



Policy Title:
Transcripts

Policy Identifier:
USCSOMC – Adm – 1.01

Prepared by: Office of the Registrar	Creation Date: 3-21-24
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Category: Admissions/Registrar	

LCME Standards

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

Scope

University of South Carolina (USC) School of Medicine Columbia 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 references to other college or universities attended, dates attended, and the total transfer credits accepted by the University.

Reason for Policy

The LCME expects that medical student educational records are confidential and available only to those members of the faculty and administration with a need to know, unless released by the student or as otherwise governed by laws concerning confidentiality.

Procedures

All official transcripts must be requested from the Office of the University Registrar. A fee of \$12 is charged for each transcript copy requested unless the transcript is for use with a current application to The Graduate School.

https://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/index.php

No 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 anyone (including the State Department of Education) without the student’s written consent.

Contacts



Office of the Registrar

History

Date of Change	Change
3-21-24	Moved policy to new template