

# Appeals

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