



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

Student Retention Plan

Objective:

CTK has established its institutional retention plan to increase the rate of completion and success in the program.

Responsible Person

This responsibility goes to SSC who organizes meeting of low perform student with the class instructor and the student advising headed by the Director.

List of Activities

1. Instructor inform the SSC about the low performance of student in the class
2. SSC organize meeting of instructor, student and Director
3. Director Includes input from faculty and students and makes a creative plan for the student in concern
4. Director suggest using the recommended plan to the students for his/her success in the course.

Reviewed, evaluated and revised

This policy is evaluated on an annual basis by collecting inputs and feedback from staff and faculty, in the staff meeting and/or by the institutional advisory board, and revised as needed.

The results of the plan are shared with all the faculty and staff by SSC