



Policy Title

Registration / Records / Diploma Holds

Identifier

UofSCSOMG – STAF – 3.02

Prepared by: Office for Student Affairs	
Reviewed by: Student Affairs Policy Committee	Review Date: 04/30/2018
Approved by: UofSCSOMG Policy Committee	Approval Date: 06/04/2018
	Effective Date: 07/16/2018

LCME Standards

11.6 – Student Access to Educational Records

Scope

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

Policy Statement

Registration Hold - Every student is expected to discharge all obligations to the University as promptly as possible. Students who fail to meet their obligations to the University will not be permitted to register for classes.

Transcript and Diploma Holds - No student or individual duly authorized by the student shall be issued a copy of the student’s transcript or receive verification, oral or written, of information contained therein, or be issued a diploma if the student is indebted to the University, the School of Medicine or any affiliated training institutions or agencies and/or if a student is in arrears or default on student loans, and/or if a student fails to participate in required assessment activities. However, requests for verification of enrollment will be fulfilled in circumstances required for student loans and as required for use of Title IV funds.

Reason for Policy

There are several ways that a student may have an outstanding bill or other requirement to UofSC or the UofSC School of Medicine Greenville at graduation or the change of semester. This policy outlines the effects of those outstanding requirements and how to remove them.

Procedures

Registration hold: Students must complete the outstanding requirements to UofSC, UofSC School of Medicine Greenville, or any affiliated institution. For detailed information on the hold, the student can request this information from the Manager of Financial Aid and Registration or directly from the employee/office that

placed the hold. This information should include instructions for the student that result in the removal of the hold. Upon completion, the student will be eligible for course registration.

Transcript and Diploma Holds: To clear a transcript/diploma hold, students must complete any outstanding requirements to UofSC, UofSC School of Medicine Greenville, or any affiliated institution. For detailed information on the hold, the student can request this information from the Manager of Financial Aid and Registration or directly from the employee/office that placed the hold. This information should include instructions for the student that result in the removal of the hold. Upon completion, the student will be eligible to receive their official transcript and/or diploma. The UofSC School of Medicine Greenville will continue to verify enrollment for students who have transcript/diploma holds, regardless of the hold status. This includes enrollment verification for the purposes of student loans and Title IV funds.

Sanctions

A hold on a student's registration, transcript or diploma.

Additional Contacts

Office of Financial Aid and Student Records

Related Information

UofSC School of Medicine Greenville Student Handbook

UofSC School of Medicine Greenville Academic Bulletin

[UofSC – ACAF 3.09 – Registration Holds](#)

History

Date of Change	Change
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI