



## **Policy Title**

Transcript

**Identifier**  
USCSOMG – ACAF 2.08

<b>Prepared by:</b> Office for Academic Affairs	
<b>Reviewed by:</b> Curriculum Committee	<b>Review Date:</b> 03/13/2025
<b>Approved by:</b> USCSOMG Policy Committee	<b>Approval Date:</b> 04/02/2025
	<b>Effective Date:</b> 04/02/2025

## **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 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 USC School of Medicine Greenville students clarity on the transcript policy.

## **Procedures**

Official transcripts must be requested from Self Service Carolina. All transcripts are requested through and processed by the main campus in Columbia. Information on the procedure for requesting an official transcript can be accessed on the [USC Registrar website](#). A fee is charged for each official transcript copy requested, and the transcript request is processed 2-3 days after receipt.

Unofficial transcripts are instantly available to students via [Self Service Carolina](#) at no charge, and regardless of the status of a transcript hold. It is recommended that students review their transcript to ensure all final grades have been posted before ordering a transcript. If there is an inaccurate grade in the transcript, students have the opportunity to request a review by filling out this [webform](#).

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

N/A

## Additional Contacts

Registrar

Office for Academic Affairs

Office for Student Affairs

## Related Information

USC School of Medicine Greenville Student Handbook

USCSOMG – ACAF 2.09 – Registration/Records/Diploma Holds Policy

[USC ACAF 3.03](#) Handling of Student Records

[USC ACAF 3.09](#) Registration Holds

## History

Date of Change	Change
April 2025	Provided a webform for students to request a review if a grade on the transcript is inaccurate. Changed identifier to academic affairs.
January 2025	Fixed broken link, formal approval not required
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