



Maryland Higher Education Commission
Office of Student Financial Aid
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MHEC.MARYLAND.GOV

CREDIT COMPLETION

Academic Program

Appeal Criteria / Required Documentation 2025-26 Academic Year

The Maryland Higher Education Commission understands that students may experience circumstances that result in them failing to meet certain requirements for consideration or reinstatement of State grant and scholarship programs. Therefore, the Office of Student Financial Assistance (OSFA) has developed an appeal process for certain allowable programs and circumstances that allows students to request (re)consideration of a State award

Appeal Process

1. Students determine if they meet the criteria to submit an appeal based off the program and allowable appeals under that program.
2. Student gathers all required documentation for the appeal.
3. Student completes the 2025-26 MHEC Grant and Scholarship Appeal Request Form, uploading all required documentation, by the published deadline.
4. OSFA staff will review the appeal and make a determination within 45 business days, unless the student is informed otherwise.

Important Reminders

- Appeals must be submitted through the Appeal Request Form and will not be accepted by any other means.
- It is the student's responsibility to ensure they have provided all required documentation for their appeal. Incomplete appeal requests will be denied.
- It is the student's responsibility to submit their appeal by the published deadline. Late appeals requests will be denied.

2025-26 Credit Completion Appeal Information	
Eligible Programs	Guaranteed Access Grant Educational Assistance Grant
Appeal Opens	May 1, 2025
Appeal Closes	September 15, 2025
Allowable Reasons for Appeal	Required Documentation
Required Course or Activity or Structure of Academic Program	<ul style="list-style-type: none">• Letter explaining student's circumstances for credit completion appeal• Department Chair Certification Form completed by department chair of academic program (available on MHEC website)• Catalogue description of the program and classes involved• Copy of most recent transcript

IMPORTANT NOTES:

- Only students entering their third or fourth year of GA or EA funding can submit a Credit Completion appeal.
- This appeal refers to what credits you completed in the prior academic year (the 2024-2025 academic year).
- Students must have completed **at least 18 credit hours** in the prior academic year to be eligible to file this appeal.
- Students who received a **Part-Time Grant from MHEC** in the 2024-25 school year **cannot** file a Credit Completion appeal.