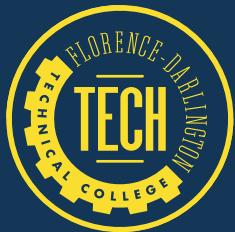


Healthcare Program Student Handbook

**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
fdtc.edu | CERegistration@fdtc.edu | 843.413.2715

2026-2027

Students are expected to follow the general rules and regulations as written in this Student Handbook. The Student Handbook constitutes Student Policy and is revised as needed at the discretion of the CWD Director of Programs.

Academic Information

- **Grading Methodology:** The final grade must be 75.00 or more to pass all healthcare programs/classes with the exception of EMT (see below). Grades will not be rounded up. A final grade of less than 75.00 is not passing in Healthcare Programs and does not meet department requirements. Students must have a 75.00 to be deemed safe to attend clinical.
- **EMT Grading Methodology:** The final grade for EMT students must be 80.00 or higher. Grades will not be rounded up. Students must have an 80.00 to be deemed safe to attend ride time.
- **Academic Misconduct:** Healthcare professionals hold the public trust. Academic misconduct by Healthcare students calls that trust into question. Academic integrity is expected. Academic misconduct may result in removal from a course/program.
- **Online Classes:** All Healthcare policies and procedures apply to online classes. Students are bound by all policies and procedures whether they are participating in face-to-face instruction or online instruction. Students attending class from a remote location other than a FDTC campus are bound by these policies and procedures.

Attendance Information

Absence from an examination or other graded activity:

- A 90% attendance rate is mandatory for all students in healthcare classes/programs for successful completion. Students who miss too much time to be able to meet this requirement will be immediately removed from their respective program. EMT students are required by the SC DPH to complete 200 hours of curriculum, and the EMT student attendance rate is measured using this requirement. EMT students who miss too much time to be able to meet the 200-hour requirement will be immediately removed from the program. All students receiving tuition subsidies must attend the first day of class or tuition subsidies will be withdrawn. **Students are urged to reserve absences for emergencies.** Students are responsible for punctual and regular attendance in all classes, laboratories, clinicals, field trips 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.
- **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. Likewise, students should explain before class any need to leave early. Excessive tardiness may result in removal from a program. Contact hours will not be accrued for any time that is missed.

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 Healthcare Program Manager. The Healthcare 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 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.

- **Tutoring** is offered to provide academic/ preparation and support; assist in the reduction of failure rates; the development of basic skills; assist in retention, the development of a positive attitude toward learning; effective study habits; self-confidence; and to increase the student's understanding of the subject matter: tutors@fdtc.edu.
- **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. Accommodations are 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 has 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/fdtc

Class Dress Code Policy

- Personal appearance of Florence-Darlington Technical College Healthcare students is important. Certain basic regulations must be followed. The instructor may dismiss any student not adhering to this policy. This dismissal would be counted as an unexcused absence for the day.
- Scrubs in the designated program color must be worn to class every day. EMT students wear navy blue pants and a navy-blue polo shirt with a black belt and black shoes. EMT students will receive a FDTC shirt when ride time begins.
- Body cleanliness is mandatory with adequate bathing, use of deodorant, and oral hygiene.
- Judicious use of cosmetics should be practiced. Use of scented products is not allowed for healthcare students.

Guidelines for Appropriate Use of Social Networking Websites

- Social networking websites provide unique opportunities for students to get to know one another, share experiences, and maintain contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Healthcare Programs, the clinical sites, or Florence-Darlington Technical College. It is also important to ensure patient information is not made publicly available. The Healthcare Program Department provides the following guidelines to assist students to safely use these sites:

Protection of Patient Information:

- Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.
- HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.
- Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine to whom you are referring based on the context.
- Use of social networking sites can have legal ramifications. Comments made regarding care of patients or that portray you or your colleagues in an unprofessional manner can be used in court or other disciplinary proceedings.
- Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place. This also applies to video content that is shared.
- Keep in mind that the use of social networking sites during lecture, lab, and clinical is prohibited unless the instructor and/or clinical site has deemed otherwise.
- Students may be subject to disciplinary actions within the college for comments that are unprofessional or violate patient privacy.

Jury Duty

- Healthcare 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

- During clinical rotations/ride times, if Florence-Darlington Technical College is closed, or classes are canceled due to inclement weather, then clinical/ride time is automatically canceled. School delays or closings will be posted on the college website, www.fdtc.edu. If Florence-Darlington Technical College classes are on a delayed schedule, students should report to their clinical/ride time site at the time that the college is scheduled to open. Please check sources below in the following order for the most immediate updates:
 1. FDTC website: fdtc.edu
 2. FDTC emails – sent to students, faculty, and staff FDTC email accounts.

Protecting Your Health

Health Status:

Student health information is kept confidential. Release of health forms to clinical facilities may be required to be eligible for clinical rotations. The Healthcare Program Department retains health files for 90 days after a student graduates or withdraws from a program. The files are then destroyed.

Change in Health Status:

Healthcare students must notify the Healthcare Program Director 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 to undertake 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 division Changes in Health Status form regarding her ability to perform all expected clinical and practical functions fully, safely, and without jeopardizing the health and well-being of the student, fetus, or patient before registration each semester. To resume her class and clinical 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 clinical experience. If a student does NOT declare her pregnancy, FDTC will assume that a pregnancy does NOT exist.

OSHA's Bloodborne Pathogens Standard:

Healthcare Program students will receive training on bloodborne pathogens and are expected to follow Centers for Disease Control and Prevention Standard Precautions at all times, including but not limited to wearing gloves when working with clients, washing hands before and after all client contact, and using PPE (mask, gown, gloves, eyewear) when needed to prevent exposure to blood and body fluids/substances.

Move/Transfer:

Students will be allowed to move or transfer a resident/client/patient only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this program.

Mechanical Lift Operation Policy:

Nursing Assistant students are not allowed to operate any mechanical lift until they have reviewed the facility's policy and attended a hands-on demonstration on their use and operation. The facility's policy will always be followed in the use of these lifts as well as these additional physical restraints. Students will be allowed to operate a mechanical lift only in the presence of their instructor. Any violation of this policy will be sufficient grounds for immediate dismissal from this course.

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 Director. Students may not remove equipment from any classroom or lab.

Student Conduct

- **Food/Drink:** Eating or drinking in the classroom is not allowed unless approved by the instructor. This includes online classes unless permission has been granted by the instructor. No eating or drinking is allowed in the lab.
- **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. Students must not use cellphones during online classes unless usage is deemed appropriate for instruction by the instructor.
- Basic calculators are allowed for quizzes/tests/exams. No other mechanical, internet, recording, or messaging devices are allowed during testing. Only instructor approved mechanical and internet devices may be used for online testing.
- **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:** Students are not allowed to use any tobacco products or vape in the classroom or in a clinical facility. Students must follow the procedures of their clinical facility at all times regarding tobacco products or vaping. Use of tobacco products and/or vaping is not permitted during online class.
- **Conviction of a Crime:** If a student is arrested and/or charged with a crime after completing his or her initial criminal background investigation (CBI), the student must notify the Healthcare Program Manager in writing within 24 hours of the offense occurring. If the Healthcare Program Manager is not appropriately notified in writing within this time limit, disciplinary action will be taken against the student.
- **FDTC reserves the right to require a new background check at any time during the program.**

Alcohol/Drug Policies

Use of drugs or alcohol are strictly prohibited while on campus or at clinical/ride time. FDTC reserves the right to test any student suspected of being under the influence of drugs or alcohol while in class or at clinical/ride time. Violations/suspected violations will be immediately reported to the Vice President of Student Services and to the proper law enforcement officials. Any student under the influence of alcohol/drugs or impaired in any way will be removed from campus.

Reasons to suspect violations of the Alcohol/Drug policy include but are not limited to:

- Smell of alcohol on breath or other unexplained body or breath odor.
- Slurred speech.
- Impaired coordination.
- Hand tremors.
- Excessive absenteeism, tardiness, or frequently leaving 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.
- Assumes responsibility for course preparation and participation.
- Open to constructive feedback.
- Punctuality.
- Communicates in a medically professional manner and treats clients/residents, instructors, and other students professionally and respectfully.

Remember:

- **Violation of Healthcare Program requirements may result in dismissal from the program. This includes online classes and programs.**
- **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. This includes online classes.**
- **Violation of Healthcare Program requirements may result in a determination of clinical unsoundness. Students deemed to be clinically unsound by their instructor will not be allowed to attend clinical and will be dismissed from program.**

Clinical & Ride Times

- **Clinical/Ride Time absences by healthcare students will not be tolerated. In the event of a clinical absence, the student must provide a doctor's excuse, death notice, etc., indicating unusual circumstances that would justify the absence or tardiness. Make up clinical/ride time may be arranged at the discretion of the Healthcare Program Manager and the Instructor. The ability to schedule additional clinical hours is not guaranteed. Absences from clinical will result in the student's inability to demonstrate mastery of the clinical outcomes for a course and may result in dismissal from the course/program. Clinical/ride time site assignments are subject to change.**
- **A "No Call/No Show" for clinical/ride time is unprofessional conduct and the student will be withdrawn from the program. "No Call/ No Show" Process:**
 1. Student does not show up at clinical site and does not contact **both the instructor and clinical/ride time site.**
 2. Instructor contacts student informing he/she that they must meet with the instructor and Healthcare Program Manager prior to returning to clinical/ride time.
 3. Instructor notifies Healthcare Program Manager that a potential "no call/no show" has occurred.
 4. Instructor and Healthcare Program Manager meet with the student and provide student an opportunity to share his/her account of the events resulting in the potential "no call/no show." At this meeting the instructor and Healthcare Program Manager inform the student:
 - A. That a "no call/no show" did not occur.
 - B. That a "no call/no show" did occur and the student is dismissed from the program on the day of the meeting.
 - C. That the student may contact the Associate Vice President of Engagement & Student Success, Genell Gause, if they feel that the actions taken were unfair.

Clinical/Ride Time Dress Code:

- A Florence-Darlington Technical College ID photo/name badge or a clinical facility ID photo/name badge will be worn at all times in the clinical area.
- Smoking, chewing gum, eating food or drinking is not permitted in the clinical area.
- Uniforms must be clean and neatly pressed at all times. Shoes must be closed toe and closed heel. Socks must be worn at all times during clinical/ride time.
- While in uniform, hair must be clean, off the face and shoulders and without bows, ornamental clips and ribbons. For males, sideburns should be no longer than the tip of the earlobe. Hair, mustache, and beards should be conservatively styled and neatly trimmed.
- Rings are limited to a plain, simple band. Earrings are limited to one small button type on each ear. No other visible body piercing ornaments are allowed when participating in clinical/ride time at an outside facility.
- Tattoos or other forms of body art must be covered at clinical/ride time in healthcare facilities.
- Pierced tongue art is not allowed when participating in clinical/ride time at healthcare facilities.
- Fingernails must be clean and short. No fingernail polish is allowed. Acrylic, gel, or silk wrap nails are not allowed when participating in clinical/ride time at healthcare facilities.

Clinical Accidents:

- Any clinical/ride time, or classroom related accident **must be reported to the clinical instructor and the Healthcare Program Director immediately.** Instructors are equally responsible for notifying the Healthcare Program Manager and any other authorized personnel of any accidents. **The instructor and Healthcare Program Manager will work to ensure that the student receives the proper care.**

Professional Conduct and Confidentiality While at Clinical/Ride Time:

- **Cell phones are not allowed at clinical/ride time or when clients/patients are present. No exceptions will be made.**
- The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was enacted to protect the privacy of all health information. It is the responsibility of Healthcare Program students to maintain the confidentiality of patient information. **Under no circumstances should a student convey confidential information to anyone not involved in the care of the patient.** Students are not allowed to use cell phones or cameras in clinical facilities, the classroom, or the lab. (See guidelines for appropriate use of social networking.) Students are also expected to maintain professional confidentiality regarding other students, hospital/facility employees and physicians.

Confidential information includes but is not limited to:

- A. The identity and addresses of individuals served and services they received.
- B. The social and economic conditions or circumstances of any person served.
- C. All medical information including diagnoses.
- D. Information identified as confidential by appropriate federal and state authorities.
- E. Special care needs to be taken to preserve the dignity and confidentiality of patients, including those patients with infectious diseases or conditions.
- F. Case discussion, consultation, examination, and treatment are confidential and should be conducted discreetly.
- G. The patient has the right to expect that all communications and records pertaining to his/her care should be treated as confidential.

Breach of professional conduct and/or confidentiality may result in disciplinary action and/or termination from the course/program.

Contact Information:

Keneisha Whittington

Healthcare Program Director
Corporate & Workforce Division
keneisha.whittington@fdtc.edu
843.413.3221

Office of Student Services

Genell Gause

AVP for Student Success & Engagement
genell.gause@fdtc.edu
843.661.8351

Student Handbooks constitute Student Policy and are revised as needed at the discretion of the Healthcare Programs Director.

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