



Policy Title

University Record Appeals

Identifier

USCSOMG – STAF – 3.3

Prepared by: Office of Student Affairs

Approved by: Student Affairs Policy Committee

Reviewed by: USCSOMG Policy Review Committee

Communicated to: USCSOMG Students

Date: 04/01/2018

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Date: 06/09/2018

Date: 07/16/2018

Effective Date: 07/16/2018

LCME Standards

9.9 – Single Standard for Promotion/Graduation and Appeal Process

10.3 – Policies Regarding Student Selection/Progress and their Dissemination

11.6 – Student Access to Educational Records

Scope

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

Policy Statement

To ensure that records are accurate and not misleading, students may challenge the content of University records and request correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein.

Reason for Policy

To provide USC School of Medicine Greenville students with clarity on university record appeals

Procedures

If a student believes that their record is inaccurate, misleading or otherwise inappropriate, they should first request correction from the individual or entity who initially created the record. This request must be made in writing. If the student is not granted what they perceive as a satisfactory outcome, the student should then submit a written request for redress to the Sr. Asst. Director of Financial Aid and Student Records, in the Office of Student Affairs, who will then make arrangements for access to the records. The Sr. Asst. Director of Financial Aid and Student Records will also coordinate the process to revise the records should the appeal be approved. Appeals of this nature should take the form of a written request and may include email.

Sanctions

n/a

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-ACAF-3.03-Handling of Student Records

History

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