



Policy Title:

Registration, Records, and Diploma Holds

Policy Identifier:

USCSOMC - Adm – 1.02

Prepared by: Office of the Registrar	Creation Date: 3-21-24
Reviewed by: Student Services Committee	Review Date:
Approved by: MD Program Policy and Procedures Committee	Effective Date: 7-16-24
Category: Admissions/Registrar	

LCME Standards

11.6 – Student Access to Educational Records

Scope

University of South Carolina (USC) School of Medicine Columbia 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 as required for use of Title IV funds.

Reason for Policy

This policy outlines the requirement for a student to have satisfied all outstanding obligations in order to access their records, register for classes, and to receive their diploma.

Procedures

Students should contact either of the Office of the Registrar and/or the Financial Aid Advisor in order to receive guidance in discharging all obligations and having the hold on their records/registration/diploma removed.

Contacts



Office of the Registrar
Financial Aid Advisor – Office of Student Affairs

History

Date of Change	Change
3-21-24	Drafted policy in new template