

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

DETERMINATION OF SPECIAL CIRCUMSTANCES AND APPLICATION OF PROFESSIONAL JUDGMENT (PJ)

**Number** 03.04.01

**Division** Student Affairs Enrollment Management

**Date** August 29, 2014

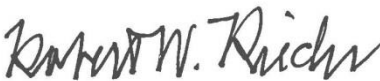
**Purpose** To designate authority for application adjustments using professional judgment authority.

**Policy** Professional judgment authority to adjust application data elements, within constraints established by Department of Education regulations regarding administration of Title IV Assistance, will be reserved to the Director and Assistant Director of Operations.

**Procedures** The Director and/or Asst. Director of Operations will follow DoE guidelines and exercise professional judgment authority where appropriate. Supporting documentation must be received to establish the legitimacy and accuracy of request for PJ adjustments.

**Review** The Director will periodically review a sample of PJ adjustments

**Approval**



Chief University Counsel



Vice President for Student Affairs

APPROVED:



President