



MEMORANDUM

To: Students, Parents, Employees, and Visitors Requiring Accessibility Accommodations

From: Business & Finance Office

Date: June 27, 2025

Subject: Temporary Accessibility Arrangements Due to Ramp Closure – Louis Bennett Hall

As part of the ongoing teardown and reconstruction of Louis Bennett Hall (LBH), the accessibility ramp connecting Clark Hall to LBH will be closed and removed. A new ramp will be constructed in its place. During this time, accessible entry to LBH via this route will not be available.

To ensure continued access to essential services for individuals with accessibility accommodation, the following temporary arrangements have been made:

- **Financial Aid** and **Business & Finance** staff will be available to meet with individuals at:
 - **3rd Floor, Mollohan Building**
 - **1st Floor, Administration Building**

If you or someone you know requires accessibility assistance while visiting campus, **please contact our office in advance if possible, if unannounced visit is needed please contact the appropriate office** so we can coordinate to meet you at one of these designated locations.

We apologize for any inconvenience and appreciate your understanding as we work to improve our campus facilities.

For questions or to schedule assistance, please contact: Briana Hetrick at bri.hetrick@glenville.edu or 304-462-6185.

Tim Henline

Vice President of Business & Finance

Chief Financial Officer/Chief Purchasing Officer