

## STEP 1

Begin by visiting [DMACC.STUDENTFORMS.COM](https://dmacc.studentforms.com)

## STEP 2

Sign in using your DMACC email address (include the “@dmacc.edu”) and your password.

If this is the first time you’ve accessed this page, you will be asked to confirm your name, date of birth, and social security number. These items must match what you reported on your FAFSA. (no line around this text box)

## STEP 3

Select the “Manage Requests’ button in the upper right-hand corner

Manage Requests

Request Type	2026-2027	2025-2026
SAP Appeal	+	+
Professional Judgment: Unusual Circumstance Appeal	+	+
Professional Judgment: Special Circumstance - SAI Appeal	+	+

## STEP 4

Select the blue plus sign for the Aid Year you want to submit an appeal for:

Request Type	2026-2027	2025-2026
SAP Appeal	+	+
Professional Judgment: Unusual Circumstance Appeal	+	+
Professional Judgment: Special Circumstance - SAI Appeal	+	+

## STEP 5

Briefly state the reason you are requesting the appeal in the box provide and select “Submit.”

Please explain your reason for this request.

My parent lost their job.

Characters left: 230/255

Submit

Go Back

## STEP 6

Click Ok

Success

Your request has been successfully created!

Ok

## STEP 7

Click on the tile that needs Action

A white rectangular tile with a blue border. On the left, a blue circle contains the number '1' above the text 'Task Left'. To the right, the title '2026-2027 Professional Judgment: ...' is followed by 'Status: Collecting Documents'. Below this, there are two rows: 'Needs Action' with a blue dot and the number '1', and 'Submitted' with a grey dot and the number '0'.

## STEP 8

Click on the arrow to expand the PJ Unusual Circumstance task-EFC/SAI Appeal. Click on the Fill Out button. Read all of the directions provided and complete the form as instructed.

### 2026 - 2027 Professional Judgment: Special Circumstance - SAI Appeal

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.

A screenshot of the top part of a web form. It features a dark blue header with a white arrow and the text 'Dependent PJ Special Circumstance - SAI Appeal'. Below the header, there are several blue bars: one with a white icon and the text 'no money', another with 'Appeal Status: Open', and a third with a red icon and 'PJ Special Circumstance - SAI Appeal Web Form'. On the right side, a white button with a blue icon and the text 'Fill Out' is highlighted with a red rectangular box.

## STEP 9

When you are asked for your signed statement (where you type in the box provided), you will have the opportunity to also indicate that you will provide supporting documentation. **Supporting documentation is required as outlined in the instructions on the electronic form. You must check the box.**

A screenshot of a form section. At the top, a grey box contains the text 'My parent lost their job.' Below this is a large white text area with the label 'Required: Enter your statement...'. At the bottom of this section, a checkbox is checked, and the text 'I will provide supporting documentation.' is displayed. The checkbox and its label are enclosed in a red rectangular box.

## STEP 10

When completing the electronic form, you will be asked for your e-signature. Your e-sign password is the same password you used to access the electronic forms page

A screenshot of the e-signature section of the form. It shows two rows: 'Student's Signature' and 'Date', and 'Spouse's Signature (optional)' and 'Date'. Below these, there is a white input field for the 'E-Sign Password' with a red box around it. At the bottom right, there are radio buttons for 'Opt out of E-Sign' and 'no'.

## STEP 11

When you have signed the electronic form, click OK.

A dark blue dialog box with a white 'X' in the top right corner. The title is 'Success'. The text inside reads: 'You have successfully E-Signed your document, and it has been automatically uploaded into our system. Based on the answers you provided, you must upload the following documents:'. A bulleted list follows: 'Supporting Third Party Documentation 1'. Below this, it says 'You will now be redirected back to your current tasks.' At the bottom right, there is a white button with the text 'OK'.

## STEP 12

You will be returned to the task page where you will see the requirement to upload supporting documentation. You may upload documents you have saved on your computer or you may upload clear photographs of documents you have taken. The documents you must provide are outlined on the electronic appeal form.

***If you do not have supporting documents to upload, please upload a signed statement stating that you do not have supporting documents.***

○ Upload Supporting Documentation ⓘ

↑ Upload

## STEP 13

Once you have uploaded your supporting documentation, select the Submit button and then the blue Finish button.

Submit

Finish

The review process can take one to two weeks to complete depending on the receipt of a completed electronic appeal, requests for additional information, and the time of year the application is submitted. When our office receives the application, a Financial Aid Advisor will review the appeal. Students will be notified via email if any additional information or clarification is needed. Student will also be notified via email the decision of their appeal.