

Professional Judgement

Students may request a professional judgement which is an adjustment to data elements on the FAFSA based on their special or unusual circumstances. The Financial Aid office will consider all requests and decide based on reason and documentation provided, as to whether a professional judgement can be processed. There are two different categories of professional judgment:

- Special Circumstances – refer to the financial situation (for example, loss of job, etc.) that justify an aid administrator adjusting data element in the COA or in the EFC calculation.
- Unusual Circumstances – refer to the conditions that justify an aid administrator making an adjustment to a student's dependency status based on a unique situation (for example, human trafficking, refugee or asylee, parental abandonment, abusive parents, death of parents, homeless youth, incarceration, etc.), more commonly referred to as a dependency override.

Supporting Documentation Needed for a Professional Judgement:

- Signed Detailed letter from student/parent requesting the professional judgement due to what the special/unusual circumstances is, for example loss of employment.
- Signed detailed letter from Financial Aid administrator stating why they are approving the professional judgment request.
- Any conflicting information must be resolved.
- Verification must be done, if selected for verification, however the verification and professional judgment updates in CPS at the same time.
- Letters from people outside of the student's family circle to support the professional judgment request, if applicable.
- Letters from family members to support the professional judgment request, if applicable.
- Documentation to support the professional judgement the student/parent is requesting.
- Must ensure documentation collected is adequate to substantiate the professional judgement.
- Additional documentation, as needed.

Please allow 3-5 business days for the Financial Aid Director to review all documentation requested and submitted. You will receive an approval/denial notification of the professional judgement from the Financial Aid office. This decision will be a final decision and will not be changed.

Process:

Student will notify the financial aid department and request a professional judgment based on their special/unusual circumstance. The Financial Aid Director/Counselor will add the Professional Judgement request e-form in document tracking in the Campus Ivy system. The Financial Aid Director/Counselor will leave the form as needed until a decision has been made. The Financial Aid Director/Counselor will also select and add the Professional Judgement supporting documents in document tracking. The student will upload all necessary documentation that is being requested. The Financial Aid Director will review all documentation submitted and will formulate a decision. Then the Financial Aid Director will complete the Professional Judgement request form by signing the e-form and it will automatically notify Campus Ivy to review the request and the supporting documentation. If additional documents are

needed or if the supporting documents are conflicting the Professional Judgement supporting document tab in document tracking will be rejected until the request is satisfied. If the supporting documents support the circumstance and the Financial Aid Director approves the Professional Judgement, then Campus Ivy will approve both Professional Judgment supporting documents and Professional Judgment request in document tracking and Campus Ivy will make the corrections in CPS, as necessary. The student will get notified via their student portal that their Professional Judgment has been approved. If the professional judgment gets denied by the Financial Aid Director, then Campus Ivy will reject the Professional Judgment tabs in document tracking and a student denial notification will go out to the student.