Maryland Higher Education Commission Office of Student Financial Assistance 6 North Liberty Street, Ground Suite Baltimore, MD 21201 (410) 767-3300; (800) 974-0203 TTY for the Deaf - (800) 735-2258 www.mhec.maryland.gov

Less than 12 credits (academic program) Appeal Criteria	Required Documents
Appeals will NOT be considered for: convenience; hardship; or because only a certain number of courses are needed to complete degree requirements	
Enrolled for less than 12 credits and enrolled in a specific course or activity (e.g. internship, practicum, clinical) that: • Is required by the institution to complete your academic program; and • Results in your being enrolled for less than 12 credit hours per semester; and	<ul> <li>Documentation of the courses and credits you are taking for the semester appealed (i.e. – class schedule); and</li> <li>A copy of the program curriculum from the institution's catalog or from the institution's</li> </ul>
<ul> <li>Is equal to or greater than 180 hours of actual time spent in the classroom, lab, or clinic.</li> <li>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.</li> </ul>	website. • Financial Aid Officer certification form • Department Chair certification form