

Number: OSDS 10.00
Section: Office of Student Disability Services

Subject: Complaint and Appeals

Date: July 1, 2007

Policy for: Office of Student Disability Services; Columbia Campus
Procedure For: Office of Student Disability Services; Columbia Campus
Authorized by: Karen Pettus
Issued by: Office of Student Disability Services

I. Policy

Any student may file a disability-related complaint or appeal in writing to the Director of Student Disability Services. The Director will act promptly to resolve the issue to include, but not limited to, investigating the complaint, resolving the issue, and/or referring the student to an appropriate campus department.

II. Procedure

Students may issue a complaint or appeal a decision by writing a letter of complaint addresses to the Director of Student Disability Services. The address is:

Director
The Office of Student Disability Services
University of South Carolina
112A LeConte
Columbia, SC 29208.

The director will respond by way of a letter within 30 days.

If a student wishes to make a further appeal they may do so by writing:

Executive Assistant to the President for Equal Opportunity Programs
University of South Carolina
1600 Hampton Street, Suite 805
Columbia, SC 29208