



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

Policies for Associate Degree Programs

CTK Healthcare and Career Institute

Academic Policy Manual

Policies Included

1. Credit Transfer Policy
2. Academic Governance Policy
3. Academic Practice Policy
4. Grade Appeal Policy

Prepared for Associate Degree Program Documentation

Note: This document includes selected policies applicable to associate degree programs. All other applicable institutional policies and procedures are included in the School Catalog.



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

Table of Contents

1. Credit Transfer Policy	Page _1_
1.1 Purpose	Page _1_
1.2 Maximum Transfer Credit	Page _1_
1.3 Minimum Enrollment Requirement	Page _1_
1.4 Course Age Limitation	Page _1_
1.5 Eligible Institutions	Page _1_
1.6 Review and Approval Process	Page _2_
1.7 Final Determination	Page _2_
1.8 Graduation Requirement	Page _3_
1.9 Policy Review	Page _3_
2. Academic Governance Policy	Page _4_
2.1 Purpose	Page _4_
2.2 Scope	Page _4_
2.3 Committee Structure	Page _5_
2.4 Approval and Implementation	Page _5_
2.5 Policy Review	Page _5_
3. Academic Practice Policy	Page _7_
3.1 Purpose	Page _7_



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

3.2 Scope	Page _7_
3.3 Responsible Person	Page _7_
3.4 Academic Progress and Advising	Page _8_
3.5 Academic Standing, Probation, and Dismissal	Page _8_
3.6 Course Repeat, Withdrawal, and Readmission	Page _8_
3.7 Transcripts and Academic Records	Page _8_
3.8 Academic Integrity and Student Conduct	Page _9_
3.9 Policy Review	Page _9_
4. Grade Appeal Policy	Page _10_
4.1 Purpose	Page _10_
4.2 Scope	Page _10_
4.3 Grounds for Appeal	Page _10_
4.4 Informal Resolution	Page _10_
4.5 Formal Grade Appeal Process	Page _11_
4.6 Timeline for Appeal	Page _11_
4.7 Review Levels	Page _11_
4.8 Final Decision Authority	Page _12_
4.9 Documentation and Recordkeeping	Page _12_
4.10 Protection from Retaliation	Page _12_
4.11 Policy Review	Page _12_



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

Credit Transfer Policy

1. Purpose

This policy establishes the requirements and procedures for evaluating and awarding transfer credit toward associate degree programs.

2. Maximum Transfer Credit

Students may transfer a maximum of 30 quarter credits toward an associate degree program. Transfer credits accepted by the institution will be applied only when they are determined to be equivalent and applicable to the student's program of study.

3. Minimum Enrollment Requirement

Regardless of the number or type of transfer credits accepted, a student may not graduate from an associate degree program in fewer than four academic quarters. All students must meet the institution's minimum enrollment and program completion requirements before a degree may be awarded.

4. Course Age Limitation

Courses completed more than seven years before the date of transfer-credit evaluation are not eligible for transfer. This limitation applies to all coursework, including general education requirements, unless otherwise required by applicable law or regulation.

5. Eligible Institutions

Transfer credit may be awarded for coursework completed at a U.S. college or university accredited by an accrediting agency recognized by the appropriate U.S. higher education authorities.



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

Coursework completed outside the United States may also be considered for transfer credit if the student provides an official course-by-course evaluation from a recognized credential evaluation agency or an accreditation/equivalency authority approved or accepted by U.S. higher education authorities. The evaluation must show that the coursework is equivalent in level, credit value, and academic content to coursework offered by an accredited U.S. college or university.

Coursework from non-accredited institutions, non-collegiate training providers, or institutions for which U.S. equivalency cannot be verified will not be accepted for transfer credit unless approved through a separate institutional review process.

6. Review and Approval Process

All requests for transfer credit must be reviewed and approved by the Academic Committee, which shall consist of the Academic Dean, the Program Chair, and one instructor from the applicable academic program or discipline. Students requesting transfer credit must submit official transcripts directly from the issuing institution. The Academic Committee will review official transcripts, course descriptions, syllabi, credit hours, course level, course content, and applicability to the student's degree program. The committee may also request additional documentation, including course descriptions, syllabi, catalogs, or other materials needed to determine course equivalency. Transfer credit will be awarded only when the committee's determination is documented and confirms that the prior coursework is comparable in content, level, scope, and academic rigor to the corresponding course or requirement in the associate degree program.

7. Final Determination

Approval of transfer credit is not automatic. The Academic Committee has final authority to determine whether transfer credit will be accepted and how approved credits will apply to the student's degree requirements. Accepted transfer credits will be recorded on the student's academic record in accordance with institutional procedures.



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

8. Graduation Requirement

Transfer credit does not waive any graduation requirement unless specifically approved by the Academic Committee. Students remain responsible for completing all required coursework, minimum enrollment periods, program requirements, and institutional graduation requirements.

9. Policy Review

The academic committee may meet at least once each year to review this policy matters, and to make changes as needed.



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

Academic Governance Policy

1. Purpose

The purpose of this policy is to establish a formal process for academic governance and decision-making related to academic programs, curriculum, degree requirements, instructional matters, and student academic policies. This policy ensures that academic decisions are reviewed, discussed, documented, and approved through an appropriate academic governance process.

2. Scope

This policy applies to all associate degree programs and other academic programs offered by the institution. The Academic Governance Committee may review, discuss, and make recommendations or decisions regarding the following areas:

- Changes to academic programs;
- Degree requirements and graduation requirements;
- Requirements for degree conferral;
- Credit hour or clock hour changes;
- Curriculum changes;
- Course descriptions and course sequencing;
- Syllabus content and syllabus updates;
- Student learning outcomes and program learning outcomes;
- Instructional delivery methods, including on-ground, hybrid, online, or other approved formats;
- Academic calendar matters;
- Attendance requirements and academic participation policies;
- Academic standards and student progress requirements; and
- Other academic policies or procedures affecting program quality, academic integrity, or student completion.



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

The committee shall discuss the proposed changes and determine whether the changes are academically appropriate, consistent with institutional policies, and aligned with applicable accrediting, state, and federal requirements. Decisions, recommendations, or approvals made by the committee shall be documented in meeting minutes or other official institutional records.

3. Committee Structure

The institution shall maintain an Academic Governance Committee to review, discuss, and make decisions or recommendations regarding academic matters. The committee may include faculty, academic administration, program chairs, academic advisors, and other appropriate institutional representatives.

The committee may meet as needed to discuss academic program changes, degree requirements, graduation requirements, curriculum updates, and other academic matters affecting students, faculty, or program delivery.

4. Approval and Implementation

Academic changes approved or recommended by the Academic Governance Committee shall be submitted for any additional institutional approval required by policy. When applicable, changes shall also be reviewed for compliance with accrediting agency requirements, state authorization requirements, federal regulations, or other external approval requirements before implementation.

Approved changes shall be communicated to affected students, faculty, advisors, and administrative staff in a timely manner. Changes may be reflected in the catalog, student handbook, syllabi, program materials, enrollment documents, or other official institutional publications as appropriate.

5. Policy Review



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

The academic governance committee may meet at least once each year to review this policy matters, and to make changes as needed.



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

Academic Practice Policy

1. Purpose

The purpose of this policy is to establish consistent academic practices and procedures related to student academic progress, advising, degree planning, academic standards, faculty responsibilities, instructional quality, student support, and program effectiveness.

2. Scope

This policy applies to all academic programs, faculty, program chairs, academic advisors, and students. The policy covers academic practices related to academic advising, student progress, course scheduling, grading, assessment of student learning and program effectiveness, professional development for faculty, academic standing, faculty qualifications, instructional assignments, assessment, student support, and retention.

3. Responsible Person

The Program Chair is responsible for overseeing and implementation of academic practices that may include but not limited to the following:

- Program Effectiveness
- Faculty Qualifications,
- Teaching Assignments, and Evaluation
- Examinations, Make-Up Work, and Incomplete Grades
- Textbooks and Instructional Materials
- Student Retention

The Program Chair may work with program instructors, academic advisors, academic administration, and student support staff to implement, review, and improve academic practices for below academic aspects.



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

4. Academic Progress and Advising

The Program Chair, in collaboration with program instructors and academic advisors, shall monitor student academic progress and provide guidance to support student success. Academic advising may include degree planning, course sequencing, scheduling guidance, graduation requirements, academic standing, and student support needs.

Students shall be advised regarding the courses required for program completion and the recommended sequence of courses needed to complete the degree in a timely and appropriate manner.

5. Academic Standing, Probation, and Dismissal

The institution shall maintain standards for satisfactory academic progress. Students who do not meet academic requirements may be placed on academic probation, required to complete an academic improvement plan, or subject to dismissal in accordance with institutional policy.

Students shall be informed of probation and dismissal procedures, including any available appeal or readmission process.

6. Course Repeat, Withdrawal, and Readmission

Students may be permitted to repeat courses in accordance with institutional policy. The institution shall establish deadlines and procedures for course withdrawal, including the academic and financial implications of withdrawal when applicable.

Students seeking readmission after withdrawal, dismissal, or an extended absence must follow the institution's readmission procedures. Readmission may be subject to academic review, program availability, and current degree requirements.

7. Transcripts and Academic Records



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

The institution shall maintain accurate academic records, including grades, course completions, transfer credits, academic standing, and degree completion status. Official transcripts shall be issued in accordance with institutional procedures and applicable recordkeeping requirements.

8. Academic Integrity and Student Conduct

Students are expected to maintain academic integrity and comply with institutional standards of student conduct. Acts of academic dishonesty, misconduct, plagiarism, cheating, falsification, or other violations may result in disciplinary action in accordance with institutional policy.

9. Policy Review

The Academic Practice Committee may meet at least once each year to review this policy matters, and to make changes as needed.



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

Grade Appeal Policy

1. Purpose

The purpose of this policy is to establish a fair and consistent process for students to challenge a final course grade when they believe the grade was assigned in error, was not consistent with the course syllabus, or was not based on the stated grading criteria.

2. Scope

This policy applies to student appeals of final course grades. A grade appeal is not intended to challenge an instructor's academic judgment unless there is evidence of error, inconsistency, unequal treatment, miscalculation, or failure to follow the grading procedures stated in the course syllabus.

3. Grounds for Appeal

A student may submit a grade appeal based on one or more of the following reasons:

- A mathematical or clerical error in calculating the grade;
- The grade was not assigned according to the grading criteria stated in the syllabus;
- Required coursework, examinations, or assignments were not properly considered;
- The student was treated differently from other students in the same course;
- The grade was affected by a documented procedural error.

4. Informal Resolution

Before submitting a formal grade appeal, the student should first contact the instructor to discuss the grade and request clarification. The instructor should review the student's concern and provide an explanation of the grade.

If the matter is resolved at this level, no further action is required.



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

5. Formal Grade Appeal Process

If the matter is not resolved through informal discussion, the student may submit a written grade appeal to the School Director. The written appeal must include:

- The student's name and program;
- The course name and course number;
- The instructor's name;
- The grade being appealed;
- A clear explanation of the reason for the appeal;
- Supporting documentation, such as graded assignments, examinations, syllabus provisions, emails, or other relevant records.

6. Timeline for Appeal

A student must submit a formal grade appeal within ten business days after the final grade is posted or made available to the student. Appeals submitted after the deadline may be denied unless the student demonstrates exceptional circumstances that prevented timely submission.

7. Review Levels

The School Director shall review the appeal and may consult with the instructor, Program Chair, Academic Dean, or other appropriate institutional personnel as needed. The review may include examination of the syllabus, gradebook, assignments, examinations, attendance records, communication records, and any documentation submitted by the student or instructor.

The School Director may request additional information from the student or instructor before making a final decision.



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

8. Final Decision Authority

The School Director has final decision-making authority for grade appeals. After reviewing the appeal and supporting documentation, the School Director may uphold the original grade, require correction of a clerical or calculation error, or approve a grade change when supported by the evidence.

The decision of the School Director shall be final.

9. Documentation and Recordkeeping

All grade appeals, supporting documentation, review notes, and final decisions shall be documented and maintained in accordance with institutional recordkeeping policies. The student shall be notified of the final decision in writing.

10. Protection from Retaliation

Students have the right to submit a grade appeal in good faith. Retaliation against a student for submitting a grade appeal is prohibited.

11. Policy Review

The school director may meet with program chairs, academic dean, and any personnel who is determined as relevant for this purpose at least once each year to review this policy matters, and to make changes as needed.