



Policy Title
Transcript

Identifier
UofSCSOMG – STAF – 3.01

Prepared by: Office for Student Affairs	
Reviewed by: Student Affairs Policy Committee	Review Date: 04/30/2018
Approved by: UofSCSOMG Policy Committee	Approval Date: 07/09/2019
	Effective Date: 07/15/2019

LCME Standards

- 11.5 – Confidentiality of Student Educational Records
- 11.6 – Student Access to Educational Records

Scope

University of South Carolina (UofSC) 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 both semester and cumulative credit hours carried, credit hours earned, grades, quality points, grade point average, and system of grading; a permanent record of all failures, incomplete grades, and penalties (such as suspension or probation); and references to other college or universities attended, dates attended, and the total transfer credits accepted by the University.

Reason for Policy

To provide UofSC School of Medicine Greenville students clarity on the transcript policy

Procedures

Official transcripts must be requested from Self Service Carolina or via the use of an internal form (https://greenvillehealthsystem.formstack.com/forms/transcript_request) in the case of graduating students requesting to have their official transcripts delivered to the SC Board of Medical Examiners by the Manager of Financial Aid and Registration. A fee is charged for each official transcript copy requested, and the transcript is usually mailed or transmitted electronically within one business day of payment. 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 instantly 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 any individual or entity (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 for Financial Aid and Student Records

Office for Academic Affairs

Office for Student Affairs

Related Information

UofSC School of Medicine Greenville Student Handbook

UofSCSOMG – STAF 3.02 – Registration/Records/Diploma Holds Policy

UofSC ACAF 3.03 Handling of Student Records (<http://www.sc.edu/policies/ppm/acaf303.pdf>)

UofSC ACAF 3.09 Registration Holds (<http://www.sc.edu/policies/ppm/acaf309.pdf>)

History

Date of Change	Change
July 2019	Clarified timing on return of transcripts and statement on confidentiality. Editorial changes made due to branding updates and titles.
June 2018	Policy formalized into standardized template, LCME CQI