

# **MARYLAND HIGHER EDUCATION COMMISSION**

## **MEETING BOOKLET**

Time: 2:00 PM  
February 19, 2019

Place: Conference Call  
+1 (571) 317-3122  
Access Code: 940-498-149

# Maryland Higher Education Commission

Anwer Hasan, Chairman

Sandra L. Jimenez, Vice-Chair

Vivian S. Boyd

John Holaday

Vera R. Jackson

Giavanna Tserkis, Student Commissioner

Ian MacFarlane

Donna M. Mitchell

Joel Packer

Rizwan A. Siddiqi

John W. Yaeger

**James D. Fielder, Jr., Ph.D.**  
Secretary

**Lawrence J. Hogan, Jr.**  
Governor

**Boyd K. Rutherford**  
Lt. Governor



**Larry Hogan**  
Governor

**Boyd K. Rutherford**  
Lt. Governor

**Anwer Hasan**  
Chairperson

**James D. Fielder, Jr., Ph. D.**  
Secretary

## Maryland Higher Education Commission Meeting Agenda

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Tuesday  
February 19, 2019

**PLACE:** Conference Call  
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940-498-149

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<b>Call to Order</b>		
<b>Commission Minutes Approval</b> .....	1	*
• October 24, 2018 Closed Session Minutes		
• November 28, 2018		
• November 28, 2018 Closed Session Minutes		
• January 23, 2019		
 <b>Office of Student Financial Assistance – Donna Thomas</b>		
Final Adoption of Regulations; Educational Excellence Awards..... (See January Commission Book.)		*
Final Adoption of Regulations; Cybersecurity Public Service Scholarship Program..... (See January Commission Book.)		*
Final Adoption of Regulations; Promise Scholarship Regulations.....	9	*
 <b>Department of Academic Affairs – Dr. Emily Dow</b>		
Final Adoption of Regulations; Regional Higher Education Centers.....	15	*
 <b>Adjournment</b>		



For Inclusion in the Open Session Minutes of the Commission's October 24, 2018 Meeting:

Closed Session Minutes:

On October 24, 2018, at approximately 3:00 p.m., in the 7<sup>th</sup> Floor Board Room of 6 North Liberty Street, Baltimore, Maryland, the Maryland Higher Education Commission voted to move into closed session. The closed session was held in a conference room adjoining the Board Room. The purpose of the closed session was to review the Secretary's denial of a program proposal under COMAR 13B.02.03.28. The proposed program was a BS in Accounting by the University of Baltimore (UB).

The motion to meet in closed session was made by Chairman Anwer Hasan and seconded by Commissioner Ian MacFarlane. Commission members who voted in favor of meeting in closed session were: Anwer Hasan, Vivian Boyd, Russell Kelley, Ian MacFarlane, Donna Mitchell, Joel Packer, Vera Jackson, and John Yaeger. Commissioners not in attendance were: Sandra Jimenez, John Holaday, Giavanna Tserkis, and Rizwan Siddiqi.

The statutory authorities for closing the session were §§ 3-305 and 3-103 of the General Provisions Article of the Annotated Code of Maryland. Specifically, the session was closed under § 3-103(a) to carry out the administrative function of reviewing a program proposal pursuant to Title 11 of the Education Article, Annotated Code of Maryland; and under § 3-305(b)(7) to obtain the legal advice of counsel regarding program review.

The topic of discussion at the closed session was the review the Secretary's denial of UB's proposed BS in Accounting under COMAR 13B.02.03.28. The persons present were: Anwer Hasan, Vivian Boyd, Russell Kelley, Ian MacFarlane, Donna Mitchell, Joel Packer, Vera Jackson, and John Yaeger; and Assistant Attorney General Christine Wellons. The action taken during closed session was to affirm the Secretary's denial of the program.

The closed session ended at approximately 4:00 p.m.

**Maryland Higher Education Commission**  
Meeting Minutes

November 28, 2018  
1:00 p.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, November 28, 2018 at 6 N. Liberty Street, 7<sup>th</sup> Floor Board Room, Baltimore, MD 21201.

**Commission members present:**

Anwer Hasan, Chairman	Russell V. Kelley
Sandra L. Jimenez, Vice-Chair	Joel Packer
Vivian S. Boyd, Ph.D.	John W. Yaeger
Vera R. Jackson	

**Commission members not present:**

John Holaday	Rizwan A. Siddiqi
Ian MacFarlane	Giavanna Tserkis
Donna M. Mitchell	

**Staff members present:**

Dr. James D. Fielder, Jr.	Parris Jackson
Geoffrey Newman	Dr. Jon Enriquez
Dr. Emily Dow	Cynthia Tims
Christine Wellons	Alexia VanOrden
Lee Towers	Bryson Barksdale
Vanessa Bennett	Sarahita Wyatt-Paige
Barbara Schmertz	Donna Thomas
Rhonda Wardlaw	Glenda Abney

**Call to Order**

The meeting was called to order by **Chairman Hasan** at approximately 1:00 P.M. A meeting quorum was established with seven of the twelve members present.

**Review Meeting Regarding Notre Dame of Maryland University's Proposed Occupational Therapy Doctorate Program**

**Chairman Hasan** recognized Christine Wellons who explained the process of the review meeting, allowed under COMAR 13B.02.03.28.

**Chairman Hasan** recognized **Secretary Fielder** and Dr. Emily Dow. **Secretary Fielder** explained that he recommended against implementation because of programmatic duplication. There is a current demand for the program because the Accreditation Council for Occupational Therapy Education requires that all clinicians must have a doctorate degree by 2027.

**Chairman Hasan** recognized Dr. Marylou Yam, the President of Notre Dame of Maryland University. She presented three arguments against the Secretary's decision:

- 1) Towson University's objection to Notre Dame's program does not meet the criteria outlined in COMAR to provide detailed information to support their claim that Notre Dame's program would cause demonstrable harm to Towson's program.
- 2) The Secretary relied on his examination of field work sites as evidence of unreasonable program duplication, though COMAR does not reference the consideration of field work sites to determine duplication.
- 3) Even if field work sites are a permitted factor, the significant market demand for Occupational Therapists compels approval.

Dr. Yam introduced Tina Bjarekull, President of the Maryland Independent College and University Association (MICUA), who is in support of Notre Dame's appeal. In addition to the arguments presented by Notre Dame, Ms. Bjarekull made a personal comment that in the 16 years she has been President of MICUA, this is the first time that MICUA or a member institution has appealed the Secretary's decision, which she considers a "breach of law" and change in higher education policy that could cause serious harm to the State of Maryland and its students.

**Chairman Hasan** recognized **Secretary Fielder** who wished to comment on Ms. Bjarekull's remarks. He stated that he strongly disagreed with her comment that his decision was a "breach of law." All factors are considered when rendering his decision. In this case, field work sites are an integral part of this particular program.

**Chairman Hasan** recognized Towson University's Interim Provost David Vanko, Dr. Lisa Plowfield, Dean of the College of Health Professions, and Professor Marybeth Merryman, Chair of the Department of Occupational Therapy. Dr. Plowfield stated concern about another similar program located so close to Towson (3 miles away). Notre Dame's proposed program causes demonstrable harm to Towson's program in that it competes with it for both faculty, thereby making it difficult for Towson to maintain a quality program, and clinical & educational field work placements, which is already a scarce resource.

### **Closed Session**

Commissioner Yaeger moved that the Commission go into a closed session. This motion was seconded by Commissioner Jimenez. The motion was approved unanimously.

### **Adjournment**

The meeting adjourned at approximately 2:35 p.m.

For Inclusion in the Open Session Minutes of the Commission's November 28, 2018 Meeting:

Closed Session Minutes:

On November 28, 2018, at approximately 3:00 p.m., in the 7<sup>th</sup> Floor Board Room of 6 North Liberty Street, Baltimore, Maryland, the Maryland Higher Education Commission voted to move into closed session. The closed session was held in a conference room adjoining the Board Room. The purpose of the closed session was to review the Secretary's recommendation against a program proposal under COMAR 13B.02.03.28. The proposed program was an Occupational Therapy Doctorate (OTD) by the Notre Dame of Maryland University (NDMU).

The motion to meet in closed session was made by Commissioner Yaeger and seconded by Commissioner Jimenez. Commission members who voted in favor of meeting in closed session were: Anwer Hasan, Sandra Jimenez, Vivian Boyd, Russell Kelley, Joel Packer, Vera Jackson, and John Yaeger. Commissioners not in attendance were: John Holaday, Giavanna Tserkis, Ian MacFarlane, Donna Mitchell, and Rizwan Siddiqi.

The statutory authorities for closing the session were §§ 3-305 and 3-103 of the General Provisions Article of the Annotated Code of Maryland. Specifically, the session was closed under § 3-103(a) to carry out the administrative function of reviewing a program proposal pursuant to Title 11 of the Education Article, Annotated Code of Maryland; and under § 3-305(b)(7) to obtain the legal advice of counsel regarding program review.

The topic of discussion at the closed session was the review the Secretary's recommendation against NDMU's OTD proposal under COMAR 13B.02.03.28. The persons present were: Anwer Hasan, Sandra Jimenez, Vivian Boyd, Russell Kelley, Joel Packer, Vera Jackson, and John Yaeger; and Assistant Attorney General Christine Wellons. The action taken during closed session was to reverse the Secretary's recommendation against the program, and to recommend in favor of implementing the program.

The closed session ended at approximately 4:00 p.m.



**Maryland Higher Education Commission**  
Meeting Minutes

January 23, 2019  
1:00 p.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, January 23, 2019 at 6 N. Liberty Street, 7<sup>th</sup> Floor Board Room, Baltimore, MD 21201.

**Commission members present:**

Anwer Hasan, Chairman	Donna M. Mitchell
Vivian S. Boyd, Ph.D.	Joel Packer
John Holaday	Rizwan A. Siddiqi
Vera R. Jackson	Giavanna Tserkis
Ian MacFarlane	

**Commission members not present:**

Sandra L. Jimenez, Vice-Chair	John W. Yaeger
Russell V. Kelley	

**Staff members present:**

Dr. James D. Fielder, Jr.	Lyndsay Bates
Geoffrey Newman	Dr. Jon Enriquez
Dr. Emily Dow	Dr. Michael Kiphart
Christine Wellons	Jermal Butler
Soma Kedia	Angela Carroll
Dr. Ashley Wallace	Rhonda Wardlaw
Aubrey Bascombe	

**Call to Order**

The meeting was called to order by **Chairman Hasan** at approximately 1:01 P.M. A meeting quorum was established with nine of the twelve members present.

**Minutes from the December 12, 2018 Meeting**

**Chairman Hasan** asked for a motion to approve the minutes from December 12.

**Commissioner MacFarlane** noted several errors in the minutes. The minutes were approved with the necessary corrections.

**Chairman Hasan's Remarks**

**Chairman Hasan** reported on a hearing that he attended of the Senate Education, Health, and Environmental Affairs (EHEA) Committee during which Secretary Fielder gave an overview of MHEC's programs and future outlook.

### **Secretary Fielder's Remarks**

**Chairman Hasan** recognized **Secretary Fielder** for remarks. The Secretary introduced Debbie Ing, his new Executive Assistant. He also thanked Deborah Lee for her service during the past few months.

He also reported on EHEA's hearing which he attended last week where SARA's (State Authorization Reciprocity Agreement) impact on the state and country was brought up.

**Secretary Fielder** recommended that the Commission put together a small committee to study the impact that SARA has on our state regulations.

### **Commissioners' Committee Updates**

**Chairman Hasan** stated that Committee updates will be postponed to the next Commission meeting on February 27, 2019.

### **Presentation – University of Maryland, University College (UMUC)**

**Chairman Hasan** recognized President Javier Miyares who gave a presentation to the Commission regarding UMUC's proposal to change its name to University of Maryland Global Campus. He gave an overview of UMUC's mission and history, explaining that the current name seems redundant and confusing, while the proposed name better reflects the institution's status as a respected state university in Maryland and its global footprint. The name change will not alter the school's mission or curriculum. President Miyares asked for MHEC's endorsement of the name change, which will require legislative approval. **Chairman Hasan** thanked President Miyares for the presentation and said that MHEC will decide on the matter shortly.

### **Review Meeting Regarding a Proposal of Capitol Technology University to Implement a Technical Master of Business Administration in Construction Science and Management**

**Chairman Hasan** recognized **Secretary Fielder**, Dr. Emily Dow and Soma Kedia. **Secretary Fielder** explained that MHEC must prevent academic duplication of their HBIs (Historically Black Institutions). Capitol Technology University's proposed program, which is similar to Morgan State University's program, would bring harm to Morgan.

Ms. Kedia stated that Morgan as an HBI played a large role in MHEC's decision. She will address 5 arguments presented by Capitol Technology, which are technical in nature:

- 1) Capitol Technology said that, in their objection, Morgan did not state exactly how Capitol Technology's program will harm them. Ms. Kedia explained that "demonstrable harm" is not defined in regulation. In this case, the harm caused would be qualitative, not quantitative.
- 2) Capitol Technology asserted that the Secretary did not follow negotiation regulations. Ms. Kedia stated that this is not correct, as the Secretary did meet with both schools. Since no resolution was reached, the Secretary was free to make a decision.

- 3) Capitol Technology argued that the Secretary cited “unnecessary” program duplication as the reason for denying their program, which is not the State’s legal standard for program duplication among independent institutions. Rather, “unreasonable” is the standard found in regulations. Ms. Kedia stated that there is no definition of “unreasonable” in state statutes and regulations.
- 4) Capitol Technology said that the Secretary based his decision on the falsehood that Morgan’s program is in high demand when there has been no enrollment in the past 10 years since the program started in 2008. Ms. Kedia argued that the Secretary was aware of this fact and informed Capitol Technology that they may reapply if Morgan’s program does not grow.
- 5) Capitol Technology asserted that the Secretary applied incorrect factors in making his decision. He relied on the CIP code which is a system used to categorize programs, instead of those factors listed in the regulations. Ms. Kedia argued that, in fact, the Secretary addressed about half of the 13 factors listed in the regulations in his decision.

**Chairman Hasan** recognized Tina Bjarekull, President of MICUA (Maryland Independent College and University Association), Dr. Bradford Sims, President of Capitol Technology University and Robert Aydukovic, President of the Maryland Center for Construction Education and Innovation. Dr. Sims emphasized that Capitol Technology is a much smaller school with an enrollment of 750 students, compared to Morgan whose student population was ten times larger. Therefore, the “demonstrable harm” argument was not a valid one. There was also a lack of information about Morgan’s program on their website, so that Capitol Technology was not really aware of the existence of their program when they wrote their curriculum. Additionally, he stated that there were no negotiations. When the Secretary visited, Capitol Technology merely made a presentation. The current workforce shortage in this field also demands the type of program that Capitol Technology is offering.

Mr. Aydukovic explained that one of his organization’s goals was to address the current workforce shortage in this industry. The State of Maryland is currently producing 0 master’s degrees in this field. Students who want this educational option are going out of the state, and the industry is also hiring elsewhere. Allowing more master’s degrees programs in this field in Maryland would only serve the industry, our residents and give our state a competitive advantage. His organization believes that the current workforce shortage would be able to support the existence of both programs.

Ms. Bjarekull stated that Morgan’s program is not in high demand, since they’ve had no enrollment in 11 years. Furthermore, Capitol Technology’s program is not duplicative, since it is online, technical and applied, whereas Morgan’s program is face-to-face, science and research.

**Chairman Hasan** recognized Dr. Anna McPhatter, Interim Provost and Senior Vice President for Academic Affairs at Morgan State University. Dr. McPhatter introduced Dr. Mary Anne Akers, Dean of the School of Architecture and Planning and Dr. Lewis Waller, Chairperson of the Department of Construction Management.

Dr. Akers stated that Capitol Technology's proposed program is an unreasonable duplication and, if implemented, would cause demonstrable harm to Morgan's program. Furthermore, it violates the State's equal educational opportunity obligations under State and federal law. She also informed the Commission that Morgan has started their master's degree program and have plans to grow and expand it. They also have a very strong bachelor's degree program.

### **Adjournment**

The meeting adjourned into a closed session at approximately 2:37 p.m.



Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

Anwer Hasan  
Chairperson

James D. Fielder, Jr., Ph. D.  
Secretary

February 19, 2019

TO: Commissioners, Maryland Higher Education Commission

FROM: Donna Thomas, Executive Director, Office of Student Financial Assistance

RE: Final Adoption of Regulations; Promise Scholarship

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On October 24, 2018, the Commission approved for publication in the Maryland Register the enclosed regulations regarding the Promise Scholarship Program. The regulations were published in the Maryland Register on December 21, 2018. The public comment period for the regulations ended on November 26, 2018. Comments and questions arose regarding the eligibility of homeschoolers. MHEC has clarified in website Q&A materials that homeschoolers are eligible if they pass the GED, or if they have documentation demonstrating graduation from a private high school or an MSDE-registered home school supervision entity.

The proposed regulations are ready for the Commission's final adoption.

**RECOMMENDATION:** It is recommended that the Commission approves for final adoption the attached proposed regulations regarding the Promise Scholarship Program, which were published in the Maryland Register on December 21, 2018.

Editor's Note: The text of this document will not be printed here because it appeared as a Notice of Emergency Action in 45:24 Md. R. 1161 (November 26, 2018), referenced as [18-323-E].

JAMES D. FIELDER, JR., Ph.D.,  
Secretary of Higher Education

**Subtitle 08 FINANCIAL AID**

**13B.08.21 Maryland Community College Promise Scholarships**

Authority: Education Article, §§11-105(u), 18-204(c), 18-3603, 18-3604, and 18-3606, Annotated Code of Maryland

**Notice of Proposed Action**  
[18-342-P]

The Maryland Higher Education Commission proposes to adopt new Regulations .01—.22 under a new chapter, **COMAR 13B.08.21 Maryland Community College Promise Scholarships**. This action was considered at a meeting of the Maryland Higher Education Commission held on October 24, 2018.

**Statement of Purpose**

The purpose of this action is to adopt regulations for the administration of the Maryland Community College Promise Scholarships Program.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

The proposed action has no economic impact.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Donna Thomas, Executive Director, Office of Student Financial Assistance, Maryland Higher Education Commission, 6 N. Liberty St., Baltimore, MD 21201, or call 410-767-3300, or email to donnae.thomas@maryland.gov. Comments will be accepted through January 22, 2019. A public hearing has not been scheduled.

**.01 Program Administration.**

There is a Maryland Community College Promise Scholarships Program, which is administered by the Office of Student Financial Assistance pursuant to Education Article, Title 18, Subtitle 36, Annotated Code of Maryland.

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Annual adjusted gross income" means the total of the combined adjusted gross income, as reported on the federal or State income tax return for the most recent tax year, of:

- (a) The applicant, if the applicant is independent;
- (b) The applicant and the applicant's parents, if the applicant is a dependent; or
- (c) The applicant and the applicant's spouse, if the applicant is married.

(2) "Certificate" means a credit-bearing certificate program approved by the Commission under Education Article, §11-206, Annotated Code of Maryland.

(3) "Commission" means the Maryland Higher Education Commission.

(4) "Community college" means a community college of the State and includes Baltimore City Community College.

(5) "Director" means the Executive Director of the Office.

(6) Extenuating Circumstances.

(a) "Extenuating circumstances" mean a documented, extraordinary event or condition that prevents a recipient from fulfilling a scholarship requirement.

(b) "Extenuating circumstances" includes, but is not limited to, the following events or conditions, to the extent that the event or condition prevents the recipient from fulfilling a scholarship requirement:

- (i) Disability;
- (ii) Serious illness of the student;
- (iii) Pregnancy or adoption;
- (iv) Extreme financial hardship of the students or student's immediate family;
- (v) Fulfillment of military service; or
- (vi) Serious illness or death of an immediate family member.

(7) "FAFSA" means the Free Application for Federal Student Aid.

(8) "Federal verification" means the process prescribed by the U.S. Department of Education to verify that information provided on the FAFSA is accurate.

(9) "Full-time enrollment" means enrollment in at least 12 credits per semester at a community college.

(10) "Institutional Student Information Report" or "ISIR" means an electronic record produced by the Central Processing System of the U.S. Department of Education that provides institutions with processed application and correction information.

(11) "MDCAPS" means the Maryland College Aid Processing System maintained by the Office.

(12) "Most recent tax year" means the prior-prior federal or State tax year for example, the "most recent tax year" for the 2019-2020 academic year would be 2017.

(13) "Non-loan aid" means any student financial aid scholarship or grant applied to the student's tuition and fee charges, excluding Title IV federal work-study.

(14) "Office" means the Office of Student Financial Assistance within the Commission.

(15) "Satisfactory academic progress" means the academic standards established by the community college to determine whether a student may continue to receive student financial aid.

(16) "Scholarship" means a Maryland Community College Promise Scholarship.

(17) "Secretary" means the Secretary of Higher Education.

(18) "Semester" means the fall or spring semester of a community college.

(19) "Tuition" means the basic instructional charge for courses offered at a community college, including any fees for registration, application, administration, laboratory work, and other mandatory fees.

(20) "VI" means a group of students identified as verification group 1 or VI by the U.S. Department of Education for purposes of financial aid eligibility verification.

(21) "V5" means a group of students identified as verification group 5 or V5 by the U.S. Department of Education for purposes of financial aid eligibility verification.

(22) "Vocational certificate" means a credit-bearing certificate or credit-bearing license program that prepares an individual to work in a career field.

**.03 Student Eligibility for Initial Applications.**

A. Subject to the State budget, the Office annually shall determine a student's eligibility to receive a scholarship.

B. An applicant is eligible for a scholarship if the applicant:

(1) Within 2 years after graduating from a high school, or within 2 years of successfully completing a GED in the State, is enrolled in a community college as a candidate for a vocational certificate, a certificate, or an associate degree;

(2) Enrolls in at least 12 credits per semester at the community college while receiving the scholarship;

(3) Is eligible for in-State tuition, as determined by the community college in accordance with Education Article, Title 15, Annotated Code of Maryland;

(4) Earned an unweighted overall high school grade point average of at least 2.3 on a 4.0 scale or its equivalent, or successfully completed a GED examination in the State on or before the July 31 prior to the start of the fall semester;

(5) For the most recent tax year, had an annual adjusted gross income of not more than:

(a) \$100,000 if the applicant is single or resides in a single-parent household; or

(b) \$150,000 if the applicant is married or resides in a two-parent household;

(6) Has not earned a bachelor's degree or an associate degree;

(7) Has not been awarded other educational grants or scholarships that, in total, cover the applicant's full cost of attendance at the community college; and

(8) By March 1, files a FAFSA or separate State application, prescribed by the Office, and submits any required supporting documentation to the Office, as described under Regulation .05 of this chapter.

**.04 Student Eligibility for Renewal Applications.**

A. Subject to the State budget, an applicant shall be eligible to renew a scholarship for a subsequent year if the applicant:

(1) Files a FAFSA or separate application by March 1;

(2) Continues to meet the income requirements under Regulation .03 of this chapter;

(3) Continues to enroll and complete at least 12 credits per semester;

(4) Maintains a cumulative grade point average of at least 2.5 on a 4.0 scale or its equivalent for the award period or, failing to do so, provides to the Office evidence, deemed satisfactory by the Director, of extenuating circumstances as described in Regulation .14 of this chapter;

(5) Makes satisfactory progress, as determined by the community college, toward a vocational certificate, a certificate, or an associate degree; and

(6) Continues to be eligible for in-State tuition.

B. Subject to §C of this regulation, a recipient may receive a scholarship only for the shorter of:

(1) A total of 3 years; or

(2) The date that the individual is awarded an associate degree.

C. The Office may extend the duration of an award for up to 1 additional year if, pursuant to Regulation .15 of this chapter, the applicant provides to the Office evidence, deemed satisfactory by the Director, of extenuating circumstances that prevent the recipient from continuous enrollment.

**.05 Application Process.**

A. A student shall apply annually and shall submit all supporting documentation requested by the Office:

(1) For the 2019—2020 award year only, by June 15, 2019; and

(2) Beginning with the 2020—2021 award year and each year thereafter:

(a) By May 15, for initial applications; and

(b) By April 1, for renewal applications.

B. Form of Application.

(1) Initial applicants shall submit:

(a) The FAFSA or, if the applicant is ineligible to receive federal Title IV financial aid, but qualifies for in-State tuition under Education Article, §15-106.8, Annotated Code of Maryland, an alternate application form prescribed by the Office; and

(b) The Promise Scholarship application prescribed by the Office.

(2) Renewal applicants shall submit the FAFSA or, if the applicant is ineligible to receive federal Title IV financial aid, but qualifies for in-State tuition under Education Article, §15-106.8, Annotated Code of Maryland, an alternate application form prescribed by the Office.

C. Time of Submission. Applications and supporting documentation received by the Office after the deadlines described in §A are untimely and shall not be considered.

D. If the Office requests supporting documentation from the applicant in order to determine the applicant's eligibility:

(1) The Office shall notify the applicant to submit such information;

(2) The applicant shall submit all information to the Office by the deadline described in §A of this regulation; and

(3) Information received by the Office after the deadline shall not be considered.

E. Upon the request of an applicant, the community college shall assist the applicant to submit a FAFSA or any other application for State or federal student financial aid.

**.06 Amount of Scholarship.**

A. An annual scholarship may not exceed \$5,000, or actual tuition, whichever is less.

B. The minimum a scholarship award amount may not be less than \$100 per semester and \$200 for the academic year.

C. Any student financial aid, other than a loan, shall be credited to the recipient's tuition before the calculation of the scholarship amount.

**.07 Distribution of Awards.**

A. Initial scholarships shall be provided to recipients based upon greatest demonstrated financial need.

B. Priority for scholarships in subsequent years shall be given to prior year recipients who remain eligible under this chapter.

C. Eligible recipients shall be awarded after the community college completes the certification of award roster annually pursuant to Regulation .12 of this chapter.

**.08 Waiting List.**

A. An eligible applicant who does not receive an award shall be notified and placed on a waiting list.

B. The Office shall consider students on the waiting list for late scholarship awards if funds become available after awards have been made.

C. Notwithstanding any other provision of this chapter, consideration for a late award shall be given, in the following descending order, to students:

(1) Whose institution reported the applicant's non-loan aid after the deadline established by the Office;

(2) Who enrolled in the summer semester to maintain the GPA requirement; and

(3) Who applied on time and were eligible for an award but were not awarded due to lack of funds.

D. If funds become available after commencement of the fall semester and are sufficient to issue late awards, the Office shall require the institution to verify the eligibility of students before making late awards.

**.09 Verification of Eligibility.**

**A. Verification by the Office of Initial Applicants.**

(1) Annually, the Office shall verify the accuracy of adjusted gross income levels and the accuracy of demonstrated need for:

(a) All initial scholarship applicants who are not federally selected for the V1 and V5 verification groups, as defined by the U.S. Department of Education; and

(b) All applicants who are ineligible to receive federal aid and complete the separate application prescribed by the Office.

(2) An applicant selected by the Office for verification who has filed a State or federal tax return shall verify the following:

- (a) Adjusted gross income;
- (b) Income tax paid;
- (c) Untaxed portions of IRA distributions;
- (d) IRA deductions and payments;
- (e) Tax-exempt interest income;
- (f) Education credits;
- (g) Number of household members; and
- (h) Number of household members enrolled in an institution of higher education.

(3) An applicant selected by the Office for verification who earned, or whose family earned if the student is a dependent or married, below the maximum income requirement to file a tax return shall verify the following:

- (a) Income earned from work;
- (b) Number of household members; and
- (c) Number of household members enrolled in an institution of higher education.

(4) The Office shall verify initial applicants have earned a cumulative 2.3 high school GPA, or successfully completed the GED examination, prior to the application deadline under Regulation .04A of this chapter;

(5) The Office shall verify that initial applicants graduated from a high school, or earned a GED in Maryland, within the last 2 years; and

(6) The Office annually shall verify the accuracy of adjusted gross income for a percentage of renewal recipients, randomly selected, who are not federally selected and who are not eligible to receive federal aid but are eligible for in-State tuition, as described in §A of this regulation.

**B. Institutional Verification.**

(1) An institution annually shall perform federal verification for any scholarship recipient federally selected for verification under the V1 and V5 verification groups, as defined by the U.S. Department of Education.

(2) The Office will identify all scholarship recipients who are federally selected for federal verification under the V1 and V5 verification groups and transmit the information on a roster to the institution.

(3) The federal verification performed by the institution for a student who has filed a federal tax return shall include verification of:

- (a) Adjusted gross income;
- (b) Federal income tax paid;
- (c) Untaxed portions of IRA distributions;
- (d) Untaxed portions of pensions;

(e) IRA deductions and payments;

(f) Tax-exempt interest income;

(g) Education credits;

(h) Number of household members;

(i) Number of household members enrolled in an institution of higher education; and

(j) Transaction number of the Institutional Student Information Report used.

(4) The federal verification performed by the institution for a student who has not filed a federal income tax return, but who has filed a FAFSA, shall include verification of:

(a) Income earned from work;

(b) Number of household members; and

(c) Number of household members enrolled in an institution of higher education.

(5) Institutions shall provide updated and verified data to the Office by the deadline established by the Office.

(6) Information verified by the institutions shall be used to update the recipients' records.

C. Scholarship awards for recipients with corrections shall be recalculated and adjusted or canceled as specified in this chapter.

D. Institutions annually shall report on a roster in MDCAPS each recipient's cumulative GPA.

E. Institutions shall report on a semester basis on a roster in MDCAPS the number of credits each recipient completed.

F. Institutions annually shall verify that each recipient is eligible for in-State tuition under Education Article, Title 15, Annotated Code of Maryland.

**.10 Award Notification and Acceptance.**

A. A recipient shall be notified by the Office of the award in writing, which may include electronic mail.

B. A recipient shall login to MDCAPS in order to accept an award, except that, in extenuating circumstances as determined by the Director, a student may accept an award by providing written acceptance to the Office.

C. An award recipient who fails to accept the award within 6 weeks of the date that the Office sent notice under §A of this regulation shall become ineligible for the award.

**.11 Full-time Enrollment and Credit Completion Requirements.**

A. Except as provided in Regulation .17 of this chapter, a recipient who fails to continuously enroll full-time and complete at least 12 credits per semester becomes ineligible for the scholarship.

B. A recipient who becomes ineligible for the scholarship may reapply in the subsequent year if the recipient graduated from high school or successfully passed the GED examination in Maryland within 2 years prior to the re-application, and continues to meet all other eligibility requirements under this chapter.

C. The institution shall report through MDCAPS, on a semester basis, whether the recipient is enrolled full-time and the number of credits completed.

D. The institution shall report the number of credits in MDCAPS:

(1) By January 30, for fall credit completion information; and

(2) By June 1, for spring credit completion information.

**.12 Certification of Award Eligibility.**

A. The Office shall create a certification of award roster for each institution, and the institution shall complete the certification each semester by the date established by the Office.

B. The certification of award roster shall contain the name of each applicant whose tuition and fees are unmet by non-loan aid awards, verified by the community college, and who meets all requirements as described under Regulations .03 and .04 of this chapter by the established deadlines.



C. Each community college annually shall report in MDCAPS all types of non-loan aid the applicant is receiving.

D. The award amount reported to the Office shall be the amount of tuition remaining after all other non-loan aid has been applied to the applicant's tuition.

E. After the community college reports all non-loan aid for each applicant, the institution shall electronically transmit the roster to the Office through MDCAPS.

F. Once the Office receives the roster from the community college by the deadline established by the Office:

(1) Initial applicants shall be ranked based upon greatest demonstrated financial need; and

(2) Priority shall be given to eligible prior year recipients.

G. A community college may report an applicant's non-loan aid after the deadline established by the Office only if the applicant satisfied all enrollment requirements at the community college on or before the deadline. The Office shall rank the applicant and, as applicable, award the applicant or place the applicant on the waiting list.

H. A community college shall report in MDCAPS all non-loan aid the recipient is awarded, regardless of whether the non-loan aid has been disbursed for the semester.

I. A community college shall report to the Office all subsequent ISIR transactions that change a recipient's eligibility.

J. The Office will make annual awards prior to the start of the Fall semester.

**.13 Payment of Awards.**

A. The Office shall make an award payment to the institution for each semester that the eligible recipient is granted the award.

B. The community college shall certify to the Office, and request payment for all recipients, on a semester basis, on or before:

(1) December 15, for the fall semester; and

(2) May 15, for the spring semester.

C. A community college that fails to certify and request payment for all recipients on a semester basis under §B of this regulation may not certify recipients for the subsequent semester.

D. Each semester, community colleges shall review billing rosters provided by the Office to certify, by a deadline determined by the Office that each recipient continues to:

(1) Be enrolled as a full-time student in a credit-bearing certificate, credit bearing vocational certificate, or associate degree program;

(2) Be eligible for in-State tuition; and

(3) Meet satisfactory academic progress.

E. In order for funds to be disbursed to the community college, the community college at which the student is enrolled shall maintain the student's FAFSA information on file. The Office will maintain the applications of students eligible for in-State tuition but ineligible for federal aid, and of students who are not selected for federal aid.

**.14 Summer Enrollment.**

A. A recipient who fails to maintain a cumulative grade point average of at least 2.5 at the end of the spring semester may enroll in the summer semester to meet the GPA requirement.

B. A recipient who enrolls for the summer semester and meets the GPA requirement at the end of the semester may be awarded under Regulation .08 of this chapter.

C. A recipient who enrolls for the summer semester may not utilize the scholarship award for the summer semester.

**.15 Allowable Interruptions of Study.**

A. The Office may extend the duration of an award for an allowable interruption of study of 1 year or less, at the discretion of the Office, if the recipient provides to the Office documentation of

extenuating circumstances that prevent the recipient from maintaining continuous enrollment at the community college.

B. The Office shall review the student's documentation of extenuating circumstances, and the Director shall render a decision within 30 days of receipt.

C. All documentation shall be submitted to the Office by the established deadline, or the extension shall be denied.

D. A recipient approved by the Office for an extension shall, after the extension expires, resume full-time enrollment, complete at least 12 credits per semester, and meet the GPA requirements under this chapter.

**.16 Minimum GPA Appeal Criteria.**

A. A recipient who fails to maintain a cumulative grade point average of at least 2.5 may appeal a scholarship denial to the Office.

B. A recipient appealing under §A of this regulation shall provide documentation to the Office of the extenuating circumstances that prevented the recipient from meeting the GPA requirement.

C. A recipient may appeal on the grounds of not maintaining the required GPA only once.

D. The Office shall review the student's documentation of extenuating circumstances and render a decision within 30 days of receipt.

**.17 Full-time Enrollment Appeal Criteria.**

A. A recipient enrolled for at least 6 credits, but less than 12 credits per semester, may appeal a scholarship denial to the Office on the basis that:

(1) The recipient is participating in a specific course or activity (such as an internship or practicum) that is required by the institution to complete the academic program; or

(2) The recipient has a documented disability that prevents full-time enrollment.

B. A recipient appealing under §A of this regulation shall appeal to the Office on a semester basis and shall submit the following:

(1) Documentation from the recipient's department chair at the community college that describes and confirms the program's requirements for the applicable semester, along with a catalog description of the program and courses and activities involved; or

(2) Documentation that confirms the student is an individual with disabilities who is unable to enroll full-time due to the disability.

**.18 Scholarship Conditions and Service Requirement.**

A. Full-Time Employment. For purposes of this regulation, "full-time employment" means employment for at least 35 hours per week.

B. Use of Scholarship. A scholarship shall be used solely for tuition at a community college.

C. As a precondition of accepting the scholarship award, a recipient shall provide a promissory note and shall enter into a written agreement with the Commission, in the form and manner prescribed by the Office, requiring the recipient to:

(1) Complete the associate degree, certificate, or vocational certificate;

(2) Use an address in the State on the recipient's State income tax return;

(3) Commence full-time employment in the State within 1 year after completion of the vocational certificate, certificate, or associate degree;

(4) Continue to use an address in the State on the recipient's State income tax return for at least 1 year for each year that the scholarship was awarded; and

(5) Maintain full-time employment in the State for at least 1 year for each year that the scholarship was awarded.

D. If a recipient holds the scholarship award in addition to other State scholarship awards requiring a service obligation, the obligations shall be served consecutively.

**.19 Conversion of Scholarship to Loan.**

A. Except as provided in §C of this regulation, if the recipient breaches the terms or conditions of the agreement or note under Regulation .18 of this chapter, the scholarship shall convert to a student loan payable to the State.

B. Interest on the loan shall be charged at a rate equal to the interest rate established by the United States Department of Education on the first day of July of each year for the Federal Stafford Loan.

C. Interest may not accrue prior to notification to the Office of a recipient's graduation or termination from an institution of higher education.

D. At the discretion of the Office, repayment may be prorated if the recipient partially fulfills the recipient's obligation.

E. Except as otherwise provided in this regulation, repayment shall be made to the State within 6 years after the repayment period begins, and shall follow a repayment schedule established by the Office.

**.20 Deferment of the Service Obligation and Repayment.**

A. A recipient may request that the service obligation be deferred during the time the recipient is:

(1) Enrolled full-time (12 or more credits per semester) or part-time (6–11 credits per semester) in a credit-bearing course of study at any post-secondary institution;

(2) On a temporary leave of absence, approved by the employer in the required employment field, for a period not to exceed 12 months;

(3) Temporarily disabled, as determined by a licensed physician, in a manner that substantially impairs the recipient's ability to perform the service obligation, for a period not to exceed 3 years;

(4) Unable to maintain employment, for a period not to exceed 12 months, because the recipient must care for a spouse or child who is disabled;

(5) Assigned military duty outside of the State, not to exceed 3 years without filing an appeal; or

(6) Married to a spouse assigned military duty outside of the State, not to exceed 3 years without filing an appeal.

B. A recipient's deferment request shall include supporting documentation satisfactory to the Office, which shall consist of the following, as appropriate:

(1) Certification by the institution's registrar that the recipient has returned to a full-time or part-time course of study at a post-secondary institution in the State;

(2) Certification by the employer that the recipient is on a temporary approved leave of absence;

(3) A sworn affidavit by a licensed physician that the recipient is temporarily disabled in a manner that substantially impairs the recipient's ability to perform the service obligation;

(4) A sworn affidavit by a licensed physician that the recipient is unable to maintain employment because the recipient must care for a spouse or child who is disabled; or

(5) A copy of military orders.

C. The Office shall review all documentation and determine if the deferment conditions have been met and, if so, determine the deferment period.

D. During the period of an approved deferment, a recipient is not required to make scholarship repayments, and interest does not accrue.

E. The Office shall, on a case-by-case basis, review appeals from individuals assigned military duty outside the State, and from the spouses of individuals assigned military duty outside the State, that exceed the 3-year deferral limit. Appeals shall be in writing and shall

include a copy of the military orders. The Director shall determine if an appeal is granted.

**.21 Waiver of the Service Obligation and Repayment.**

The Office shall waive a recipient's service and repayment obligations if it determines:

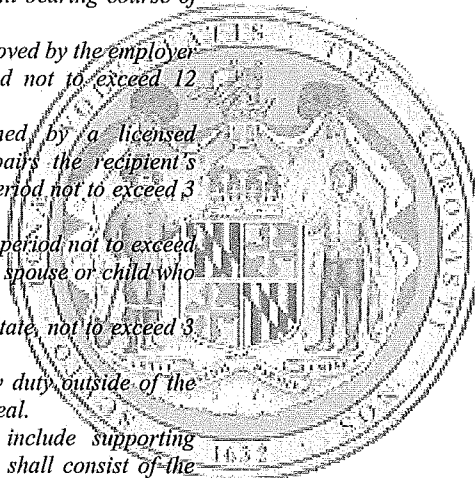
A. On the basis of a sworn affidavit of two licensed physicians, that the recipient is permanently unable to fulfill the service obligation, on a full-time or part-time basis, because of a permanent impairment; or

B. On the basis of a death certificate, or other evidence of death that is conclusive under State law that the recipient has died.

**.22 Determinations of the Office.**

A decision of the Office under this chapter, including decisions regarding whether to grant an award, extension, waiver, or appeal, is final and not subject to additional review or appeal.

JAMES D. FIELDER, JR., Ph.D.,  
Secretary of Higher Education





**Larry Hogan**  
Governor

**Boyd K. Rutherford**  
Lt. Governor

**Anwer Hasan**  
Chairperson

**James D. Fielder, Jr., Ph. D.**  
Secretary

February 19, 2019

TO: Commissioners, Maryland Higher Education Commission

FROM: Emily A.A. Dow, Ph.D., Assistant Secretary, Academic Affairs

RE: Final Adoption of Regulations; Regional Higher Education Centers

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On October 24, 2018, the Commission approved for publication in the Maryland Register the enclosed regulations regarding programs at regional higher education centers. The regulations were published in the Maryland Register on December 21, 2018. The public comment period for the regulations ended on November 26, 2018. No public comments were received.

The proposed regulations are ready for the Commission's final adoption.

**RECOMMENDATION:** It is recommended that the Commission approves for final adoption the attached proposed regulations regarding regional higher education centers, which were published in the Maryland Register on December 21, 2018.

**.03 Superintendents.**

**A. Superintendent I.**

(1) This certificate qualifies an individual to be assigned as a county deputy superintendent, assistant superintendent or associate superintendent through either Traditional or Reciprocal Certification.

(2) An applicant for Traditional Certification shall meet the education and experience requirements.

(3) Education Requirements for Traditional Certification. The applicant shall have:

(a) A master's degree from an IHE; and

(b) Completed one of the following:

(i) An MSDE-approved program which leads to certification as a superintendent;

(ii) A program offered by an IHE leading to certification as a superintendent in the state in which the institution is located; or

(iii) 45 semester hours of graduate course work, including a minimum of 15 semester hours in education administration taken at an IHE. Graduate course work earned under §A(3)(a) of this regulation may be applied toward the 45 required semester hours.

(4) Experience Requirements for Traditional Certification. The applicant shall have:

(a) 27 months of satisfactory teaching performance or satisfactory performance as a certified specialist as defined in COMAR 13A.12.03 in a PreK-12 setting; and

(b) 24 months of satisfactory administrative or supervisory experience in a PreK-12 setting.

(5) Requirements for Reciprocal Certification. A deputy, associate, or assistant superintendent who enters Maryland from another state may obtain a Superintendent I certification if that individual:

(a) Holds a valid professional state certificate in a like or comparable area; and

(b) Presents verification of at least 36 months of satisfactory performance as a deputy, associate, or assistant superintendent during the past 7 years.

**B. Superintendent II.**

(1) This certificate qualifies an individual to be a county superintendent through either Traditional or Reciprocal Certification.

(2) An applicant for Traditional Certification shall meet the education and experience requirements.

(3) Education Requirements for Traditional Certification. The applicant shall have:

(a) A master's degree from an IHE; and

(b) Have completed one of the following:

(i) An MSDE-approved program which leads to certification as a superintendent to include course work covering public school administration, supervision, and methods of teaching;

(ii) A program offered by an IHE leading to certification as a superintendent in the state in which the institution is located to include course work covering public school administration, supervision, and methods of teaching; or

(iii) 60 semester hours of graduate course work, including a minimum of 24 semester hours in education administration taken at an IHE, to include public school administration, supervision, and methods of teaching. Graduate course work earned under §B(3)(a) of this regulation may be applied toward the 60 required semester hours.

(4) Experience Requirements for Traditional Certification. The applicant shall have:

(a) 27 months of satisfactory teaching performance or satisfactory performance as a certified specialist as defined in COMAR 13A.12.03 in a PreK-12 setting; and

(b) 24 months of satisfactory administrative or supervisory experience in a PreK-12 setting.

(5) Requirements for Reciprocal Certification. A superintendent who enters Maryland from another state may obtain a Superintendent II certification if that individual:

(a) Holds a valid professional state certificate in a like or comparable area;

(b) Presents verification of at least 36 months of satisfactory performance as a superintendent during the past 7 years; and

(c) Presents verification of 2 years of graduate work at an IHE to include course work covering public school administration, supervision, and methods of teaching.

KAREN B. SALMON, Ph.D.  
State Superintendent of Schools

**Title 13B  
MARYLAND HIGHER  
EDUCATION COMMISSION**

**Subtitle 02 ACADEMIC  
REGULATIONS**

**13B.02.03 Academic Programs — Degree-Granting Institutions**

Authority: Education Article, §11-105(u), 11-201, 11-202, and 11-206, Annotated Code of Maryland

**Notice of Proposed Action  
[18-323-P]**

The Maryland Higher Education Commission proposes to amend Regulations .02 and .20 under COMAR 13B.02.03 Academic Programs — Degree-Granting Institutions. This action was considered at a meeting of the Maryland Higher Education Commission held on October 24, 2018.

**Statement of Purpose**

The purpose of this action is to permit certain institutions of higher education to offer programs at regional higher education centers, regardless of whether the institution provides the program at its principal campus.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

The proposed action has no economic impact.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Emily A.A. Dow, Ph.D., Assistant Secretary of Academic Affairs, Maryland Higher Education Commission, 6 N. Liberty St., Baltimore, MD 21201, or call 410-767-3300, or email to emily.dow@maryland.gov. Comments will be accepted through January 22, 2019. A public hearing has not been scheduled.



Editor's Note: The text of this document will not be printed here because it appeared as a Notice of Emergency Action in 45:24 Md. R. 1161 (November 26, 2018), referenced as [18-323-E].

JAMES D. FIELDER, JR., Ph.D.,  
Secretary of Higher Education

**Subtitle 08 FINANCIAL AID**

**13B.08.21 Maryland Community College Promise Scholarships**

Authority: Education Article, §§11-105(u), 18-204(c), 18-3603, 18-3604, and 18-3606, Annotated Code of Maryland

**Notice of Proposed Action**

[18-342-P]

The Maryland Higher Education Commission proposes to adopt new Regulations .01—.22 under a new chapter, **COMAR 13B.08.21 Maryland Community College Promise Scholarships**. This action was considered at a meeting of the Maryland Higher Education Commission held on October 24, 2018.

**Statement of Purpose**

The purpose of this action is to adopt regulations for the administration of the Maryland Community College Promise Scholarships Program.

**Comparison to Federal Standards**

There is no corresponding federal standard to this proposed action.

**Estimate of Economic Impact**

The proposed action has no economic impact.

**Economic Impact on Small Businesses**

The proposed action has minimal or no economic impact on small businesses.

**Impact on Individuals with Disabilities**

The proposed action has no impact on individuals with disabilities.

**Opportunity for Public Comment**

Comments may be sent to Donna Thomas, Executive Director, Office of Student Financial Assistance, Maryland Higher Education Commission, 6 N. Liberty St., Baltimore, MD 21201, or call 410-767-3300, or email to donnae.thomas@maryland.gov. Comments will be accepted through January 22, 2019. A public hearing has not been scheduled.

**.01 Program Administration.**

There is a Maryland Community College Promise Scholarships Program, which is administered by the Office of Student Financial Assistance pursuant to Education Article, Title 18, Subtitle 36, Annotated Code of Maryland.

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Annual adjusted gross income" means the total of the combined adjusted gross income, as reported on the federal or State income tax return for the most recent tax year, of:

- (a) The applicant, if the applicant is independent;
- (b) The applicant and the applicant's parents, if the applicant is a dependent; or
- (c) The applicant and the applicant's spouse, if the applicant is married.

(2) "Certificate" means a credit-bearing certificate program approved by the Commission under Education Article, §11-206, Annotated Code of Maryland.

(3) "Commission" means the Maryland Higher Education Commission.

(4) "Community college" means a community college of the State and includes Baltimore City Community College.

(5) "Director" means the Executive Director of the Office.

(6) Extenuating Circumstances.

(a) "Extenuating circumstances" mean a documented, extraordinary event or condition that prevents a recipient from fulfilling a scholarship requirement.

(b) "Extenuating circumstances" includes, but is not limited to, the following events or conditions, to the extent that the event or condition prevents the recipient from fulfilling a scholarship requirement:

- (i) Disability;
- (ii) Serious illness of the student;
- (iii) Pregnancy or adoption;
- (iv) Extreme financial hardship of the students or student's immediate family;
- (v) Fulfillment of military service; or
- (vi) Serious illness or death of an immediate family member.

(7) "FAFSA" means the Free Application for Federal Student Aid.

(8) "Federal verification" means the process prescribed by the U.S. Department of Education to verify that information provided on the FAFSA is accurate.

(9) "Full-time enrollment" means enrollment in at least 12 credits per semester at a community college.

(10) "Institutional Student Information Report" or "ISIR" means an electronic record produced by the Central Processing System of the U.S. Department of Education that provides institutions with processed application and correction information.

(11) "MDCAPS" means the Maryland College Aid Processing System maintained by the Office.

(12) "Most recent tax year" means the prior-prior federal or State tax year; for example, the "most recent tax year" for the 2019-2020 academic year would be 2017.

(13) "Non-loan aid" means any student financial aid scholarship or grant applied to the student's tuition and fee charges, excluding Title IV federal work-study.

(14) "Office" means the Office of Student Financial Assistance within the Commission.

(15) "Satisfactory academic progress" means the academic standards established by the community college to determine whether a student may continue to receive student financial aid.

(16) "Scholarship" means a Maryland Community College Promise Scholarship.

(17) "Secretary" means the Secretary of Higher Education.

(18) "Semester" means the fall or spring semester of a community college.

(19) "Tuition" means the basic instructional charge for courses offered at a community college, including any fees for registration, application, administration, laboratory work, and other mandatory fees.

(20) "VI" means a group of students identified as verification group 1 or VI by the U.S. Department of Education for purposes of financial aid eligibility verification.

(21) "V5" means a group of students identified as verification group 5 or V5 by the U.S. Department of Education for purposes of financial aid eligibility verification.



**Larry Hogan**  
Governor

**Boyd K. Rutherford**  
Lt. Governor

**Anwer Hasan**  
Chairperson

**James D. Fielder, Jr., Ph. D.**  
Secretary

## Maryland Higher Education Commission 2019 Meeting Dates

The Maryland Higher Education Commission (MHEC) is Maryland's higher education coordinating board responsible for the management of statewide financial aid programs and the establishment of statewide policies for public and private colleges and career schools to support students' postsecondary pursuits.

### Meeting Dates and Locations

January 23, 2019	June 26, 2019
February 27, 2019	September 25, 2019 9:30am to 3:30pm
March 27, 2019	October 23, 2019
April 24, 2019	November 20, 2019 *Please note date change*
May 22, 2019	December 11, 2019 *Please note date change*

**All Commission Meetings will be held on the 4<sup>th</sup> Wednesday of Each Month from 1:00pm to 4:00pm at the Maryland Higher Education Commission in the 7<sup>th</sup> Floor Board Room located at 6 N. Liberty Street, Baltimore, MD 21201 unless otherwise noted.**

**Dates and Times Subject to Change**

<http://www.mhec.maryland.gov/About/Pages/Meetings.aspx>