

Transfer Students - Students wanting to transfer to OJC should have their previous official college transcript sent to OJC as soon as possible. Unofficial transcripts are not accepted and an official transcript must come directly from all colleges attended. Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to OJC. This process usually takes three weeks.

Transfer students should be aware of Otero Junior College policy information. This includes that only Otero Junior College coursework will be used in computing grade point averages for graduation and for any academic honors. Students must be in an Associate of Arts, Associate of Science, Associate of Applied Science or an Associate of General Studies degree program. Transfer of academic credit to the college is governed by the following policies and procedures: Otero Junior College may examine credits to ensure that the content is not outdated or obsolete; Otero Junior College accepts credit from postsecondary institutions that are accredited by one of the approved six regional accrediting associations or by specified articulation agreements; credit may be awarded for courses in which a grade of "D" was received. However, certain programs may exclude the use of coursework in which the "D" grade was received.

Following is the Colorado transfer appeals process. Contact the Vice President for Student Services if you have any questions.

Transfer dispute appeals process for Colorado public Colleges and universities

1. Otero Junior College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes.
2. Students must file an appeal within 15 days of receiving their transcript evaluation by writing the Registrar at the receiving institution. The decisions made in the transcript review will be binding if the student fails to file a complaint within this time. Upon receipt of the student's written appeal, the receiving institution will have 15 days to respond in writing to the student.
3. If the dispute cannot be resolved between the student and the staff of the receiving institution, the student may appeal in writing to the sending institution. The campus presidents from the sending and receiving institution will attempt to resolve the dispute within 30 days from the receipt by the sending institution of the student appeal. Agreement between the sending and receiving institution will constitute a final and binding decision which the receiving institution will communicate to the student.