272.

## Student information

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Local address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Include area code

## External institution information

College or university where course was completed: \_\_\_\_\_  
Semester and year course was taken: \_\_\_\_\_  
Course subject/number: \_\_\_\_\_ Course title: \_\_\_\_\_ Credit hours: \_\_\_\_\_

## Proposed course equivalent at Wayne State College

Course number: \_\_\_\_\_ Course title: \_\_\_\_\_ Credit hours: \_\_\_\_\_

Are the supporting materials attached?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Course syllabus                            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Course catalog information                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Copies of tests, papers, or other material | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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## 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 and all available material to the Office of Records and Registration.**

## Academic Department Offices and Chairs 2025-2026

### Art and Design Department

Course prefix: ART

#### Ms. Sarah Lemmon

Department Chair  
Studio Arts 102  
[salemmo1@wsc.edu](mailto:salemmo1@wsc.edu)  
402-375-7357

### Business and Economics Department

Course prefixes: BUS, ECO

#### Dr. Brian Kufner

Department Chair  
Gardner Hall 206E  
[brkufne1@wsc.edu](mailto:brkufne1@wsc.edu)  
402-375-7479

### Communication Arts Department

Course prefix: CNA

#### Dr. Allyn Lueders

Department Chair  
Humanities 303  
[alluede1@wsc.edu](mailto:alluede1@wsc.edu)  
402-375-7025

### Computer, Technology, and Information Systems Department

Course prefixes: CSC, CIS

#### Dr. Lori Nicholson

Department Chair  
Gardner Hall 206K  
[lonicho1@wsc.edu](mailto:lonicho1@wsc.edu)  
402-375-7017

### Counseling Department

Course prefix: CSL

#### Dr. Christian Legler

Associate Dean  
Benthack Hall 111C  
[chlegle1@wsc.edu](mailto:chlegle1@wsc.edu)  
402-375-7379

### Criminal Justice Department

Course prefix: CJA

#### Dr. Jason Karsky

Department Chair  
Connell Hall 204  
[jakarsk1@wsc.edu](mailto:jakarsk1@wsc.edu)  
402-375-7139

### Educational Foundations and Leadership Department

Course prefixes: EDU, SPD

#### Dr. Christian Legler

Associate Dean  
Benthack Hall 111C  
[chlegle1@wsc.edu](mailto:chlegle1@wsc.edu)  
402-375-7379

### Health, Human Performance, and Sport Department

Course prefix: PED

#### Dr. Kris Fox

Department Chair  
Rice 013A  
[krfox1@wsc.edu](mailto:krfox1@wsc.edu)  
402-375-7160

### History, Politics, and Geography Department

Course prefixes: GEO, HIS, POS

#### Dr. Randy Bertolas

Department Chair  
Connell Hall 237  
[raberto1@wsc.edu](mailto:raberto1@wsc.edu)  
402-375-7018

### Language and Literature Department

Course prefixes: ENG, FRE, GER, MLC, PHI, SPA

#### Dr. Stephanie Marcellus

Department Chair  
Humanities 311  
[stmarce1@wsc.edu](mailto:stmarce1@wsc.edu)  
402-375-7151

### Life Sciences Department

Course prefix: BIO

#### Dr. Doug Christensen

Department Chair  
Carhart Science 207G  
[dochris1@wsc.edu](mailto:dochris1@wsc.edu)  
402-375-7345

### Physical Sciences and Mathematics Department

Course prefixes: CHE, EAS, HSC, MAT, NAT, PHY

#### Dr. Al Mitchell

Department Chair  
Carhart Science 107B  
[almitch1@wsc.edu](mailto:almitch1@wsc.edu)  
402-375-7334

### For submission requirements, contact:

Holly Kathol  
Office Assistant  
Carhart Science 106  
[hokatho1@wsc.edu](mailto:hokatho1@wsc.edu)  
402-375-7329

### Psychology and Sociology Department

Course prefixes: PSY, SOC, SSC

#### Dr. Christian Legler

Associate Dean  
Benthack Hall 111C  
[chlegle1@wsc.edu](mailto:chlegle1@wsc.edu)  
402-375-7379

### Technology and Applied Science Department

Course prefixes: ITE, CED

#### Dr. Erin Arneson

Department Chair  
Center for Applied Technology 104G  
[erarne01@wsc.edu](mailto:erarne01@wsc.edu)  
402-375-7126