Policy Title
Registration / Records / Diploma Holds

Identifier
USCSOMG – STAF – 3.2

<table>
<thead>
<tr>
<th>Prepared by: Office for Student Affairs</th>
<th>Review Date: 04/30/2018</th>
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<tbody>
<tr>
<td>Reviewed by: Student Affairs Policy Committee</td>
<td>Approval Date: 06/04/2018</td>
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<tr>
<td>Approved by: UofSCSOMG Policy Committee</td>
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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**
USC School of Medicine Greenville Student Handbook
USC School of Medicine Greenville Academic Bulletin
USC-ACAF-3.09-Registration Holds

**History**

<table>
<thead>
<tr>
<th>Date of Change</th>
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<tr>
<td>July 2019</td>
<td>Editorial changes made due to branding updates and titles; formal approval not required.</td>
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<tr>
<td>July 2018</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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