



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

# ENROLLED IN LESS THAN 12 CREDITS

## 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 Enrolled in Less Than 12 Credits Appeal Information	
Eligible Programs	Guaranteed Access Grant   Educational Assistance Grant   2+2 Transfer Scholarship
FALL Appeal Opens	May 1, 2025
FALL Appeal Closes	October 15, 2025
SPRING Appeal Opens	November 1, 2025
SPRING Appeal Closes	March 15, 2026
Allowable Reasons for Appeal	Required Documentation
Required Course or Activity or Structure of Academic Program	<ul style="list-style-type: none"><li>• Department Chair Certification Form completed by department chair of academic program (available on MHEC website)</li><li>• Documentation of the courses and credits being taken for the semester being appealed (i.e. class schedule)</li><li>• Copy of the program curriculum structure from the institution's catalog or website</li></ul>

#### **IMPORTANT NOTES:**

- This appeal refers to what credits you are currently enrolled in for the 2025-26 academic year.
- You must be enrolled in at least 6 credits to file this appeal.
- Appeals must be filed per term if you are enrolled in less than 12 credits each term.
- GA and EA students who received a **Part-Time Grant from MHEC** in the 2025-26 school year **cannot** file an Enrolled in Less Than 12 Credits appeal.

For approved appeals, GA and EA Grants are recalculated based on part-time status:

- A student enrolled in 9-11 credits will receive three-quarters of the award
- A student enrolled in 6-8 credits will receive one-half of the award