

NUMBER: STAF 6.00

SECTION: Division of Student Affairs and Department of Academic Support

SUBJECT: Disability Discrimination

DATE: June 1, 1993

REVISED: October 10, 2016

Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Vice President for Student Affairs  
Issued by: The Office of Student Disability Services

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## I. Policy

The University of South Carolina's policy is to provide students a prompt and equitable method of resolving complaints alleging any action prohibited by the U.S. Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

The Americans with Disabilities Act (ADA) states, in part, that "an individual with a disability" is a person who has a physical or mental impairment that substantially limits one or more "major life activities," has a record of such an impairment, or is regarded as having such an impairment.

## II. Procedures

- A. Student complaints of discrimination based on a disability must be forwarded in writing to the Director of Student Disability Services, 112A LeConte, Columbia, SC 29208. For additional information, call (803) 777-6142.
- B. A complaint must be filed in writing within 15 working days after the complainant becomes aware of the alleged violation. If the complainant needs assistance composing the complaint, appropriate assistance may be arranged through the Office of Student Disability Services.
- C. An appropriate investigation shall follow the filing of a complaint. The investigation shall be conducted by the Director or Assistant Director of Student Disability Services. The investigation may be conducted informally but will be thorough, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

- D. A written determination of the validity of the complaint and a description of the resolution, if any, shall be issued by the Director of Student Disability Services and forwarded to the complainant as soon as the investigation is concluded, normally no later than 30 working days after the filing of the complaint.
- E. The complainant may request a reconsideration of the investigation if dissatisfied with the resolution. The request for reconsideration must be made in writing to the Office of Equal Opportunity Programs, 1600 Hampton Street, University of South Carolina, Columbia, SC 29208, within 10 working days of the complainant's receipt of the notification of the resolution. For additional information, call (803) 777-3854.
- F. The Section 504 and ADA coordinator for students on the Columbia campus shall maintain the files and records of Section 504 and ADA complaints filed by students at USC-Columbia. In addition, such files and records necessary for system-wide Section 504 and ADA monitoring and reporting purposes shall be maintained by the Office of Equal Opportunity Programs.
- G. The right to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 and ADA complaint with the appropriate state or federal department or agency.

### III. Reason for Revision

Policy updated to include newly created position of assistant director.