



Student Disciplinary and Grievance Procedures

Students are expected to adhere to the Student Code of Conduct and policies and procedures of the College and if students are charged with violating this College's code, they are entitled to have these procedures followed in the consideration of the charge. Copies of the Student Disciplinary Procedure are available from the Vice President of Student Services or go to: <http://www.ojc.edu/content/policy/pdf/SP4-30.pdf>

The Student Grievance Procedure is intended to allow students an opportunity to present an issue which they feel warrants actions, including the right to secure educational benefits and services without regard to sex, race, national origin or ancestry, creed, color, disability, or age, and have the issue considered in a prompt and equitable fashion. Copies of the Student Grievance Procedure are available from the Vice President of Student Services or go to: <http://www.ojc.edu/content/policy/pdf/SP4-31.pdf>

If the basis of the claim is discrimination and/or harassment based on federal or state civil rights laws, the student must file a grievance under the Civil Rights Grievance and Investigation Process. If the accused (respondent) is a student, please refer to SP 4-31a. If the respondent is an OJC employee, please refer to SP 3-50a. Copies of the policies can be viewed at: <http://www.ojc.edu/ComplaintProcedures.aspx>

Distance Education Grievance and Appeal Procedures

A student taking any Otero Junior College courses who has a complaint about her or his experience with Otero Junior College has two options:

1. The student can follow Otero Junior College's process for student complaints, which is located in this document.
2. The student may also contact the Higher Learning Commission, which is OJC's accrediting agency, at the following web link:
<http://higherled.colorado.gov/Academics/Complaints/default.html>

Students who reside outside of Colorado while attending Otero Junior College in many cases can file a complaint in the state where they are residing. As required by federal regulations, below is a web link of agencies in each state where complaints can be filed.
<http://www.sheeo.org/stateauth/Links%20to%20Complaint%20Process.pdf>

Before exercising either of the above options, students should know that most (if not all) external complaint processes require that the student exhaust all avenues of complaint internal to the institution before they will consider a grievance.