



## Policy Title

Registration / Records / Diploma Holds

## Identifier

USCSOMG – ACAF- 2.09

<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

11.6 – Student Access to Educational Records

## Scope

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

## Policy Statement

**Registration Hold** – Per [USC ACAF 3.09](#), 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** - Per [USC ACAF 3.09](#), No student or person 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 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 given in circumstances required for student loans. The agreement for Title IV funds requires reporting by the institution.

## Reason for Policy

This policy outlines the effects of outstanding requirements to USC or the USC School of Medicine Greenville or the partner health system at graduation or the change of semester and how to remove them.

## Procedures

**Clearing holds:** Students must complete the outstanding requirements to USC, USC School of Medicine Greenville, and any affiliated institution, including the partner health system. For detailed information on reason for the hold, the student can request this information from the Registrar ([registrar@greenvillemed.sc.edu](mailto:registrar@greenvillemed.sc.edu)). Upon completion of the requirement, the hold will be removed.

**Sanctions**

If a student does not complete all requirements, a hold is placed the student’s registration, transcript or diploma.

**Additional Contacts**

Registrar

**Related Information**

USC School of Medicine Greenville Student Handbook

USC School of Medicine Greenville Academic Bulletin

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

**History**

Date of Change	Change
April 2025	Updated for accuracy, removed redundant language. Strengthened language in response to policy audit. Changed identifier to academic affairs.
July 2024	Updates to branding and titles, formal approval not required.
July 2019	Editorial changes made due to branding updates and titles; formal approval not required.
July 2018	Policy formalized into standardized template, LCME CQI