

Policy Number: LODS 8.00
Department: Disability Services
Subject: Complaint and Appeals
Date: May 25, 2010
Policy for: Office of Disability Services-Lancaster Campus
Procedure for: Office of Disability Services-Lancaster Campus
Authorized by: Walt Collins
Issued by: Office of Disability Services

I. Policy

Any student may file a disability-related complaint or appeal in writing to the coordinator of Disability Services. The Coordinator will act promptly to resolve issues including, 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 or appeal and addressing it to the Coordinator of Disability Services at the address below:

Office of Disability Services
PO Box 889
Lancaster, SC 29721

The Coordinator will respond by letter within ten (10) business days.

If a student wishes to make a further appeal, he or she may do so by sending a letter to:

Associate Dean of Student Affairs
PO Box 889
Lancaster, SC 29721