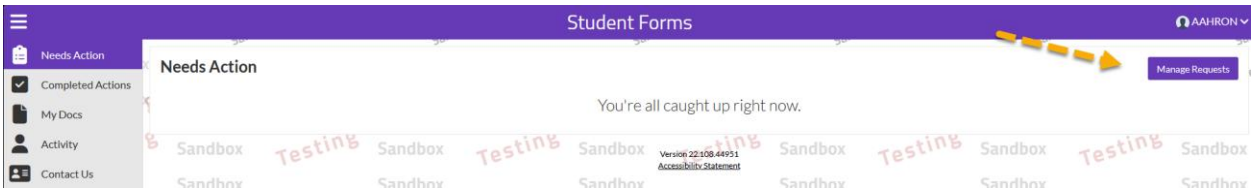
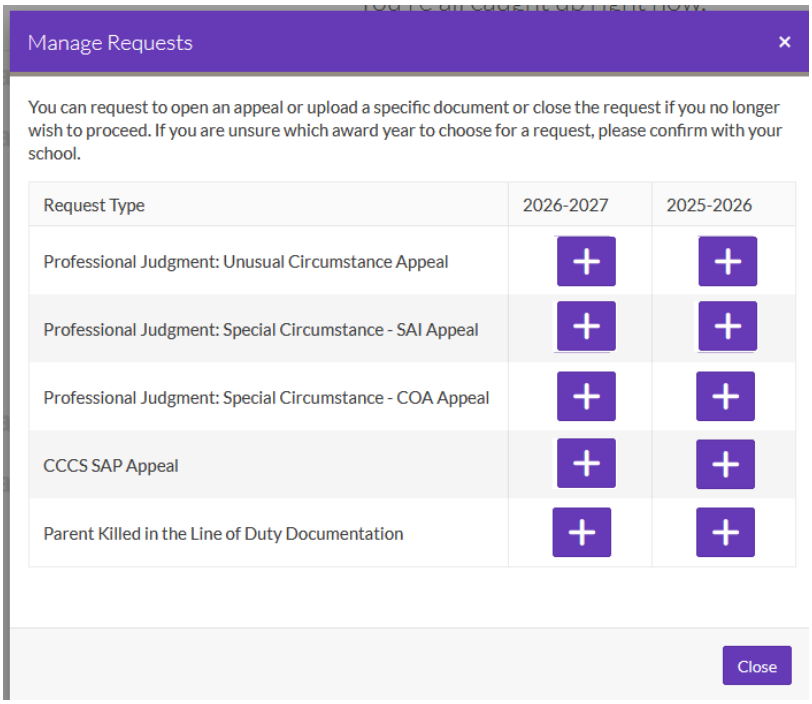
How to Request a Professional Judgment Review

1. On your Student Forms Needs Action page, click Manage Requests (it will be on the right beneath your name).



1. Choose the type of document you want to submit. Make sure you submit it under the 2026-2027 aid year.

Note: Professional Judgment is available under specific circumstances. Contact our office before submitting to determine if they apply to you!

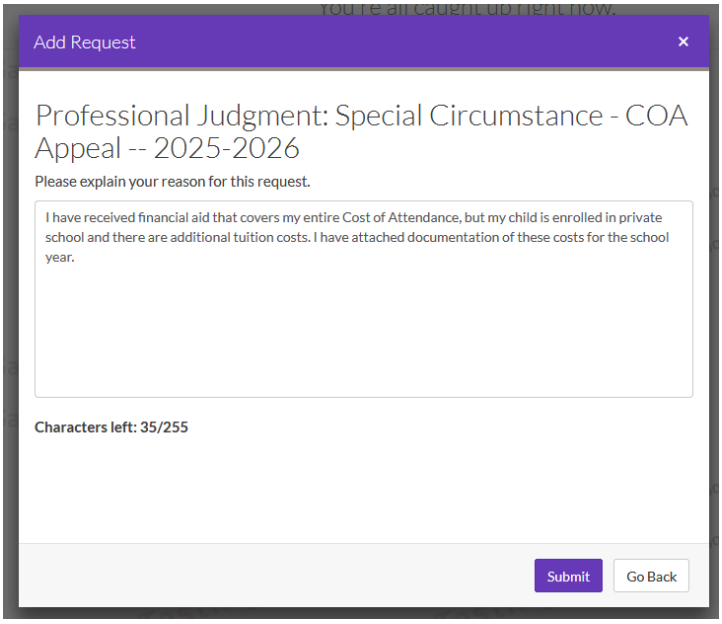


SAI Appeal: If you lost a job, got divorced, had a one-time 401K disbursement, etc.

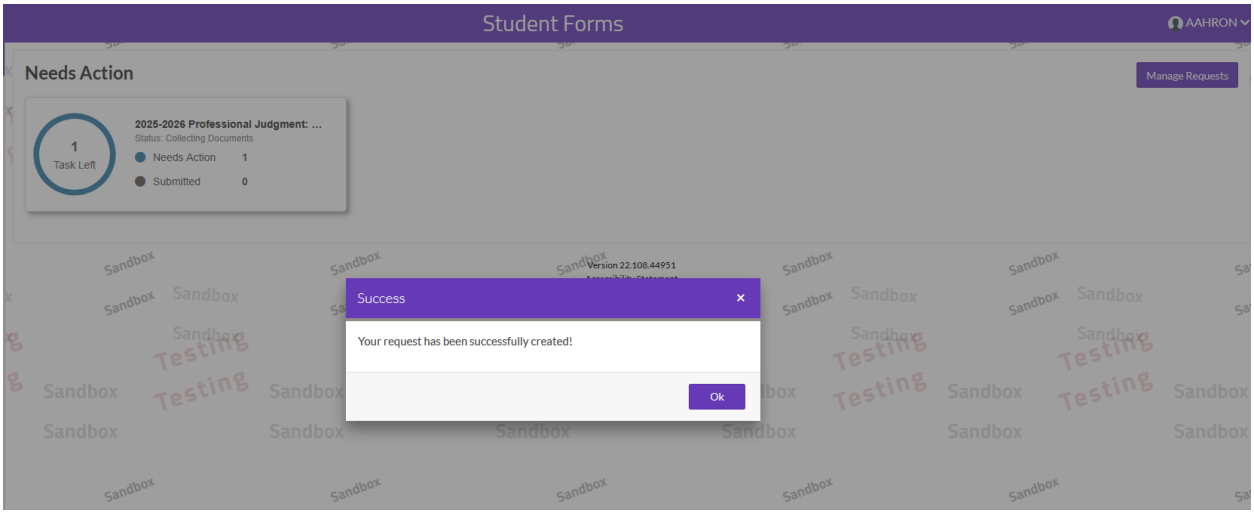
COA Appeal: If you have excessive medical expenses (not insurance), one-time purchase of a computer, private school tuition for a dependent, etc.

Unusual Circumstances Appeal: If you are not in contact with your parents and want to be considered independent or if you are orphaned, an emancipated minor, etc.

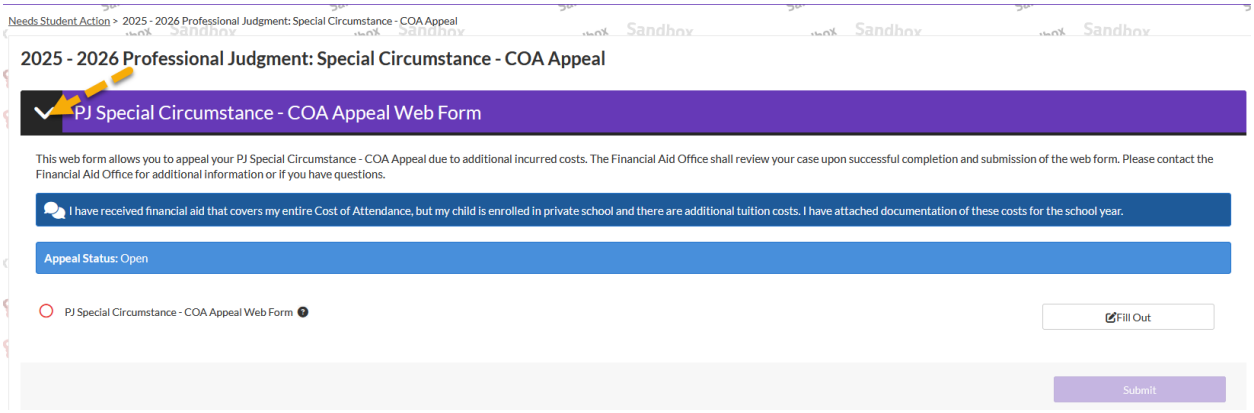
2. Enter a brief explanation for the reason of your request, and press submit. You will have a chance to provide more details later.



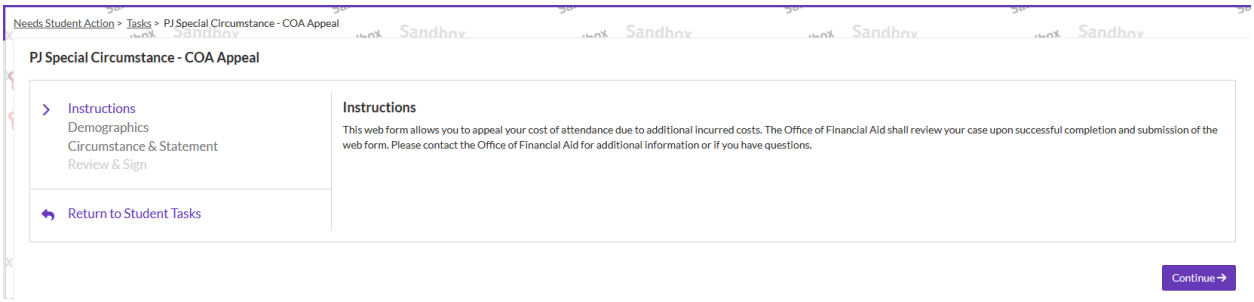
3. You will receive a Success message and be taken back to the Needs Action page, where there is now a new item for you to complete. Click OK.



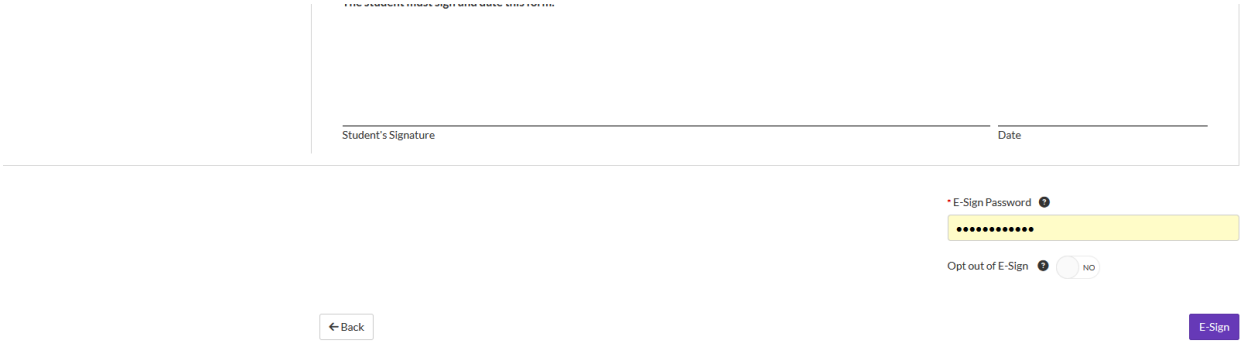
4. Click on the new Needs Action item you created and you will be taken into the workflow. Click the black and white arrow to expand the menu to see the action item, then click the Fill Out button.



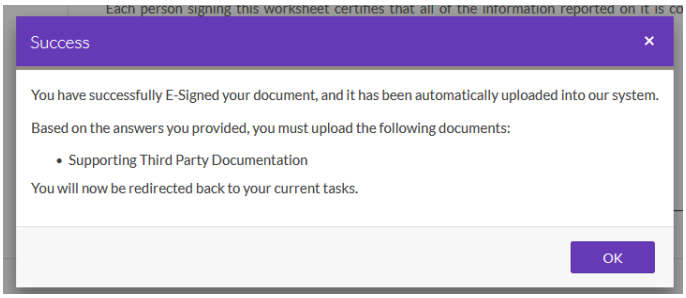
5. Carefully read all instructions and complete all required sections of the form.



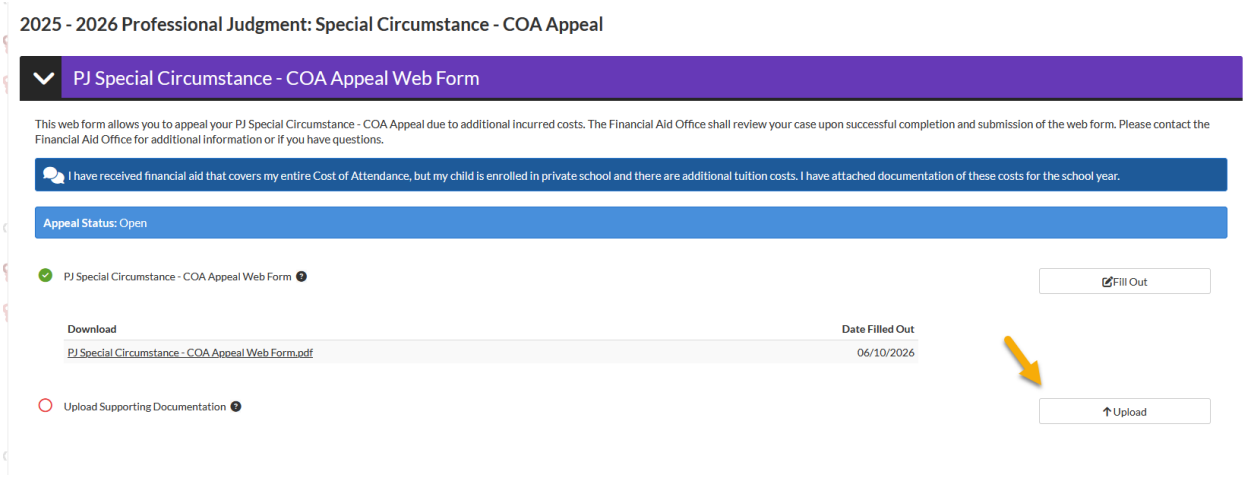
6. When you have filled out the form, enter your E-Sign Password and press E-Sign.



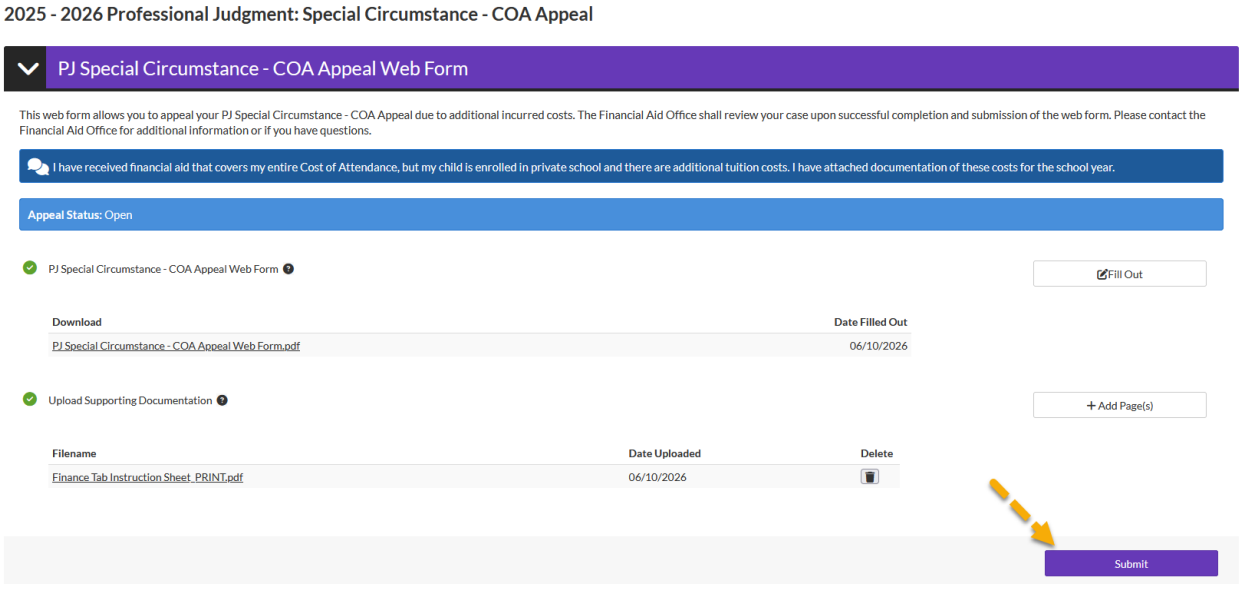
7. You will be shown another Success screen. You may be required to upload documents. Press OK.

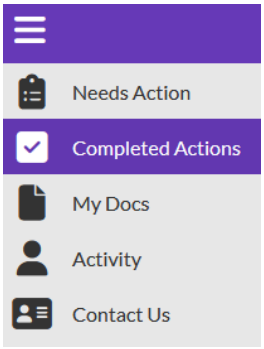


8. To upload the documents, click the Upload button on the Needs Action page.



9. After you upload all pages, click the Submit button to send your request to the financial aid office.



10. Make sure to click Finish when you're done!

11. After submitting, you can access your completed request in your “Completed Actions” page.