

**ENROLLED FOR LESS THAN 12 CREDITS**  
**Appeal Form for Maryland Community College Promise**  
**Academic Year 2020-2021**  
[appeal.mhec@maryland.gov](mailto:appeal.mhec@maryland.gov)

**SECTION A – Instructions:**

Maryland law requires that a student be enrolled for at least 12 credits each semester in order to receive a **Maryland Community College Promise Scholarship**. You may be eligible to appeal this requirement and receive an award if you are enrolled for less than 12 credits and you are enrolled in a specific course or activity (e.g. internship, practicum, clinical) that:

- o Is required by the institution to complete your academic program; and
- o Results in your being enrolled for less than 12 credit hours per semester; and
- o Is equal to or greater than 180 hours of actual time spent in the classroom, lab, or clinic.
- o **Fall Deadline to submit appeal is: October 15, 2020**
- o **Spring Deadline to submit appeal is: March 15, 2021**

**Appeals will NOT be considered for: convenience; hardship; or because only a certain number of courses are needed to complete degree requirements.**

If your appeal is approved, your award will be recalculated based on your part-time status. A student enrolled for 9-11 credits will receive three-quarters of the award. A student enrolled in 6-8 credits will receive one-half of the award. **A student with five (5) or less credits is not eligible for a grant. Audited courses cannot be used to attain minimum hours required for full-time status.**

**You MUST submit a separate appeal form for each semester in which you are enrolled for less than 12 credits. You MUST provide documentation that includes:**

- o Documentation of the courses and credits you are taking for the semester appealed (i.e. – class schedule); and
- o A copy of the program curriculum from the institution's catalog or from the institution's website.

**SECTION B - Personal Information:**

1. Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_
2. Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_
3. Permanent mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_
4. Home phone: \_\_\_\_\_ e-mail address: \_\_\_\_\_

**SECTION C - School Information:**

1. Institution currently attending: \_\_\_\_\_
2. Housing status: \_\_\_\_ on campus \_\_\_\_ off campus \_\_\_\_ with parents or other relatives
3. Year in school: (e.g., freshman) \_\_\_\_\_ Declared major: \_\_\_\_\_
4. Semester: (e.g., Fall 2020) \_\_\_\_\_ # of credits for which registered: \_\_\_\_\_

**Specific courses for which registered (e.g. NURS 101)** \_\_\_\_\_  
\_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Continued)

## **SECTION D – Financial Aid Officer Certification:**

Your appeal will not be granted if you have been awarded a MD State Part-time grant by your financial aid office. Please have your financial aid office representative complete the following:

I certify that the above listed student has not been awarded a MD State Part-time grant by this institution for the semester(s) outlined above.

COMPLETED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
Print Full Name of FAO

TITLE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*This form and documentation as outlined above may be submitted in one of the following ways:*

1. **By Mail:** Maryland Higher Education Commission  
Office of Student Financial Assistance  
Attention: Appeal Committee  
6 N. Liberty Street, Ground Suite  
Baltimore, MD 21201; or

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