



Welding Program Student Handbook

**Students are expected to follow the general rules and regulations of the College as written in the College's Student Handbook.*

**Student Handbooks constitute Student Policy and are revised as needed at the discretion of the Healthcare Program Manager*



Florence-Darlington Technical College

Corporate & Workforce Development

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2026-2027

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Academic Information

- **Grading Methodology:** The final grade must be 75.00 or more to pass the course/program. Grades will not be rounded up. A final grade of less than 75.00 is not passing in the Welding Program and does not meet department requirements.
- **Academic Misconduct:** Academic integrity is expected. Academic misconduct may result in withdrawal from a course/program.

Attendance Information

Absence from an examination or other graded activity:

- An 85% attendance rate is mandatory for all students in welding classes/programs for successful completion. All students receiving tuition subsidies must attend the first day of class, or tuition subsidies will be withdrawn. Students are responsible for punctual and regular attendance in all classes, laboratories, and other class activities. When illness or other emergencies occur, the student is responsible for notifying instructors. Students should also inform the instructor in advance if they know they are going to miss class. Students must take responsibility for completing missed work if approved for late submission by instructors. Students should not expect that they will be allowed to make up work, such as quizzes or tests, after an absence. Instructors are not responsible for re-teaching materials students miss when they are absent. Students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and for completing missed work if approved for late submission by instructors.
- **Tardiness:** Students are tardy if not in class at the time the class is scheduled to begin. **Students who are tardy are admitted to class at the discretion of the instructor.** Students are expected to be in class the entire class time. They should not enter late or leave early. Rare exceptions may be made, particularly in emergency circumstances, but students should be prepared to explain their tardiness to the instructor after class. Likewise, students should explain before class any need to leave early. Excessive tardiness may result in removal from a program. Time missed due to tardiness will be added to the total absentee time.

Attendance parameters for SC WINS Scholarship Funds:

- Any student who is Unsuccessful in a class because of attendance issues must wait one year from the start date of that class before they can take another class.
- If the student has experienced extenuating circumstances that resulted in absences from class, they can submit these circumstances in writing to the Welding Program Manager. The Welding Program Manager will present it to the VP of Workforce & Continuing Education for review.
- Any student who is Unsuccessful in a class but has met the attendance requirements must wait six months from the start date of that class before they can take another class.
- Any student who is Unsuccessful in two classes is no longer eligible for scholarship funds.
- Students are allowed to move their registration in a class a total of two times. No more moves will be granted after that.

Student Services

At FDTC, we do our best to give our students all the resources they need to succeed in class and in life.

- **Accessibility & Disability:** Florence-Darlington Technical College works to make sure its programs, services, and activities are accessible to all otherwise qualified students, in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act as Amended (ADAAA). It is the student's responsibility to self-disclose as a student with a disability and to request accommodations through Disability Services. A student's initial request for accommodations should preferably occur prior to the beginning of each semester but can be requested at any time during the semester. Accommodation is not retroactive. Please call 843.661.8305 for more information and assistance.
- **Career Preparation:** Looking for assistance in finding a job? FDTC Continuing Education and Workforce Development have developed an online Career Center to help make the task a little easier by having job information available at the click of your mouse: collegecentral.com/fdtd

Jury Duty

- Daytime Welding students who are called for jury duty should request to be excused from jury duty if the duty interferes with classroom, laboratory, or clinical experiences. Delay in this process may jeopardize the chances of the student being excused by the court. The student is responsible for obtaining the missed classroom materials from the course instructor.

Inclement Weather Policy

- School delays or closings will be posted on the college website, fdtd.edu. Please check sources below in the following order for the most immediate updates:
 1. FDTC website: fdtd.edu
 2. FDTC emails – sent to students, faculty, and staff FDTC email accounts.

Protecting Your Health

Change in Health Status:

Welding students must notify the Welding Program Manager of any changes in their health status that occur following admission to the program such as pregnancy, injuries, major illness or surgery. Documentation from a health care provider that the student is mentally, physically, and emotionally capable of undertaking the requirements of the program in which they are enrolled will be required for the student to continue in the program.

Pregnancy:

Any student who is pregnant must have her health care provider complete the Department Changes in Health Status form regarding her ability to perform all expected welding functions fully, safely, and without jeopardizing the health and well-being of the student or fetus before registration each semester. To resume her class activities after delivery, the student must bring a written statement from her healthcare provider. Students who do not bring these statements will not be permitted to continue their class. If a student does NOT declare her pregnancy, the Department of Welding will assume that a pregnancy does NOT exist.

Equipment:

Students are frequently given assignments that require the use of equipment without direct instructor supervision. Care of this equipment is essential, and students are expected to leave the equipment in good repair. If problems arise during the use of equipment, it should be reported immediately to the instructor or Program Manager. Students may not remove equipment from any classroom or lab.

Student Conduct

- **Food/Drink:** Eating or drinking in the classroom or labs is not allowed unless approved by the instructor.
- **Cell phones and other electronic devices that may disrupt the environment are not allowed to be turned on during lecture and lab unless deemed appropriate by instructor. The situational and temporary use of cell phones to enhance the learning experience is up to the discretion of the instructor.** Students are allowed to use their cell phone during breaks and lunch break only. Extraordinary situations for cell phone use will be at the discretion of the instructor as will the situational use of phones to enhance the learning experience. Basic calculators are allowed for quizzes/tests/exams.
- **Children on Campus:** Students of the College shall not bring children to work or class even if the children are being watched by someone else while the student is in class. The College cannot assume the responsibility for supervision of children of students. Students must have adequate arrangements for their children during online classes.
- **Smoking Policy:** FDTC is a non-smoking campus. Students are not allowed to smoke or vape on campus.

Alcohol/Drug Policies:

Use of drugs or alcohol are strictly prohibited while on campus. The Welding Program reserves the right to test any student suspected of being under the influence of drugs or alcohol while in class. No student under the influence of alcohol/drugs or impaired in any way will be allowed to attend class, lab, or to remain on campus. Violations/suspected violations will be immediately reported to the Vice President of Student Services and to the proper law enforcement officials. Reasons to suspect violations of the Alcohol/Drug policy **include but are not limited to:**

- Smell of alcohol on breath, other unexplained body or breath odor
- Slurred speech
- Impaired coordination
- Fine hand tremor
- Excessive absenteeism, tardiness, frequently leaves class
- **FDTC reserves the right to require a drug or alcohol screen at any time during the program.**

The following characteristics are expected of students at all times:

- Academic integrity.
- Truthfulness.
- Active listening and active learning.
- Punctuality.
- Open to constructive feedback.

Remember:

- **Violation of Welding Program requirements may result in dismissal from the program.**
- **Instructors may dismiss any student from class who is not adhering to policies. This dismissal would be counted as an unexcused absence for the day.**

Contact Information:

Danny Martin

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843.413.2817

Office of Student Services

Genell Gause

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I have read and understand the policies and procedures in the Florence-Darlington Technical College Healthcare Programs Policies & Procedures Handbook.

Student Signature & Date

Student Name (Please Print)

FDTC Witness Signature