Professional Judgment Policy (PJ)

Section 479A of the Higher Education Amendments of 1992 authorized the financial aid administrator to exercise Professional Judgment (PJ) on a case-by-case basis for special or unusual circumstances.

Due to extenuating circumstances, students and parents often find the information they provided on the FAFSA does not realistically reflect their ability to provide educational support. When this happens, students may choose to submit a Financial Aid Professional Judgment Appeal to our office requesting that their situation be reviewed. The student must consult with their financial aid counselor to determine if an appeal is warranted and to request the appeal form.

Old Dominion University Financial Aid office will provide individual consideration of each student’s circumstances to the extent possible. Appeals will be reviewed by the Financial Aid Professional Judgment Committee. Students must monitor their Old Dominion University emails account closely after submitting appeals, in case additional information is requested by the committee.

Deadline to submit an appeal:
Last Friday of September 28 – students attending the fall term only or fall and spring semesters.
Last Thursday of February 28 – students attending spring term only.

Please allow 3 – 4 weeks, after submitted all requested documentation, for appeal results.

Please note: Extenuating circumstance do not include financial hardship, a parent’s unwillingness to provide financial support, parents not claiming the student as a dependent for income tax purposes or a student demonstrating total self-sufficiency.

Appeal Requirements:
- A completed professional judgment form along with requested documentation.
- Other requested documentation depending on the circumstances of the appeal.
- Please include the student’s last name and UIN on every page of documentation.

Students that were selected for verification must complete the verification process prior to any professional judgment decisions.

If the appeal is approved, the aid eligibility will be re-evaluated. No additional aid is guaranteed with a successful appeal, and any potential increases in aid eligibility are subject to fund availability.

Examples of professional judgment reasons include, but are not limited to the following:
- Death of the dependent student parent after application
- Death of the independent student spouse after application
- Unusually high medical/dental expenses not covered by insurance (out of pocket expenses) – must have paid statements and not already itemized on tax return. Medical expenses must exceed $3000
- Separated or divorce of parent or student after application
- Loss of wages - Dependent students’ parents’ income has been significantly reduced
- Independent students’ income has been significantly reduced
- The student or parent no longer receives benefits such as child support or other sources of income
- Dependent care expenses