Policy Title
University Record Appeals

Identifier
USCSOMG – STAF – 3.3

Prepared by: Office of Student Affairs  Date: 04/01/2018
Approved by: Student Affairs Policy Committee  Date: 05/30/2018
Reviewed by: USCSOMG Policy Review Committee  Date: 06/09/2018
Communicated to: USCSOMG Students  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. Ass. 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. Ass. 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