

Professional Judgment: Special Circumstance – SAI Appeal Instructions

Completing a Professional Judgment: Special Circumstance – SAI Appeal allows students/families to address income and other related changes in the current calendar year, versus the income reported on the FAFSA. Any changes may result in a revision to the Student Aid Index (SAI), and will help our office determine whether a student becomes eligible for additional financial aid.

Does your FAFSA/ DREAM ACT SUBMISSION SUMMARY reflect a Student Aid Index (SAI) of -\$1500?

If so, you have already been offered the maximum amount of Financial Aid available at San Diego State University. Submitting a Professional Judgment: Special Circumstance – SAI Appeal at this time cannot further decrease your SAI, and therefore will not make a student eligible for additional financial aid. If a student's expenses exceed the estimated cost of attendance, then students can consider submitting a Cost of Attendance Appeal for an alternative method of increasing student aid eligibility.

CHANGES IN SPECIAL CIRCUMSTANCES THAT WOULD QUALIFY FOR REVIEW ARE:

- Loss of employment/Significant reduction in income
- Disability
- One-time taxable income (IRA disbursement, pension distribution, bonus pay, etc.)
- Death of parent on FAFSA or DREAM application
- Divorce/Separation
- Child Support reduction or change
- Excessive out of pocket medical and/or dental expenses that exceed 11% of household's Adjusted Gross Income.

You will be notified by Financial Aid Office when your appeal has been processed, or if any additional information is required.

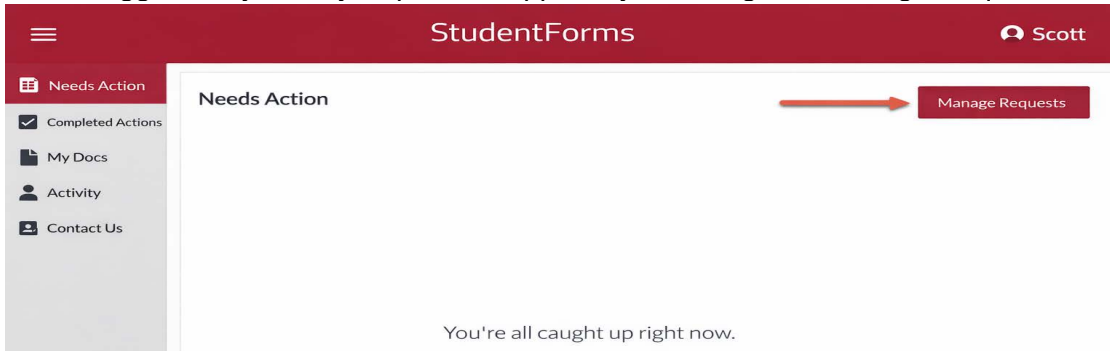
If you have questions about completing the appeal or whether your circumstances may qualify for a change to your information, contact the Cal Coast Student Financial Center.

Instructions on HOW TO REQUEST a Professional Judgment: Special Circumstance - SAI Appeal

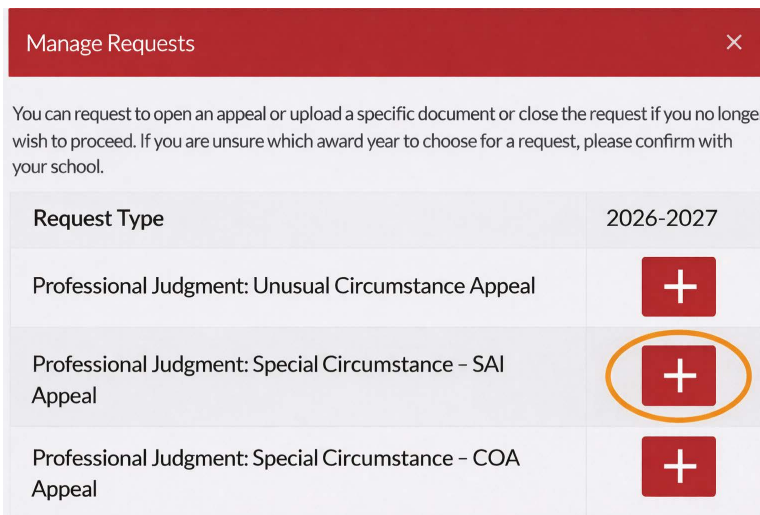
If you have not already done so you will need to set up access through the [Student Forms Platform](#).

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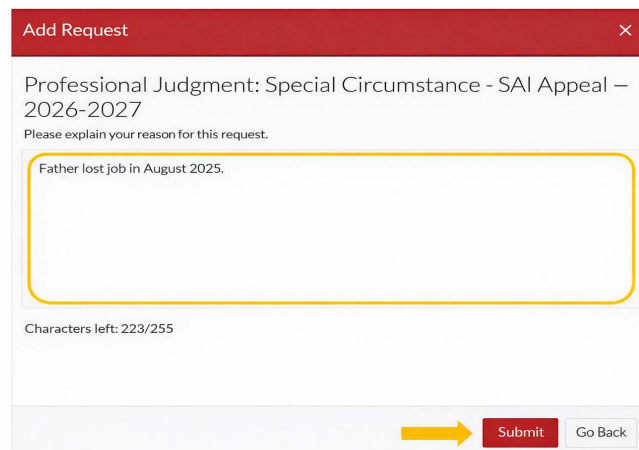
- Once you are logged on, you may request an appeal by selecting the “Manage Requests” button.



- Then select the “+” for “Professional Judgment: Special Circumstance – SAI Appeal” and the applicable school year.



- When requesting the Professional Judgment: Special Circumstance – SAI Appeal, you will need to select at least one of the reasons for the request and an explanation. This is not your appeal statement, so please keep your explanation brief.



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4. Click “Fill Out” and complete the appeal. Documentation requirements are noted in the appeal instructions. Please upload required supporting documents for your appeal (i.e. taxes, bills, additional statements, etc.)

2026 - 2027 Professional Judgment: Special Circumstance - SAI Appeal


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

▼ **Dependent PJ Special Circumstance - SAI Appeal**

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

Need it


Appeal Status: Open


PJ Special Circumstance - SAI Appeal Web Form 

5. Dependent student appeals require a parent signature. Press “Request” to send your parent an email request for their signature.

Download	Date Filled Out
2026-2027 Dependent ECI Form.pdf	03/01/2026

You need E-Signature from A parent E-Signature is also required. Click the "Request" button to the far right to request the E-Signature. This form will no longer be editable once waiting for a parent E-Signature. Otherwise, return to this form by clicking the "Opt-Out" button to the right and select "Opt-Out of E-Sign" in the Actions drop-down to download the form, complete all signatures, and upload the signed

Upload Recent Proof of Employment Separation 

Upload Proof of Current Insurance 

Professional Judgment: Special Circumstance – SAI Appeal Instructions

6. Upload any required supporting documentation by pressing “Upload” and then “Add Page(s)” for more than one document. If you forgot what documents are required for the appeal reason, you can click the pdf form link to review required documentation under the reason you checked.

✔ Upload Parent Proof of Employment Separation ?

+ Add Page(s)

Filename

Date Uploaded



[Employment Separation Letter.pdf](#)

03/01/2026

7. Click “Submit” and “Finish” once all tasks have been completed.

Submit



Dependent PJ Special Circumstance - SAI Appeal



Finish