



The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.

Policy on Transfer of Students and Earned Credits

Objective: The objective of this policy is to allow transfer of earned credits of relevant skills and knowledge prior to enroll to the programs of interest offered in CTK. The prior knowledge and skills may be earned from other institute or from CTK.

Responsible Person: It is the responsibility of Academic dean to lead the admission committee to work with fairness and integrity of all incoming students with prior skills and knowledge to provide allowable credits towards their program of study

Outline of Activities: Followings are the outline of activities of the admission committee headed by its Academic Dean.

1. Collect the preliminary enrollment form, copy of Diploma and/or certificate from previous institute, and any previous work/skills learned or gained in work force, and the High School Diploma, and the intent of student to transfer credit, from admission officer.
2. Academic dean will call the meeting of the admission committee. The admission committee will make the decision whether to provide credit, and if it is decided to provide credit how many credit will be allowed to the student. S/he will make the final decision to pass to the admission officer.
3. The admission officer will pass the decision of the admission committee to the student and discuss with the student for the next step of the admission process including formal enrollment in the program.

Review, Evaluation and revision of the policy:

The credit transfer policy is reviewed and evaluated by the staff meeting and/or by the Institutional advisory board at least annually and revised as needed.