

NUMBER: SDRC 9.00  
SECTION: Student Disability Resource Center  
SUBJECT: Complaint and Appeals  
DATE: July 1, 2007  
REVISED: February 8, 2019  
Policy for: Student Disability Resource Center; Columbia Campus  
Procedure for: Student Disability Resource Center; Columbia Campus  
Authorized by: Karen Pettus  
Issued by: Student Disability Resource Center

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### I. Policy

Any student may file a disability-related complaint or appeal in writing to the Director of the Student Disability Resource Center. 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 addressed to the Director of the Student Disability Resource Center. The address is:

Director  
The Student Disability Resource Center  
112A LeConte  
Columbia, SC 29208

The Director will respond by way of letter within 30days.

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

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

### III. Reason for Revision

Policy was revised on February 8, 2019 in order to reflect changes in department name.