



WEST VIRGINIA STATE UNIVERSITY

APPEAL OF A REASONABLE ACCOMMODATION DETERMINATION

This form is to be used by a West Virginia State University employee / applicant who wishes to appeal the determination of the employee's / applicant's request for a reasonable accommodation.

ALL APPEALS MUST BE RECEIVED BY THE Vice President of Business and Finance or other designated individual WITHIN THIRTY (30) DAYS OF THE DATE OF NOTIFICATION OF THE INITIAL DETERMINATION.

Please submit a copy of your appeal to the Vice President of Business and Finance at kwilliams41@wvstateu.edu.

INSTRUCTIONS: The employee/applicant should complete Section I of this form and forward it in an envelope marked "Confidential" to the Vice President of Business and Finance.

SECTION I – TO BE COMPLETED BY EMPLOYEE / APPLICANT

Name:

Type of Accommodation Requested:

Date of Reasonable Accommodation Determination:

Statement of Appeal (clearly state all grounds for appeal; attach additional sheets as necessary):

I am attaching the following additional documentation (do not resubmit any documentation):



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I affirm that I have reviewed this accommodation appeal and that it is true to the best of my knowledge, information and belief.

Date Signature of Employee / Applicant

SECTION II – FOR DEPARTMENT USE

Date Appeal Received:

Date of Acknowledgement:

Disposition of Appeal:

Date of Notification of Disposition: