LCME Standards
11.5 – Confidentiality of Student Educational Records
11.6 – Student Access to Educational Records

Scope
University of South Carolina (USC) School of Medicine Greenville students

Policy Statement
A transcript of a student’s record carries the following information: current status; a detailed statement of the scholastic record showing courses taken with semester hours carried, semester hours earned, grades, grade points, grade point average, and system of grading; a permanent record of all failures, incomplete grades, and penalties (such as suspension or probation); cumulative USC School of Medicine Greenville grade totals; and references to other college or universities attended, dates attended, and the total transfer credits accepted by the University. Copies of transcripts are available from the Office of the University Registrar and must be requested in writing by memo or form. Each transcript request must include a written statement of consent to release the transcript, full name or names used, student number, current mailing address, dates of attendance, location of attendance, and date of birth to assure proper identification of the record requested.

Reason for Policy
To provide USC School of Medicine Greenville students clarity on the transcript policy

Procedures
Official transcripts must be requested from Self Service Carolina. A fee is charged for each official transcript copy requested. Information on the procedure for requesting an official transcript can be accessed on the University of South Carolina website: http://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/transcripts/index.php.

Unofficial transcripts are available to students via Self Service Carolina at no charge, and regardless of the status of a transcript hold.

No official transcript will be issued to/for a student who is indebted to the University. With the exception of copies made for internal University use, no copy of a student’s record will be released to anyone (including the State Department of Education) without the student’s written consent.
Sanctions
Students who have outstanding balances to the University are not permitted to receive an Official Transcript.

Additional Contacts
Office of Financial Aid and Student Records
Office of Academic Affairs
Office of Student Affairs

Related Information
USC School of Medicine Greenville Student Handbook
USC School of Medicine Greenville Academic Bulletin
USCSOMG – STAF – 3.2 – Registration/Records/Diploma Holds Policy

History
- Date of Change: 06/04/2018
- Change: Move to standardized template
- Reason for Change: LCME CQI