

How to Access the Professional Judgment: Unusual Circumstance Appeal Form

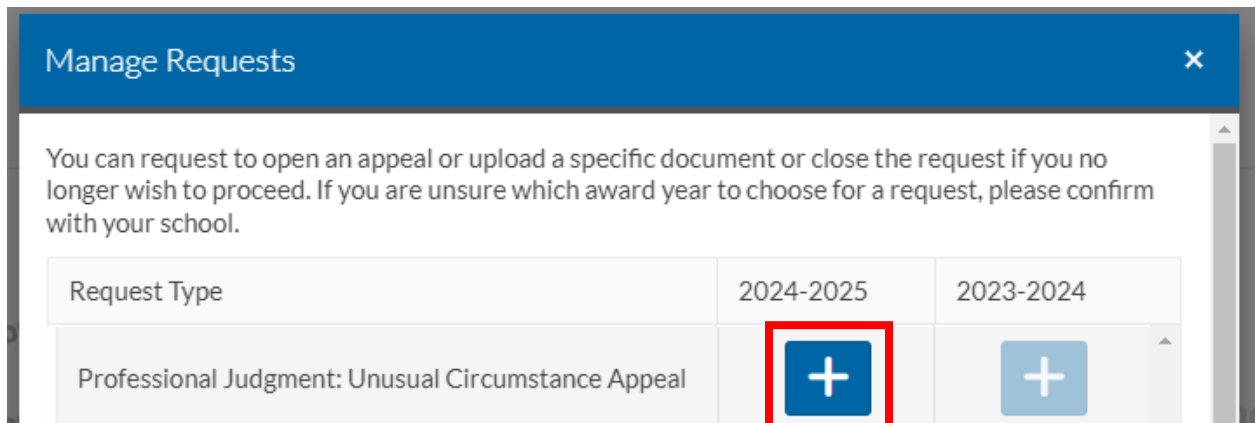
1. Go to [GVSU Financial Aid Portal](#)
2. You will need to log in using your GVSU single sign-on (SSO) username and password. If this is your first time accessing the GVSU FA Portal you will need to create your account.
3. The information entered must match the information on your FAFSA exactly.
4. Once logged in click on “Manage Requests.”





5. Choose Professional Judgment: Unusual Circumstance Appeal by clicking the Blue plus sign for the correct academic year.

Example:

- **2025-2026** will be for the Fall 2025/Winter 2026/Spring-Summer 2026 semesters
- **2026-2027** will be for the Fall 2026/Winter 2027/Spring-Summer 2027 semesters

A screenshot of the "Manage Requests" interface. At the top is a blue header bar with the text "Manage Requests" and a close button (X). Below the header is a text box explaining that users can request to open an appeal, upload a document, or close a request. Underneath is a table with two columns for academic years: "2024-2025" and "2023-2024". The first row of the table is labeled "Request Type". The second row shows "Professional Judgment: Unusual Circumstance Appeal" with a blue plus sign button in the "2024-2025" column and another blue plus sign button in the "2023-2024" column. The plus sign button in the "2024-2025" column is highlighted with a red square.

	2024-2025	2023-2024
Request Type		
Professional Judgment: Unusual Circumstance Appeal		

6. Once you request your appeal, you will be required to enter why you are appealing in the “Please explain your reason for this request” box. Then click Submit. You will then get a Success notification. Click “OK” to close the box.

7. Click on the tile for your Professional Judgment: Unusual Circumstance Appeal under the Needs Action section.

1

Task Left

2024-2025 Professional Judgment: ...

Status: Collecting Documents

Needs Action1

Submitted0

8. Click on PJ Unusual Circumstance Appeal form to expand it.

9. Click the Fill Out button.

2023 - 2024 Professional Judgment: Unusual Circumstance Appeal

Notification History

Below is the list of items the Office of Financial Aid needs you to complete for the professional judgment appeal process. Click on any section to view the detailed list of requirements.

▼ PJ Unusual Circumstance Appeal

To continue with your Professional Judgment (PJ) Unusual Circumstance appeal you must complete the PJ Unusual Circumstance Appeal web form.

Feedback

PJ Unusual Circumstance Appeal Web Form

Fill Out

10. Read the instructions and complete demographic information. Click on the Continue button to move forward.

Continue →

11. Choose the reason for your appeal, then click continue.

Instructions

Demographics

> Unusual Circumstances

Statement

Review & Sign

Return to Student Tasks

Unusual Circumstances

Below are the unusual circumstance(s) that have been chosen by your institution. Please only modify if you are absolutely certain of your changes.

☐ Your parents are incarcerated

☐ You left home due to an abusive family environment

☐ You do not know where your parents are and you are unable to contact them

☐ You are older than 21 but not 24 and unaccompanied and either homeless or self-supporting and at risk of being homeless

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12. Type your detailed statement.

Your detailed statement must include the following:

- An explanation of the extraordinary family circumstances that led to you leaving your parents' household.
- Your past relationship with both of your parents.
- Your present relationship with both of your parents.
- The date you last had contact with your parents or date you were last supported/left your parents' household.
- How you are supporting yourself.

13. Click on “I will provide supporting documentation,” and click on continue.

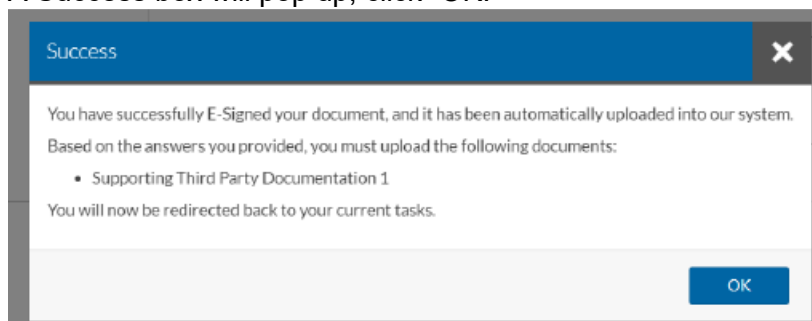
Note: your file will not be reviewed if supporting documentation is not provided.

14. Enter your password to E-Sign the form or elect to “Opt out of E-Sign” to print, sign and upload your completed form.



The screenshot shows a form with a label "E-Sign Password" and a text input field. Below the input field is a toggle switch labeled "Opt out of E-Sign" with "NO" selected. At the bottom of the form is a blue button labeled "E-Sign".

15. A Success box will pop up, click “OK.”



16. You will be prompted to upload your supporting documentation. You must upload the following:

- 1). Documentation from a third party with knowledge of your unusual circumstances.

Third party examples include, but are not limited to; a teacher, counselor, medical authority, member of the clergy, prison administrator, government

agency, or court. Evidence can be a signed letter or an official document, such as a court order.

AND

2). A signed letter from a family member or friend explaining your unusual circumstances.

17. Make sure the documentation is clear and easy to read in the Document preview section, then click "Use". Continue to add pages to support your appeal. Once all pages are uploaded, click "No" when asked if you would like to add another page.

18. Then click "Submit."

19. You will then need to click "FINISH" on the home screen for your request to be sent to our office.