

**MARYLAND COMMUNITY COLLEGE**  
**PROMISE SCHOLARSHIP**  
**2.5 CUMULATIVE GRADE POINT AVERAGE**  
**Appeal Form**  
**Academic Year 2020-2021**

[appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov)

A recipient of the Maryland Community College Promise Scholarship who fails to earn a minimum 2.5 cumulative grade point average (GPA) at the end of the Spring semester due to extenuating circumstances, while enrolled at the community college and denied a Promise Scholarship may appeal this decision.

To file an appeal, complete this form and return it with the required documentation.

**Section A- Personal Information:** (please print)

1. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_
2. Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_
3. Permanent mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_
4. E-mail address: \_\_\_\_\_
5. Name of Community College: \_\_\_\_\_
6. Date of appeal: \_\_\_\_\_

**Section B- Acceptable reasons of extenuating circumstance may include but are not limited to:**

- ☐ Disability (requires documentation of student's disability).
- ☐ Serious illness or injury of the student (requires note from physician).
- ☐ Pregnancy or adoption (requires documentation from a physician).
- ☐ Serious illness or death of an immediate family member (requires note from physician or death certificate).
- ☐ Other serious personal difficulties (requires note from advisor, psychologist, social worker, etc.).
- ☐ Fulfillment of military service (requires documentation of military orders).
- ☐ Extreme financial hardship of the student or student's immediate family (requires documentation for loss of income).

**Section C- Documentation: Please attach the following documentation to this appeal form:**

- ☐ A statement from the student describing fully the reason(s) for the appeal;
- ☐ Documentation as required in Section B; and
- ☐ Appeals for extreme financial hardship of the student or student's immediate family **must** include documentation that details you/spouse or your parents financial hardship that may consist of:
  - Written notice of involuntary job termination or layoff from former employer (loss of income from temporary positions, self-employment, or commissions may not be considered). If applicable copies of severance pay, and or/any benefits, which will continue after dismissal;

- Loss of child support (i.e. a court order or divorce decree); or
- Copies of unemployment benefits or proof of denial of benefits; Copies of your last three pay stub(s) from previous and/or current employers.
- Copy of you/spouse or your parent's **2018 and 2019 Federal IRS** Tax Return Transcript and W-2 forms; and
- **Documentation** of you/spouse or your parents expected 2020 income. (Copies of pay stubs, unemployment benefits, and other untaxed income, {excluding Social Security benefits, and TANF}).

**NOTE: Appeals will not be considered without required documentation.**

**Deadline:** This appeal and supporting documentation must be submitted by **August 15, 2020** for consideration.

Appeal forms and supporting documentation may be sent to [appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov).