Disability Documentation Requirements:

- Documentation must be provided by a qualified, licensed professional with training and experience in the assessment of physical, learning, attention, or psychological diagnoses in adolescents and adults, as appropriate.

- Documentation must be current. Actual age of documentation depends on the type of disability, but conditions that must occasionally be re-evaluated require more recent documentation than those with unchanging functional limitations.

- Documentation must appear on official letterhead and be typed, dated, and signed by the professional.

- Documentation must disclose the nature of the student’s disability and the functional limitations resulting from the disability.

- Documentation must list recommendations for accommodations, adaptive devices, and support services. Please note: While the professional must make suggestions for accommodations, the University reserves the right to determine what is reasonable and appropriate under the circumstances.

Documentation can be submitted any of the following ways:

Email: Cindy Kerr, Director at ckerr@chatham.edu

Fax: (412) 365-1660

Mail: Chatham University PACE Center
      3rd Floor, JKM Library
      1 Woodland Road
      Pittsburgh, PA 15232

Contact us with any questions:

Cindy Kerr       Shannon Brenner
Director of Disability Support Services       Coordinator, PACE Center
(412) 365-1611       (412) 365-1523
ckerr@chatham.edu       sbrenner@chatham.edu