

How to transfer in credits or course work from other colleges

Step 1: Submit your records for evaluation.

- Official college transcripts for the courses that you would like to transfer credit from sent:
Otero Junior College
ATTN: Registrar's Office or (admissions@ojc.edu)
1802 Colorado Avenue
La Junta, CO
- If you are wanting to transfer courses from more than one institution, you must have transcripts from where the course was originally taken.
- If you are transferring credit from an institution from outside the U.S., it must be evaluated/translated by a credential evaluation service. There are many to choose from including [SpanTran](#) which is very user friendly and gives our students a discount on both translations and evaluations of credit.

Step 2: Review and Evaluation – OJC Registrar's Office reviews and evaluates the academic transcripts received to determine what credits are transferable. This process usually takes 3 weeks to complete.

Step 3: Once an evaluation has taken place, the students will be sent an evaluation of the credits that are transferable to OJC and those credits are added as transferred credits to your student record.

IMPORTANT CRITERIA REGARDING TRANSFERRING COURSEWORK

- Students must be in an AA, AS, AAS or AGS program to transfer in credit.
- OJC will verify that the content of coursework is not outdated or obsolete.
- Credit must come from a post-secondary institution that is accredited by one of the approved 6 regional accrediting associations or by specified agreements.
- While credit may be awarded for courses in which a grade of "D" was received, program requirements may exclude the use of coursework in which the "D" grade was received.

You can appeal the transfer course review and evaluation decision by filing an appeal within 15 days of receiving the transcript evaluation by writing the Registrar at the receiving institution.

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.

The decisions made in the Otero Junior College shall adhere to the Colorado Commission on Higher Education policy and general procedures for solution of transfer disputes