Campbellsville University

Office of Financial Aid

Professional Judgement-Policy & Procedure

The Office of Financial Aid, on a case-by-case basis and consistent with federal guidelines, may exercise professional judgement and change elements in the federal need analysis to account for circumstances that have not been adequately considered in the original Free Application for Federal Student Aid (FAFSA). Financial aid administrators are permitted to make these adjustments due to the FAFSA not accurately reflecting their ability to provide educational support. The Office of Financial Aid can make reasonable decisions that support the federal guidelines. The office is responsible for collecting appropriate documentation and for making the final Professional Judgement decision. The Office of Financial Aid is both discretionary and final; there is no appeal process to the U.S. Department of Education. Professional judgment may not be used to change the needs analysis formula (Cost of Attendance – Financial Resources = Need).

Examples of professional judgment reasons include, but are not limited to the following:

• Unemployment or change in employment status

• The student’s parent or spouse had passed away

 • The family has incurred extraordinary medical/dental expenses

• The student’s parent has retired

• Change in marital status

• The student or parent(s) no longer receives untaxed benefits such as child support, or other sources of income

• Unique circumstances that warrant an undergraduate dependent student to be considered independent for the purposes of determining financial aid eligibility (e.g., abusive relationship with parent(s), estrangement, etc.) -this is considered Dependency Override

To request a Professional Judgment, student will need to complete the Request for Special Consideration form, along with additional documentation to support your request to the Office of Financial Aid. Upon receipt and review of the appeal form, additional documentation may be requested by email or phone. Please allow at least 3-4 weeks, after submitting all requested documentation, for appeal results. Please note, a successful appeal does not guarantee additional aid, and sometimes additional aid is not immediately available.

The Office of Financial Aid will begin reviewing applications for Professional Judgment for the upcoming year on July 1st. The deadline to submit a Professional Judgement for the current year will be March 15th.

Documentation requested will include a statement explaining the situation, and could also include federal tax returns, paystubs, divorce decrees, unemployment or severance package information, etc. These documents are requested to provide the Department of Education with the most current, up-to-date information possible.

Additional Professional Judgement situations include:

• Unique circumstances that warrant an undergraduate dependent student to be considered independent for the purposes of determining financial aid eligibility (e.g., abusive relationship with parent(s), estrangement, etc.) -this is considered Dependency Override and is considered throughout the year.

• Satisfactory academic progress appeals to reinstate aid on probation-this is due to Satisfactory Academic Progress probation and will be considered prior to any academic period start.

The American Rescue Plan enacted on March 11, 2021 excluded up to $10,200 of unemployment compensation paid in 2020 for each tax payer with an Adjusted Gross Income less than 150,000. Our office acknowledges this guidance and applicable adjustments will be made during a professional judgement.