

MARYLAND HIGHER EDUCATION COMMISSION

MEETING BOOKLET

Time: 1:00 PM – 4:00 PM
May 23, 2018

Place: Maryland Higher Education Commission
6 N. Liberty St, 7th Floor Board Room
Baltimore, MD 21201

Maryland Higher Education Commission

Anwer Hasan, Chairman

Sandra L. Jimenez, Vice-Chair

Vivian S. Boyd

John Holaday

Vera R. Jackson

Russell V. Kelley

Bryson Barksdale, Student Commissioner

Ian MacFarlane

Donna M. Mitchell

Joel Packer

Rizwan A. Siddiqi

John W. Yaeger

James D. Fielder, Jr., Ph.D.
Secretary

Lawrence J. Hogan, Jr.
Governor

Boyd K. Rutherford
Lt. Governor



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

Maryland Higher Education Commission Meeting Agenda

TIME: 1:00 p.m.-4:00 p.m.
Wednesday
May 23, 2018

PLACE: Maryland Higher Education Commission
6 N. Liberty Street, 7th FL BR
Baltimore, MD 21201

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Call to Order		
Commission Minutes Approval	1	*
• April 25, 2018		
Chairman’s and Secretary’s Remarks		
Faculty Advisory Council		
Student Advisory Council		
Commissioner Committee Updates		
Department of Academic Affairs- Emily Dow		
• Proposed Adoption on Regulations		
○ Workforce Development Sequence	5	*
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Office of Research and Policy Analysis- Jon Enriquez		
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Adjournment		

Maryland Higher Education Commission
Meeting Minutes

April 25, 2018
1:00 p.m.

The Maryland Higher Education Commission (MHEC) met on Wednesday, April 25, 2018 at 6 N. Liberty Street, 7th Floor Board Room, Baltimore, MD 21201.

Commission members present:

Anwer Hasan, Chairman	Bryson Barksdale
Vivian S. Boyd, Ph.D.	Vera Jackson
Russell V. Kelley, Ph.D.	Donna M. Mitchell
Joel C. Packer	Rizwan A. Siddiqi
John W. Yaeger, Ed.D	

Commission members not present:

Sandra L. Jimenez, Vice Chairperson	John W. Holaday, Ph.D.
Ian D. MacFarlane	

Staff members present:

Secretary Fielder	Dr. Emily Dow
Geoff Newman	Christine Wellons
Soma Kedia	Lee Towers
Karen King-Sheridan	Rhonda Wardlaw
Glenda Abney	Jermal Butler
Ashley Wallace	Alan Gallegos

Call to Order

The meeting was called to order by **Chairman Hasan** at approximately 1:02 p.m. A meeting quorum was established with nine out of twelve members present.

Approval of Minutes – Action Item

There was a motion by **Commissioner Yaeger** and a second by **Commissioner Mitchell** for approval of the March 28, 2018 meeting minutes. The motion was approved unanimously.

Chairman's Remarks

No remarks.

Secretary's Remarks

Chairman Hasan recognized **Secretary Fielder**. **Secretary Fielder** reported the legislative session has ended. **Secretary Fielder** provided a brief overview of bills that may impact MHEC.

Faculty Advisory Council

No report.

Student Advisory Council

Chairman Hasan recognized Emily Dreszer. Ms. Dreszer provided the Commission an update on the council's activities.

Office of the Secretary – Commission Committee Updates –Information Item

Program Review Committee: **Commission Yaeger** updated the Commission on the agency's effort to reconcile the academic program inventory. **Commission Yaeger** reported the Secretary has sent a letter to Chief Academic Officers to reconcile the institution's academic program inventory by May 25, 2018. **Commissioner Yaeger** updated the Commission on the status of the applied baccalaureate workgroup. **Commission Yaeger** reported the workgroup will prepare a final report for the Commission to be presented at the June meeting.

Finance and Operations Committee: **Commissioner Siddiqi** provided the Commission an update on the committee's activities. **Commissioner Siddiqi** reported the committee is working on the Student Loan Debt Relief Tax Credit, standardizing the institution's annual budget requests and audit findings.

Outreach, Grants, and Financial Assistance: **Commissioner Packer** provided the Commission an update on the committee's goals and activities. **Commissioner Packer** provided the Commission an update on the Media Outreach Campaign. **Commissioner Packer** can provide the Pinnacle report to the Commissioners electronically as requested. **Commissioner Packer** reported the number of on time FASFA applications from 2016 to 2019 increased by 19%. The number of applications from 2018-2019 increased by 2.4%. **Commissioner Packer** provided the Commission an update on the development of a mobile app. The application to NIC USA is in draft and is being reviewed for the Secretary's signature. **Commissioner Packer** reported as of March 2018, 111 outreach sessions have been completed. The committee set a goal to increase outreach sessions by 15%. The committee anticipates the number of outreach sessions will exceed the 15% goal.

Federal Higher Education Update and Outlook Presentation- Information Item

Chairman Hasan recognized **Commissioner Packer**. **Commissioner Packer** provided the Commission a presentation on the federal higher education update and outlook.

Department of Academic Affairs – Proposed Adoption on Regulations – New Financial Guarantee Requirements for Private Career Schools- Action Item

Chairman Hasan recognized Dr. Emily Dow. Dr. Dow reported during the 2018 legislative session, the General Assembly passed Senate Bill 795 that requires private career schools to provide to the Commission financial guarantees in amounts sufficient to cover 100 percent of the institutions' non-Title IV tuition liability. Dr. Dow further reported the proposed regulation implement these new statutory requirements.

Commissioner Yaeger motioned that the Commission approve for publication and public comment the attached proposed regulations regarding the financial guarantee requirements of private career schools, and authorizes MHEC's attorneys to approve non-substantive revisions as necessary to conform the proposed regulations to the stylistic and formatting requirements of AELR and of the Division of State Documents. **Commissioner Mitchell** seconded the motion. The motion was approved unanimously.

Department of Academic Affairs – Proposed Adoption on Regulations – New Financial Guarantee Requirements for Online Registered Institutions- Action Item

Chairman Hasan recognized Dr. Emily Dow. Dr. Dow reported during the 2018 legislative session, the General Assembly passed Senate Bill 795 that requires non-SARA, for-profit out-of-state institutions of higher education that provide online education in Maryland to provide to MHEC a financial guarantee in an amount sufficient to cover the institution's non-Title IV tuition liability. Dr. Dow further reported the proposed regulation implement these new statutory requirements.

Commissioner Mitchell motioned that the Commission approve for publication and public comment the attached proposed regulations regarding the financial guarantee requirements of certain for-profit institutions that are required to register with the Commission, and authorizes MHEC's attorneys to approve non-substantive revisions as necessary to conform the proposed regulations to the stylistic and formatting requirements of AELR and of the Division of State Documents. **Commissioner Siddiqi** seconded the motion. The motion was approved unanimously.

Department of Academic Affairs – Kaplan University Name Change- Action Item

Chairman Hasan recognized Dr. Emily Dow. Dr. Dow reported Kaplan University was recently acquired by Purdue University. Dr. Dow further reported Kaplan University has submitted a request for approval to change their name to Purdue University Global. This acquisition has been approved by the US Department of Education, the Indiana Commission for Higher Education,

and the Higher Learning Commission (Purdue University's and Kaplan University's accrediting body). Dr. Dow reported the curriculum and programs that have been offered through Kaplan University will not be changed as a result of this agreement. There are no changes to faculty and staff expected at this time, and there are no changes to locations expected at this time.

Commissioner Mitchell motioned that the Commission approve Kaplan University's request to change its name to Purdue University Global. **Commissioner Boyd** seconded the motion. The motion was approved unanimously.

Adjournment

The meeting adjourned at approximately 2:22 p.m.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: May 23, 2018

TO: Commissioners, Maryland Higher Education Commission

FROM: Donna Thomas, Director, Office of Student Financial Assistance
Emily A. A. Dow, Ph.D., Assistant Secretary, Academic Affairs

STAFF: Michael Kiphart, Ph.D., Director, Academic Affairs
Alan Gallagos, Associate Director, Career and Workforce Education
Jon Enriquez, Ph.D., Director, Research and Policy

RE: Proposed Regulations to Implement the Workforce Development Sequence Scholarship

During the 2017 legislative session, the General Assembly passed Senate Bill 317 (Chapter 149 of the Acts of 2017; §18–3301-4 Education Article, Annotated Code of Maryland). The bill created the Workforce Development Sequence Scholarship program. The Workforce Development Sequence Scholarship program creates a scholarship opportunity for students enrolled in non-credit programs at Maryland community colleges. Students are eligible for the scholarship if they are:

- Maryland residents or graduates of a Maryland high school; and
- enrolled in a Workforce Development Sequence at a public community college in the State.

A workforce development sequence means:

- a program offered by a community college that is approved by the Commission and is composed of courses that are related to:
 - Job preparation or an apprenticeship;
 - Licensure or certification; or
 - Job skill enhancement.

Additional highlights of the program, per Chapter 149 of the Acts of 2017, are:

- An eligible student who receives a Workforce Development Sequence Scholarship under this subtitle may use the award for tuition, mandatory fees, and other associated costs of attendance.

- The annual amount of a scholarship awarded to an eligible student may not exceed \$2,000.

Chapter 149 of the Acts of 2017 also requires the Commission provide a report to the General Assembly on:

- The number of students who received a Workforce Development Sequence Scholarship;
- The amount of the award made to each recipient;
- The community college that the recipient attended; and
- The workforce development sequence in which the recipient enrolled.

The proposed regulations conform to Chapter 149 of the Acts of 2017. The proposed regulations also create a process in which the Commission will approve workforce development sequences.

RECOMMENDATION: It is recommended that the Commission approves for publication in the Maryland Register the attached proposed regulations regarding workforce development sequence scholarship program. The Commission authorizes its Assistant Attorney General to make non-substantive amendments to the regulations in order to conform to the stylistic requirements of the Joint Committee on Administrative, Executive & Legislative Review and the Division of State Documents.

Article - Education

[Previous][Next]

§18–3301.

(a) In this subtitle the following words have the meanings indicated.

(b) “Eligible student” means a student who:

(1) Is a Maryland resident or has graduated from a Maryland high school;
and

(2) Is enrolled in a Workforce Development Sequence at a public community college in the State.

(c) (1) “Workforce Development Sequence” means a program offered by a community college that is approved by the Commission and is composed of courses that are related to:

(i) Job preparation or an apprenticeship;

(ii) Licensure or certification; or

(iii) Job skill enhancement.

(2) “Workforce Development Sequence” does not include a sequence of courses leading to an associate’s or bachelor’s degree.

(d) “Workforce Development Sequence Scholarship” means an award made to an eligible student under this subtitle.

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Article - Education

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§18-3302.

There is a Workforce Development Sequence Scholarship administered by the Office.

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Article - Education

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§18–3303.

(a) An individual may apply to the Office for a scholarship under this section if the individual is an eligible student.

(b) An eligible student who receives a Workforce Development Sequence Scholarship under this subtitle may use the award for tuition, mandatory fees, and other associated costs of attendance.

(c) The annual amount of a scholarship awarded to an eligible student may not exceed \$2,000.

(d) The Governor shall provide in the annual budget an appropriation of at least \$1,000,000 to the Commission for the Workforce Development Sequence Scholarship.

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Article - Education

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§18–3304.

On or before December 1 each year, the Commission shall report to the General Assembly, in accordance with § 2–1246 of the State Government Article, on:

(1) The number of students who received a Workforce Development Sequence Scholarship;

(2) The amount of the award made to each recipient;

(3) The community college that the recipient attended; and

(4) The workforce development sequence in which the recipient enrolled.

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Proposed Regulations for Workforce Development Sequence Scholarships

.01 Purpose.

- A. The purpose of the Workforce Development Sequence Scholarship is to provide financial assistance to students enrolled in a Workforce Development Sequence at a community college in Maryland.

.02 Definitions.

- A. In this chapter, the following terms have the meanings indicated.

- B. Terms Defined.

- (1) "Associated costs of attendance" mean costs incurred by a student to purchase books or equipment that are necessary for the completion of the workforce development sequence for which the student is receiving a workforce development sequence scholarship, and any related testing fees for licensure or certification.

- (2) "Commission" means the Maryland Higher Education Commission.

- (3) "Eligible Student" means a student who:

- (a) Is a Maryland resident or has graduated from a Maryland high school; and

- (b) Is enrolled in a Workforce Development Sequence at a public community college in the State.

- (c) "Eligible Students" may include active duty members of the U.S. Military that:

- (i) Are stationed in the State;

- (ii) Reside in the State; or

- (iii) Are domiciled in this State.

- (4) "Non-credit certificate" means a document issued by a community college to a student certifying that the student has completed a Workforce Development Sequence.

- (5) "Office" means the Office of Student Financial Assistance within the Commission.

- (6) "Secretary" means the Secretary of Higher Education.

- (7) "Workforce Development Sequence" means a group of non-credit courses, approved by the Commission, that is offered by a community college and composed of courses related to:

- (a) Job preparation or a registered apprenticeship;

- (b) Licensure or certification; or

- (c) Job skill enhancement.

"Workforce Development Sequence" does not include a sequence of courses leading to an associate's or bachelor's degree.

- (8) “Workforce Development Sequence Scholarship” or “Scholarship” means an award made to an eligible student under this chapter.

.03 Establishment and Administration.

- A. There is a Workforce Development Sequence Scholarship administered by the Office consistent with this chapter and pursuant to participation agreements with each participating community college.
- B. To participate in the Workforce Development Sequence Scholarship, a community college shall enter into a participation agreement with the Office, upon the terms prescribed by the Secretary, which, at a minimum, shall include terms to:
- (1) Safeguard the confidentiality of personally identifiable information;
 - (2) Ensure the accuracy of student eligibility determinations under this chapter; and
 - (3) Provide for the return by the college to the Office of any scholarships not awarded consistent with this chapter and the participation agreement.

.04 Approval of a Workforce Development Sequence.

- A. A community college shall apply to the Commission for the approval of a workforce development sequence on a form prescribed by the Secretary.
- B. The Secretary shall approve a workforce development sequence application if completion of the courses in the sequence results in the issuance of a non-credit certificate to the student, and if all of the courses in the sequence:
- (1) Are eligible to be funded through Pell grants under Title IV of the federal Higher Education Act;
 - (2) Are eligible to be funded through the federal Workforce Innovation and Opportunity Act;
 - (3) Are designed to prepare an individual to sit for a licensing exam required by a State regulatory agency for employment in a specific occupational field; or
 - (4) In the Secretary’s determination:
 - (a) Are a combination of two or more courses approved for State funding through the CC-10 application process; and
 - (b) Have the purpose of job enhancement or job preparation, or lead to licensure or certification for occupations that require the licensure or certification.

.05 Student Eligibility.

- A. To be eligible to participate in the Workforce Development Sequence Scholarship, a student shall:
- (1) Be enrolled at a community college that has entered into a participation agreement with the Office;
 - (2) Be enrolled in a Workforce Development Sequence; and
 - (3) Be a resident of the State of Maryland, or a graduate of a Maryland high school.

.06 Award Amount.

- A. A Workforce Development Sequence Scholarship shall not exceed \$2,000 per student annually.
- B. A Workforce Development Sequence Scholarship shall be used solely for tuition, mandatory fees, and other associated costs of attendance.
- C. A recipient of a Workforce Development Sequence Scholarship may not combine the scholarship with any other State grant or scholarship.

.07 Institutional Allocation and Notification.

- A. At the beginning of each State fiscal year, the Office shall notify each participating college of the total dollar amount of awards that may be awarded to students attending the college during the fiscal year.
- B. The Office shall allocate equally among the community colleges up to 50 percent of the annual dollar amount budgeted for the Workforce Development Sequence Scholarship.
- C. The amount remaining after the allocation required under paragraph B shall be allocated proportionately to participating community colleges based upon student enrollment as follows:
 - (1) Each college's most recent total FTE eligible enrollment based on the previous year's CC2 and CC3 enrollment for all of its workforce development sequences shall be divided by the total FTE enrollment for all workforce development sequences offered by all participating colleges; and
 - (2) The percent derived from the calculation in paragraph C(1) of this regulation shall be multiplied by the total number of awards (in \$2,000 increments) not allocated, and the result shall be the additional allocation per college.

.08 Disbursement and Reallocation of Funds.

- A. Each participating community college is responsible for awarding its allocation to eligible students.
- B. If a college fails to use 66 percent or more of its allocated awards by March 15, the remaining unused awards shall be returned to the Office and redistributed to community colleges meeting the 66 percent requirement, on a pro-rata basis, unless the community college losing the award demonstrates, in the judgment of the Office, that it has eligible candidates to whom it will make the remaining awards.
- C. The Office shall notify colleges of any reallocation of awards made after March 15.
- D. If a community college does not spend the entire amount allocated to it in a fiscal year by June 15th, the following year's allocated amount will be reduced by the amount of unspent funds.

.09. Distribution of Awards to Students.

- A. Selection Criteria.
 - (1) In determining the selection criteria to be applied to award applicants, a community college:
 - (a) Shall ensure that awards are made only to eligible students;

- (b) Shall not make an award to any student who already has received the award for two workforce development sequences, regardless of the duration, cost, or successful completion of the sequences; and
- (c) May determine the prioritization of awards based upon any of the following criteria:
 - (i) The workforce needs of the service area of the institution;
 - (ii) The availability to the applicant of other funds;
 - (iii) Whether the student has received the award previously; and
 - (iv) The order in which applications were submitted by applicants.

B. Compliance with State and Federal Law.

A community college shall administer the Workforce Development Sequence Scholarship consistent with State and federal law.

C. Non-discrimination.

A community college shall not discriminate against applicants, prospective applicants, or awardees based upon sex, race, ethnicity, religion, disability, sexual orientation, or sexual identity.

D. Reporting to Commission.

A community college shall report to the Office annually regarding the selection criteria used by the college under paragraph A.

.10 Continuation of Workforce Development Sequence.

A. Commission approval of a Workforce Development Sequence terminates immediately upon:

- (1) A determination by the U.S. Department of Education that one or more of the courses in the sequence are no longer eligible to be funded through Pell grants under Title IV of the federal Higher Education Act;
- (2) A determination by the Department of Labor, Licensing, and Regulation that the sequence is no longer eligible to be funded through the federal Workforce Innovation and Opportunity Act;
- (3) A determination by a licensing board that the licensing exam that is the subject of the sequence no longer is required for employment in a specific occupational field; or
- (4) A determination by the Secretary that:
 - (a) Any course in the sequence is no longer eligible for State funding through the CC-10 application process; or
 - (b) The sequence no longer has the purpose of job enhancement or job preparation, or no longer leads to licensure or certification for occupations that require the licensure or certification.

B. A community college shall notify the Commission immediately if the Workforce Development Sequence discontinues, or if any of the circumstances enumerated in paragraph A occur.

- C. If a Workforce Development Sequence is discontinued or terminated, the community college either shall reallocate workforce development sequence funds towards another workforce development sequence, or shall return the unused funds to the Office.

.11 Record Keeping, Audits, and Annual Reports.

- A. All financial books, records, and documents pertaining to the Workforce Development Sequence program shall be open to inspection, review, and audit at all times by the Commission, the State auditor, or their authorized representatives.
- B. A community college shall include the Workforce Development Sequence program in any independent audit conducted for the college on State financial aid programs.
- C. Each community college that participates in this Scholarship program shall submit to the Office:
 - (1) By October 15, a report of all initial awards for the academic year that includes for each award the:
 - (a) name and social security number of each award recipient;
 - (b) Cost of attendance for each sequence of courses;
 - (c) amount awarded to each recipient;
 - (d) workforce development sequence enrolled in by each recipient;
 - (e) state and county residency of each award recipient; and
 - (f) for any recipients who are not residents of the State, the Maryland high school from which the recipient graduated;
 - (2) By January 15, a report of subsequent awards for the academic year that includes for each award the:
 - (a) name and social security number of each award recipient;
 - (b) Cost of attendance for each sequence of courses;
 - (c) amount awarded to each recipient;
 - (d) workforce development sequence enrolled in by each recipient;
 - (e) state and county residency of each award recipient; and
 - (f) for any recipients who are not residents of the State, the Maryland high school from which the recipient graduated;
 - (3) By June 15, a final end-of-year report that provides:
 - (a) A final cumulative list of recipients that includes for each award the:
 - (i) name, social security number, and date of birth of each award recipient;
 - (ii) Cost of attendance for each sequence of courses;
 - (iii) gender, race, and ethnicity of each award recipient;
 - (iv) amount awarded to each recipient;
 - (v) workforce development sequence enrolled in by each recipient;
 - (vi) state and county residency of each award recipient; and
 - (vii) for any recipients who are not residents of the State, the Maryland high school from which the recipient graduated; and

- (b) The number of current year recipients registering for the following year to continue their sequence of courses; and
- (4) Any additional information required by the Office pursuant to the participating agreement.



MHEC
Creating a state of achievement

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

TO: Dr. Emily A.A. Dow, Assistant Secretary, Academic Affairs
Dr. Michael Kiphart, Director, Academic Affairs

FROM: Karen King-Sheridan, Associate Director, Collegiate Affairs
Jermal Butler, Administrative Specialist

DATE: May 18, 2018

SUBJECT: Report on Programs Reviewed for Quarter One (January 1, 2018 to March 31, 2018)

During the current reporting period, the Secretary of Higher Education acted on a total of academic program proposals requiring review under Code of Maryland Regulations (COMAR) 13B.02.01 and COMAR 13B.02.03, and they are outlined immediately below.

Program Objections:	0	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
	9	at out-of-state institutions
New Degree Programs:	0	at independent colleges and universities
	0	at public four-year colleges and universities
	1	at public community colleges
New Certificate Programs:	0	at independent colleges and universities
	0	at public four-year colleges and universities
	2	at public community colleges
New Areas of Concentration:	0	at independent colleges and universities
	0	at public four-year colleges and universities
	1	at public community colleges
Substantial Modifications:	3	at independent colleges and universities
	0	at public four-year colleges and universities
	0	at public community colleges
Non-substantial Modifications:	8	at independent colleges and universities
	2	at public four-year colleges and universities

	13	at public community colleges
Programs Suspended or Discontinued:	4	at independent colleges and universities
	0	at public four-year colleges and universities
	7	at public community colleges
Proposals Withdrawn:	2	at independent colleges and universities
	0	at public four-year colleges and universities
	2	at public community colleges
Institutional Program Partnerships:	0	closed site
	0	off-campus program delivery
	0	new partnership agreements
Out-of-State Institutions:	4	new programs
	14	renewal programs
	0	conditionally authorized programs
	0	new areas of concentration
	0	suspended
	1	proposals withdrawn
Proposals Not Approved/Recommended:	0	in-state proposals
	0	out-of-state proposals
Total Program Proposal Actions:	64	<i>objections not included in this total</i>

I. PROGRAM OBJECTIONS - 9

Code of Maryland Regulations (COMAR) 13B.02.03.27B requires the Commission to circulate program proposals for thirty days for comment or objections from in-state institutions.

The Secretary or an institution may file an objection to implementation of a proposed program if the objection is based on:

- a. Inconsistency of the proposed program with the institution’s approved mission;
- b. Not meeting a regional or Statewide need consistent with the State Plan;
- c. Unreasonable program duplication which would cause demonstrable harm to another institution;
or
- d. Violation of the State’s equal educational opportunity obligations under State and federal law.

What follows is a report on all in-state and out-of-state objections the Commission has received to programs submitted for review, upon which the Secretary has issued a decision between January 1, 2018 and March 31, 2018. This report also identifies the Secretary’s decision and its rationale.

Proposing Institution	Program Proposed	Objecting Institution	Objection Rationale	Action	Rationale for Action	Action Date
Standard College of Nursing (out-of-state)	Associate of Applied Science in Nursing – LPN to RN Transition	Allegany College of Maryland	Critical compelling need	Withdrawn	N/A	3/1/2018
		Anne Arundel Community College	Unreasonable program duplication (Limited clinical site availability)	Withdrawn	N/A	3/1/2018
		Carroll Community College	Unreasonable program duplication (Limited clinical site availability)	Withdrawn	N/A	3/1/2018
		Cecil College	Critical compelling need	Withdrawn	N/A	3/1/2018
		College of Southern Maryland	Critical compelling need	Withdrawn	N/A	3/1/2018
		Community Colleges of Baltimore County	Critical compelling need	Withdrawn	N/A	3/1/2018
		Frederick Community College	Critical compelling need	Withdrawn	N/A	3/1/2018
		Howard Community College	Critical compelling need	Withdrawn	N/A	3/1/2018
		Maryland Association of Associate Degree Nursing Directors	Comment - Limited clinical site availability	Withdrawn	N/A	3/1/2018

II. NEW DEGREE PROGRAMS APPROVED/RECOMMENDED - 1

Independent Four-Year Colleges and Universities - No Proposal Action for Q1.

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges

Institution	Program Title	Degree Level	Action Date	Offered Elsewhere in MD
Cecil College	Art and Design	AA	3/13/18	N

III. NEW CERTIFICATE PROGRAMS APPROVED/RECOMMENDED - 2

Independent Four-Year Colleges and Universities - No Proposal Action for Q1.

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges

Institution	Program Title	Degree Level	Action Date	Offered Elsewhere in MD
Community College of Baltimore County	Certified Bookkeeping	LDC	1/26/18	Y
College of Southern Maryland	Retail Management	LDC	3/6/18	Y

IV. NEW AREAS OF CONCENTRATION - 1

Independent Four-Year Colleges and Universities - No Proposal Action for Q1.

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges

Institution	Program Title	Degree Level	Action Date	Offered Elsewhere in MD
Wor-Wic Community College	Computer Studies Transfer w/ AoC in Information Systems	AA	2/12/18	Y

V. SUBSTANTIAL MODIFICATIONS - 3

Independent Four-Year Colleges and Universities

Institution	Program Title	Degree Level	Action Date
Goucher College	Teaching	MA	3/14/18
Johns Hopkins University	Global Environmental Change and Sustainability w/ AoC in Environmental Science	BA	3/19/18
	Global Environmental Change and Sustainability w/ AoC in Social Science	BA	3/19/18

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges - No Proposal Action for Q1.

VI. NON-SUBSTANTIAL MODIFICATIONS - 23
Independent Four-Year Colleges and Universities

(Title Change)

Institution	Former Program Title	New Program Title	Degree Level	Action Date
Goucher College	Sociology/Anthropology w/ AoC in General Sociology	Sociology/Anthropology w/ AoC in Social Justice	BA	1/26/18
	Sociology/Anthropology w/ AoC in Medical	Sociology/Anthropology w/ AoC in Health and Medicine	BA	1/26/18
	Women Studies	Women's, Gender, and Sexuality Studies	BA	1/26/18
	Digital Arts	Art and Technology	MFA	2/13/18
Johns Hopkins University	Global Environmental Change and Sustainability	Environmental Studies	BA	3/5/18

(Code Change)

Institution	Program Title	Degree Level	Action Date
Mount St. Mary's University	Psychology	BS	2/12/18
Johns Hopkins University	Psychology	BA MA PhD	2/20/18
	International Economics and Finance	MA	2/26/18

Public Four-Year Colleges and Universities

(Title Change)

Institution	Former Program Title	New Program Title	Degree Level	Action Date
University of Maryland, Baltimore	Epidemiology and Preventive Medicine	Epidemiology and Clinical Research	MS	3/15/18
	Human Genetics	Human Genetics and Genomic Medicine	MS	3/15/18

Community Colleges

(Title Change)

Institution	Former Program Title	New Program Title	Degree Level	Action Date
Wor-Wic Community College	Computer Science Transfer	Computer Studies Transfer w/ AoC in Information Systems	AA	2/12/18
	Science Transfer	Biology Transfer	AS	2/20/18
College of Southern Maryland	Computer Programming	Information Systems	AAS	2/23/18
	Computer Programming	Information Systems	LDC	2/23/18
Cecil Community College	Business and Commerce Technology - Public Relations	Public Relations	LDC	2/27/18

(Non-substantial Program Change)

Institution	Program Title	Degree Level	Action Date
Cecil Community College	Music	AAS	1/26/18
	Business and Commerce Technology - Public Relations	LDC	2/23/18
Wor-Wic Community College	Office Technology w/ AoC in Medical Office Assistant	AAS	2/8/18
	Physical Therapist Assistant	AAS	2/8/18
	Radiological Technologist	AAS	2/8/18

(Statewide and Health Manpower Designations)

Institution	Program Title	Degree Level	Action Date
Chesapeake College	Agriculture	AS	2/20/18
Wor-Wic Community College	Chemical Dependency Counseling	AAS	1/30/18
	Occupational Therapy Assistant	AAS	1/30/18

VII. PROGRAMS SUSPENDED OR DISCONTINUED - 11
Independent Four-Year Colleges and Universities

(Suspended)

Institution	Program Title	Degree Level	Action Date
Goucher College	Management	MS	2/8/18
	Environmental Studies	MS	2/8/18

(Discontinued)

Institution	Program Title	Degree Level	Action Date
Lincoln College of Technology	Electronic Systems Technician	LDC	3/5/18
	Technology and Skilled Trades	AAS	3/5/18

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges

(Suspended)

Institution	Program Title	Degree Level	Action Date
College of Southern Maryland	Paralegal Studies	AAS	1/23/18
	Network Technology	LDC	1/23/18
	Environmental Technology	AAS	1/23/18
	Environmental Technology	LDC	1/23/18
	Electronics Technology	AAS	1/23/18
Wor-Wic Community College	Construction Engineering Technology	LDC	2/12/18
	Environmental Science Transfer	AS	2/23/18

VIII. PROPOSAL WITHDRAWN - 4
Independent Four-Year Colleges and Universities

Institution	Program Title	Degree Level	Date Withdrawn
Capitol Technology University	Library Science and Technology	PhD	3/6/18
	Engineering Technology (online delivery)	BS	3/6/18

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges

Institution	Program Title	Degree Level	Date Withdrawn
Anne Arundel Community College	Interior Design	AB*	2/6/18
Cecil College	Secondary Education	AAT	3/14/18
*Applied Baccalaureate			

IX. INSTITUTIONAL PROGRAM PARTNERSHIPS - 0

Independent Four-Year Colleges and Universities - No Proposal Action for Q1.

Public Four-Year Colleges and Universities - No Proposal Action for Q1.

Community Colleges - No Proposal Action for Q1.

**X. OUT-OF STATE INSTITUTIONS - 19
(OOS Approved New and Renewal Programs)**

Institution	Program Title	Degree Level	New (N) or Renew (R)	Action Date	Offered Elsewhere in MD*
Lancaster Bible College	Concentrated Bible	LDC	N	2/13/18	N
	Biblical Studies	AA	R	2/13/18	N
	Biblical Studies	BA	R	2/13/18	N
	General Studies	BS	R	2/13/18	N
	Business Administration	BS	N	2/13/18	N
	Biblical Studies	M. A.	R	2/13/18	N
	Ministry	MA	R	2/13/18	N
	Christian Care	MA	R	2/13/18	N
	Divinity	M.Div	R	2/13/18	N
	Clinical Mental Health Counseling	MA	R	2/13/18	N
	Ministry	D.Min	R	2/13/18	N
Biblical Studies	PhD	R	2/13/18	N	
Southeastern University	Ministerial Leadership	AML	R	1/9/18	N
	General Education	AA	N	1/9/18	N
	Ministerial Leadership	BS	N	1/9/18	N
Denver Seminary	Divinity	M.Div	R	4/17/18	N
	Leadership	MA	R	4/17/18	N
	Biblical and Theological Studies	CERT	R	4/17/18	N
* The faith-based Christian content of each curriculum renders each program unique					

(Conditionally Authorized Programs) - No Proposal Action for Q1.

(New Areas of Concentration) - No Proposal Action for Q1.

(Suspended or Discontinued Programs) - No Proposal Action for Q1.

(OOS Proposals Withdrawn)

Institution	Program Title	Degree Level	Date Withdrawn	Offered Elsewhere in MD
Standard College of Nursing*	Nursing - LPN to RN (Transition Program)	AAS	3/1/18	Y
* See Objections on p.1				

XI. PROPOSALS NOT APPROVED/ RECOMMENDED - 0 *(No Proposal Action for Q1.)*

XII.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: May 4, 2018
TO: Maryland Higher Education Commission
FROM: Dr. Emily Dow **STAFF:** Alan Gallegos
SUBJECT: Report on Private Career Schools: Secretary Actions from January 1, 2018 to March 31, 2018.

From January 1, 2018 to March 31, 2018, the Secretary of Higher Education approved 3 new schools, 1 new program, 3 Approvals of Change of Location, 7 certificate renewals, 2 Cease and Desist Orders, and 1 School Approval Withdrawn.

I. APPROVAL OF NEW SCHOOLS

1. Montgomery Beauty School INC, d/b/a Baltimore Beauty & Barber School, (1/29/2018), Program: Cosmetology – 1500 clock hours, Professional Barbering – 1200 clock hours.
2. Express Brokers Academy, LLC, (1/30/2018), Program: Principles & Practices of Real Estate for Salespersons – 60 clock hours.
3. Power52 Energy Institute (1/30/2018), Program: Energy Professional Training - 320 clock hours.

II. NEW PROGRAMS REVIEWED AND APPROVED

1. Aveda Institute Maryland, Bel Air, Maryland 21014 (4/3/2018)
Program: Massage Therapy – 600 clock hours

III. APPROVAL OF CHANGES OF LOCATION

1. The Professional Development Institute, LLC, 10410 Kensington Parkway, Suite 114, Kensington, Maryland 20895, (1/16/2018) Moved from 10605 Concord Street, Suite 301, Kensington, Maryland 20895 to 10410 Kensington Parkway, Suite 114, Kensington, Maryland 20895.
2. Top Knowledge Healthcare Institute, LLC, 22 Light Street, Suite 405, Baltimore, Maryland 21202 (2/5/2018) Moved from 19 East Fayette St., Suite 401, Baltimore, Maryland 21202 to 22 Light Street, Suite 405, Baltimore, MD 21202.
3. Trinity Nursing Academy, Inc, 186 Thomas Johnson Drive, Suite 203, Frederick, Maryland, 21702 (3/9/2018) Moved from 170 Suite 201L2, Frederick, Maryland 21702 to 186 Thomas Johnson Drive, Suite 203, Frederick, Maryland, 21702.

IV. APPROVAL OF NAME CHANGE

N/A

V. APPROVAL OF CHANGE OF OWNERSHIP

N/A

VI. APPROVAL OF SEPARATE CLASSROOMS

N/A

VII. "OTHER BUSINESS"

N/A

VIII. CERTIFICATE RENEWALS

1. Avara's Academy of Hair Design (1/7/2018)
2. Maryland Center for Montessori Studies (1/7/2018)
3. Computer Institute (1/7/2018)
4. Southern Maryland Association of REALTORS Real Estate Academy (1/7/2018)
5. Goldenstar Education Center, Inc (3/13/2018)
6. Hair Expressions – Paul /Mitchell Partner School (3/14/2018)
7. Care'Xpert Academy (3/17/2018)

IX. OTHER ACTIONS

N/A

X. CEASE AND DESIST ORDERS

1. Hands on Dental Assistant Training School, 12730 Twinbrook Parkway, Rockville, Maryland 20852 (2/28/2018)
2. Investors United School of Real Estate LTD, 6721 Harford Road, Baltimore, MD 21234 (3/5/2018)

XI. NOTICES OF DEFICIENCIES

N/A

XII. PROGRAM APPROVAL WITHDRAWN

N/A

XIII. SCHOOL APPROVAL WITHDRAWN

1. American Health Career Institute, LLC d/b/a American Health Career Institute, Baltimore, Maryland 21217 (3/29/2018)



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: May 23, 2018

TO: Maryland Higher Education Commission

FROM: Dr. Jon Enriquez

STAFF: Alexia Van Orden

SUBJECT: Follow-Up Survey of 2016 Maryland Community College Graduates

The Maryland Higher Education Commission conducts a follow-up survey of community college certificate and associate degree graduates a year after they have completed their program. The report generated from this survey provides information on completers' perceptions of the quality of their institutional experience, post-graduation educational and employment status, and other related outcomes.

Of the 15,464 surveys delivered to the community college graduates of 2016, 18.2% completed the survey. The response rates among the community colleges ranged from 5.0% at Montgomery College to 34.0% at Chesapeake College. Given these low response rates, findings should be interpreted with caution. However, a number of insights can be gleaned from the survey responses.

Students believe that Maryland's community colleges continue to serve their students and the State well. Respondents indicate high levels of satisfaction with their educational experiences and report positive outcomes following the completion of their degree or certificate program. They also report that they feel their institutions prepared them well for further study and employment. The majority of survey respondents rated as either "very good" or "good" the quality of the community college (90.0%), the overall community college experience (88.6%), and the quality of classroom instruction (87.7%). Graduates were somewhat less positive about the job search skill-building provided to them on campus, with less than two-thirds (62.1%) rating this aspect of their community college experience as either "very good" or "good."

Nearly three-quarters (73.4%) of the survey respondents indicated that their primary motivation for enrolling in community college was academic, intending to earn a degree or prepare to transfer to a four-year institution, and most of the students with these goals felt that they had completely achieved these objectives (93.1% and 84.9%, respectively) by the time of completion. However, of the 22.1% of survey respondents who indicated that their objective in attending community college was specifically related to the workforce, smaller majorities of respondents indicated they had completely achieved their objectives by attending community college.

Many students continued to engage in academic pursuits following their community college experiences, most commonly at another Maryland institution. Just over half (54.5%) of survey respondents reported transferring to a four-year college after leaving the community college. Most of those students (72.6%) transferred to a Maryland public college or university, while nearly one-tenth (9.8%) transferred to an independent college or university. Among those students who did transfer, respondents expressed satisfaction with their academic preparation from the community college, with 82.5% reporting that their preparation for further study had been either “very good” or “good.” Moreover, there has been a substantial decrease since 1996 in both the number of students losing any credits and the number of credits lost.

A sizeable majority (61.0%) of respondents were employed full-time one year after completion, and 29.2% had obtained part-time employment. Almost all respondents employed full-time continue to contribute to the region’s economy, with 80.8% working in Maryland and 12.5% working elsewhere in the region.

RECOMMENDATION: This item is for information only.



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

MEMORANDUM

DATE: May 23, 2018
TO: Commissioners, Maryland Higher Education Commission
FROM: Donna Thomas, Director, Office of Student Financial Assistance
RE: Proposed Regulations Regarding the Howard P. Rawlings Educational Excellence Awards Program

The purpose of this memorandum is to request the Commission's approval for publication in the Maryland Register of the enclosed proposed regulations regarding the Howard P. Rawlings Educational Excellence Awards (EEA) Program. The EEA Program provides need-based financial assistance to Maryland students.

The Commission previously has reviewed, and approved for publication, proposed regulations regarding the EEA Program. The enclosed proposed regulations are largely similar to the prior version considered by the Commission, but differ from the prior version in several important respects. The substantive changes are highlighted in the enclosed text of the proposed regulations, and are summarized as follows:

- (1) The regulations clarify that a student who fails to meet the credit completion requirement during his or her second year of receiving the award is not permanently precluded from receiving the grant for another year; the student may regain his or her eligibility in future years.
- (2) The regulations clarify certain reporting requirements of institutions.
- (3) The regulations clarify that OSFA's decision of a student's appeal of eligibility is final and not subject to further review.
- (4) The regulations clarify the institution's responsibilities in cases in which the institution overrides an initial determination about a student's dependency status.

RECOMMENDATION: It is recommended that the Commission: (1) rescinds its approval of EEA Program regulations on March 28, 2018; and (2) approves for publication in the Maryland Register the enclosed EEA Program regulations, which are dated May 23, 2018. It is further recommended that the Commission authorizes its Assistant Attorney General to make non-substantive edits to the proposed regulations if necessary to conform to the stylistic requirements of the Joint Administrative, Executive, and Legislative Review Committee or the Division of State Documents.

PROPOSED REGULATIONS – DELEGATE HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

MAY 23, 2018

.01 Purpose.

The purpose of the Delegate Howard P. Rawlings Program of Educational Excellence Awards program is to provide need-based financial assistance to students in accordance with Title 18 of the Education Article of the Annotated Code.

.02 Definitions.

A. As used in this Chapter, the following terms have the meaning indicated.

B. Terms defined.

(1) “Academic year” means the fall, spring, and summer semesters and any semester shorter in length than the term of a regular semester.

(2) “Commission” means the Maryland Higher Education Commission.

(3) “Educational Assistance Grant” or “EA Grant” means the Delegate Howard P. Rawlings Educational Assistance Grant.

(4) “Educational Excellence Award” or “EEA” means the Delegate Howard P. Rawlings Program of Educational Excellence Awards, which consists of Delegate Howard P. Rawlings Guaranteed Access Grants and Delegate Howard P. Rawlings Educational Assistance Grants.

(5) “Eligible institution” means an institution of higher education that is accredited by an accrediting body recognized by the U.S. Department of Education.

(6) “FAFSA” means the Free Application for Federal Student Aid.

(7) Full-time student.

(a) “Full-time student” means a student enrolled in at least 12 credit hours, or the equivalent of 12 credit hours, as determined by OSFA:

(i) In a regular undergraduate program leading to a degree or diploma from an eligible institution; or

(ii) In a 2-year associate degree program in which the coursework is acceptable for transfer credit to an accredited baccalaureate program at an eligible institution.

(b) A semester hour or equivalent that does not lead towards a degree or diploma in a student’s educational program shall not be counted for purposes of determining whether the student is full-time.

(8) “Guaranteed Access Grant” or “GA Grant” means the Delegate Howard P. Rawlings Guaranteed Access Grant.

(9) “OSFA” or the “Office” means the Office of Student Financial Assistance within the Commission.

(10) “Secretary” means the Secretary of Higher Education for the State.

(11) “Successfully completed courses” means a course in which a student received any grade higher than an “F” regardless of any school or program policy, except that a course which is retaken by a student more than once may not be considered “successfully completed.”

.03 Eligibility.

A. To be eligible for financial assistance under the Educational Excellence Award program, an applicant shall:

(1) Be a Maryland resident;

(2) File the FAFSA by March 1;

(3) Be accepted for admission, or enrolled as a full-time student, in a regular undergraduate program leading to a degree or diploma at an eligible institution, or be enrolled full-time in a 2-year associate degree program in which the course work is acceptable for transfer credit to an accredited baccalaureate program at an eligible institution;

(4) Demonstrate financial need based upon the formula set forth in Regulation .06; and

(5) Agree to provide any information or documentation requested by OSFA for the purpose of administering the program and, if requested, sign an authorization for the release of information to OSFA for the purpose of administering this program.

B. An applicant’s failure or refusal to provide to OSFA requested information, or a signed authorization for the release of information, by the deadlines established by OSFA may result in a determination of ineligibility, the cancellation of an award, or the denial of an appeal.

C. To be eligible for a Guaranteed Access Grant, an applicant shall:

(1) Satisfy the requirements of § A of this Regulation;

(2) Have an annual total family income as reported on the FAFSA that is at or below 130 percent of the federal poverty level or, if program funding allows, that is at or below 150 percent of the federal poverty level, for 2 years prior to the academic year for which the student is being reviewed;

(3) Begin college within 1 year of completing high school or, if failing to do so, provide documentation satisfactory to OSFA of extenuating circumstances;

(4) Be under the age of 22 at the time of receiving the first award;

(5) Have successfully completed a college preparatory program in high school that is designed to prepare students for college level work, including courses that prepare students to obtain a 2 year technical degree from a community college;

(6) Have completed high school with an unweighted cumulative grade point average of at least 2.5 on a 4.0 scale or its equivalent at the end of the first semester of the senior year in high school and have completed high school or,

PROPOSED REGULATIONS – DELEGATE HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

MAY 23, 2018

failing to do so, on the recommendation of the recipient's high school principal provide evidence satisfactory to the Commission of extenuating circumstances;

(7) Except as provided in §C(3), be a senior in high school at the time of initial application;

(8) Except as provided in §C(3), submit a completed high school certification form and a high school transcript reflecting the first semester of the applicant's senior year;

(9) Whether applying for the first time or as a renewal recipient, submit all supplemental documentation requested by OSFA (other than the FAFSA, which is due on March 1) no later than April 1 prior to the award year; and

(10) Meet any other requirements adopted by the Commission or the Maryland State Department of Education.

D. OSFA may not consider an earned income credit under § 32 of the Internal Revenue Code in determining the annual family income eligibility of an applicant for a Guaranteed Access Grant.

E. Requirements for students in grades 7 or 8.

(1) Except as provided in §E(2) of this regulation, a student in grade 7 or grade 8 who applies and prequalifies for a Guaranteed Access Grant on the basis of financial need as established by the Commission shall agree in writing, as a secondary and undergraduate student, to:

(a) Satisfy the attendance policy of the applicable school;

(b) Refrain from substance abuse;

(c) Provide information required by the Commission or the Maryland State Department of Education;

(d) Apply for admission to an institution of higher education during the student's senior year of high school;

(e) Participate in the Next Generation Scholars of Maryland Program until the student graduates from high school and matriculates at an institution of higher education;

(f) Maintain an unweighted cumulative grade point average of at least 2.5 on a 4.0 scale or its equivalent; and

(g) Satisfy any other program requirements set by OSFA, the Commission, the Maryland State Board of Education, or the Maryland State Department of Education.

(2) For academic years 2017-2018 and 2018-2019 only, a student in grade 9 who applies and prequalifies for a Guaranteed Access Grant on the basis of financial need as established by OSFA shall meet the conditions of §E(1) of this Regulation.

.04 Award Amounts and Credit Completion Requirements.

A. Educational Excellence Award program award amounts shall be determined by OSFA in accordance with this regulation and regulation .06.

B. Educational Assistance Grant Award Amounts.

(1) Educational Assistance Grant award amounts shall range between \$400 and \$3,000 and be awarded in \$100 increments.

(2) The amount of an Educational Assistance Grant made to a student in the student's first two academic years of enrollment may not be less than \$400 or more than \$3,000.

(3) If the student enrolled in an eligible institution on or after August 31, 2015, and has received the EA Grant for at least two years, then beginning with the 2018-2019 award year, and in each academic award year thereafter, the student shall successfully complete:

(a) At least 30 credits in the prior academic year, in order for the EA award amount to be not less than \$400 or more than \$3,000; or

(b) At least 24 but less than 30 credits in the prior academic year, in order for the EA award amount to be equal to the amount the student would have otherwise received under subparagraph (a) multiplied by the ratio of the number of credits successfully completed divided by 30.

(4) If the student's prorated award amount under §B(3)(b) would be less than \$400, the student shall not be awarded an Educational Assistance Grant.

C. Guaranteed Access Grant Award Amounts.

(1). Guaranteed Access Grant award amounts shall range from \$400 up to a maximum award not to exceed the equivalent annual expenses of a full-time resident undergraduate at the 4-year public institution of higher education within the University System of Maryland, other than the University of Maryland University College and the University of Maryland Baltimore, which is calculated by OSFA to have the highest annual expenses for a full-time resident undergraduate, in \$100 increments.

(2) The amount of a Guaranteed Access Grant made to a student in the student's first two academic years of enrollment shall be equal to 100 percent of the student's adjusted financial need as determined by OSFA, subject to the requirements of §C(1).

(3) If the student has enrolled in an eligible institution on or after August 31, 2015, and has received the GA Grant for at least two years, then beginning with the 2018-2019 award year, and each academic award year thereafter, the student shall successfully complete:

(a) At least 30 credits in the prior academic year, in order for the award amount to be equal to 100 percent of the amount calculated under §C(2); or

PROPOSED REGULATIONS – DELEGATE HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

MAY 23, 2018

(b) At least 24 but less than 30 credits in the prior academic year, in order for the award amount to be equal to 100 percent of the amount calculated under §C(2) multiplied by the ratio of the number of credits successfully completed divided by 30.

(4) If the student's prorated award amount under §C(3)(b) would be less than \$400, the student shall not be awarded a Guaranteed Access Grant.

D. (1) Except as provided in §D(2), if the student fails to complete at least 24 credits at the end of the student's second academic year of receiving the grant, the student shall not be awarded either the Guaranteed Access Grant or the Educational Assistance Grant.

(2) A student described in §D(1) may be awarded the grant if, subsequent to the second year of receiving the grant:

(a) The student completes 24 credits within an academic year; and

(b) Reapplies for and qualifies for the grant the following year.

E. The award recipient shall continue to meet the criteria established by this chapter for the duration of the award.

F. Students may hold other State scholarships or grants in addition to an EEA, but shall meet all conditions for all awards, and may not receive an amount combined from all State programs that exceeds the maximum amount established by OSFA.

G. A student who has been approved through an appeal under regulation 15. to receive an EEA while taking less than 12 credits in a term may not receive a part-time grant from OSFA during that same term.

.05 Use of Award Out-of-State.

A. A Guaranteed Access Grant or Educational Assistance Grant may be used at an eligible institution of higher education in another state or the District of Columbia only if:

(1) The attendance is pursuant to a reciprocal agreement for applicants that are deaf or hearing impaired at an institution of higher education that makes special provisions for deaf and hearing impaired students; and

(2) Comparable special provisions are not available at an in-State institution of higher education.

B. OSFA may not award more than 10 percent of the funds available for each of the types of grant awarded through the Guaranteed Access Grant program and Educational Assistance Grant program to students attending schools located in another state and the District of Columbia.

.06 Financial Need Calculation and Award Formulas.

A. Determination of Financial Need.

(1) The Office shall calculate an applicant's adjusted financial need using the following formula:

Adjusted Financial Need =

Cost of Attendance

- Expected Family Contribution Plus/Minus Regional Cost of Living Adjustment

- Workforce Shortage Student Assistance Grant or Economic Development Student Assistance Grant

- Estimated Pell Grant.

(2) The Expected Family Contribution shall be determined using the same methodology used by the U.S. Department of Education to determine expected family contribution for purposes of federal student aid.

(3) The Regional Cost of Living Adjustment shall be determined annually by the Secretary.

(4) Cost of Attendance shall be calculated as follows:

(a) For a student living with parents, tuition and mandatory fees plus an allowance established by OSFA, with a minimum value of \$3,200;

(b) For a student living off-campus, tuition and mandatory fees plus an allowance established by OSFA, with a minimum value of \$5,100; and

(c) For a student living on-campus, tuition and mandatory fees, room and board, plus an allowance established by OSFA, with a minimum value of \$900.

B. Determination of EEA Award Amounts.

(1) Amounts of EEA program awards shall be calculated using data from the FAFSA.

(2) EA Grant Formulas. Subject to the requirements of regulation .04:

(i) An EA award for a student attending a 4-year institution shall be calculated using the following formula: Adjusted Financial Need x 40% = Educational Assistance Grant; and

(ii) An award for a student attending a community college shall be calculated using the following formula: Adjusted Financial Need x 60% = Educational Assistance Grant.

(3) GA Grant Formulas. Subject to the requirements of regulation .04, Guaranteed Access Grants shall be calculated using the following formula: Adjusted Financial Need x 100% = Guaranteed Access Grant.

(4) Award amounts shall be calculated on an annual basis and rounded to the nearest \$100.

(5) Awards that are made for the fall and spring semesters in the academic year are evenly split between the two semesters.

(6) If a student's award amount is determined to be below \$400, the student shall not receive the award.

PROPOSED REGULATIONS – DELEGATE HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

MAY 23, 2018

C. Errors on an FAFSA that are corrected by a student after the deadline may be considered by OSFA. Changes in award amounts as a result of a correction shall be handled as follows:

(1) For EA Grants and GA Grants, if a correction results in a decrease in an award amount, the award shall be adjusted and the student notified of the change. If a correction results in an increase in an award, the increase shall be funded only if OSFA determines that monies are available.

(2) For GA Grants only, if a correction in family income or family size results in the student no longer being eligible for a GA Grant, the student's GA award shall be canceled and, if funding is available in OSFA's determination, the student may be awarded as an EA Grant.

.07 Awarding Priorities and Distribution of Funds.

A. On an annual basis, the Secretary shall establish awarding priorities for making awards under the Educational Excellence Awards Program.

B. The awarding priorities shall be based upon projections using the estimated funding level for the program, and shall take into consideration funds necessary to award Guaranteed Access Grants at 100 percent of need, with the remainder of the funds being awarded as Educational Assistance Grants.

C. As its first awarding priority, and subject to § 18-307 of the Education Article, Annotated Code, the Office shall strive to award recipients at the percent of need and maximum award established for the prior award year, adjusting for tuition and fee increases.

D. As its second awarding priority, and subject to § 18-307 of the Education Article, Annotated Code, the Office shall strive to maintain the overall number of awards in the EEA program.

.08 Selection of Recipients.

A. Applications filed after March 1 for the GA Grant shall not be considered.

B. GA award applicants who submit all documentation required by OSFA, including high school transcripts, high school certification forms, and if applicable required verification documents, by April 1 shall be funded prior to all other Educational Excellence Awards applicants.

C. Applicants for the EA Grant shall be selected and awards made based upon a statewide ranking of each student's Expected Family Contribution (EFC) and need, with the lowest EFC and greatest need awarded first, in the following priority:

(1) Renewal applicants for EA Grants shall be awarded first provided that the requirements of Regulation .10 are met; and

(2) Remaining funds shall be awarded to all other eligible applicants until all funds are depleted.

.09 Award Notification and Acceptance.

A. Recipients shall be notified by OSFA in writing of the awards.

B. An EA Grant or GA Grant recipient shall log-on to the Maryland College Aid Processing System in order to accept an award, except that, in extenuating circumstances as determined by the Director of OSFA, a student may accept an award by providing written acceptance to the Office.

.10 Award Renewal and Continuation.

A. An Educational Assistance Grant may be renewed if the recipient:

(1) Files a FAFSA by March 1;

(2) Demonstrates financial need;

(3) Is enrolled as a full-time student in an eligible institution or community college;

(4) At the end of the student's second academic year and thereafter of receiving the grant, completed at least 24 credits in the prior academic year;

(5) Is making satisfactory progress according to institutional standards in compliance with federal Title IV program regulations; and

(6) Is a resident of the State, as verified by the institution.

B. A Guaranteed Access Grant may be renewed if the recipient:

(1) Files a FAFSA by March 1 and, if applicable, submits all required verification documentation to OSFA by April 1;

(2) Has an annual total family income as reported on the FAFSA which is at or below 150% of the federal poverty level;

(3) Is enrolled as a full-time student in an eligible institution or community college;

(4) At the end of the student's second academic year and thereafter of receiving the grant, completed at least 24 credits in the prior academic year;

(5) Is making satisfactory progress according to institutional standards in compliance with federal Title IV program regulations; and

(6) Is a resident of the State, as verified by the institution.

C. A renewal applicant for a GA Grant who does not meet the requirements of §B shall be considered eligible for an EA Grant, if the recipient satisfies the requirements of §A of this regulation and regulation .03 of this chapter.

PROPOSED REGULATIONS – DELEGATE HOWARD P. RAWLINGS PROGRAM OF EDUCATIONAL EXCELLENCE AWARDS

MAY 23, 2018

.11 Award Cancellation or Adjustment.

A. An award shall be canceled if:

(1) A recipient of an EA Grant or GA Grant fails to accept the award within the time specified in the award notification to the recipient;

(2) A recipient of an EA Grant or GA Grant fails to satisfy all verification requirements;

(3) A recipient of a GA Grant fails to submit all required verification documents by April 1;

(4) An institution reports on the billing roster that the recipient is:

(a) Not enrolled at that institution in a regular program;

(b) Not enrolled as a full-time student;

(c) Not meeting the required number of successfully completed credits under regulation .04;

(d) Not making satisfactory academic progress;

(e) Not a resident of the State; or

(f) In default of a Title IV loan or owes a refund of Title IV assistance; or

(5) An institution reports on the credit roster that the recipient is not meeting the required number of successfully completed credits under regulation .04 of this chapter.

B. An award shall be adjusted in accordance with regulation .04 if an institution reports on the billing roster that a recipient who received the grant for two prior years has completed a minimum of 24 credits but less than 30 credits.

.12 Payment of Awards.

A. OSFA shall make an award payment to the institution for each semester that the eligible recipient is granted the award.

B. The institution shall certify to OSFA all recipients, on a semester basis, on or before:

(1) December 15, for the fall semester; and

(2) May 15, for the spring semester.

B. At the beginning of each semester, institutions shall review billing rosters provided by OSFA to certify, by a deadline determined by OSFA, that the recipients meet the requirements described in this chapter.

C. In order for funds to be disbursed to the institution, the institution at which the student is enrolled shall maintain the student's FAFSA information on file.

D. Institutions shall be responsible for disbursing the funds on behalf of awarded students in a timely fashion.

.13 Verification of Eligibility.

A. In-house verification by OSFA.

(1) OSFA annually shall verify a percentage of all new Educational Excellence Award applications to determine if they contain accurate information.

(2) OSFA shall verify Educational Excellence Award applications for recipients identified by OSFA, or by institutions, based upon:

(a) Whether the information contained in the application has discrepancies from the information contained in the FAFSA; or

(b) Whether the applicant misreported dependency status or State residency status.

(3) OSFA may randomly select applications for verification.

(4) Selected recipients are required to provide documentation of financial data and to verify dependency and State residency.

(5) OSFA annually shall verify the eligibility status of at least 25% of GA Grant award recipients.

(6) New and renewal GA Grant recipients shall provide documentation of financial data to verify eligibility as requested by OSFA.

(7) OSFA shall notify a student who has been selected for verification in writing, and shall advise the student that the student is required to provide the following documents within the time specified in the notification:

(a) A Maryland Office of Student Financial Assistance Dependent or Independent Verification Form to verify:

(i) Child support;

(ii) Other untaxed income;

(iii) State residency for non-tax filers; and

(iv) Non-filing status for non-tax filers;

(b) The federal IRS Tax Transcript, or IRS data retrieved through the FAFSA, and W-2 forms of the student, student's parents, and student's spouse, to verify:

(i) Income and federal taxes paid; and

(ii) State residency; and

(c) If deemed necessary by OSFA, a Non Tax Filer Statement for the student, student's parents, or student's spouse.

(8) Awards shall not be issued for students who fail to provide the requested information by the deadline pursuant to this regulation.

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(9) Students who provide the requested documentation shall be verified in accordance with the procedures established by OSFA. Awards for students with errors shall be recalculated and adjusted or canceled in accordance with this chapter.

(10) OSFA annually shall perform an independent review for a select percentage of GA Grant recipients that were verified in-house. This process shall occur **between July 1 and December 1**. If a discrepancy is found during the review process, OSFA reserves the right to make necessary adjustments to a student's award and shall notify the student in writing.

B. Institutional verification.

(1) The institutions annually shall verify application information for a percentage of all new Educational Excellence Award recipients to determine if students are submitting accurate financial data.

(2) OSFA shall select a minimum of 25% of all students who have received an EA Grant and were flagged for federal verification. Lists of the selected students shall be submitted to the institutions the students are attending.

(3) After students are selected, each applicable institution shall use the U.S. Department of Education's Title IV financial aid rules and regulations to verify the:

(a) Taxable and non-taxable income of the student and, if a dependent student, the student's parents;

(b) Household size;

(c) Number of individuals in the household that will attend or are enrolled in college;

(d) Enrollment status (undergraduate or graduate);

(e) Housing status;

(f) Dependency status;

(g) Expected Family Contribution; and

(h) Transaction number of Institutional Student Information Report used.

(4) Institutions shall provide updated and verified data to OSFA by the date established by OSFA annually.

(5) Information verified by the institutions shall be used to update OSFA records.

(6) Awards for students with corrections and errors shall be recalculated and adjusted or canceled as specified in this chapter.

.14 Late Awards.

A. OSFA shall consider students for late EA Grants if funds become available after initial awards have been made.

B. Notwithstanding any other provision of this chapter, consideration for a late award shall be given in the following descending order to students who:

(1) Were previously awarded and have requested reinstatement of a canceled award;

(2) Applied on time and filed an appeal based on changes in financial circumstances;

(3) Applied on time and were eligible for an award but were not funded;

(4) Were late in applying, appealed for consideration, and were placed on the waiting list; and

(5) Applied after the deadline.

C. Selection of Recipients.

(1) If funds are available to make late awards, OSFA shall fund EA Grant recipients as specified in §B of this regulation, and shall notify recipients and institutions.

(2) If funds become available after commencement of the fall semester and are sufficient to issue late awards, OSFA shall require the institution to verify the eligibility of students before making awards.

.15 Appeals of Eligibility Decisions.

A. An EA or GA Grant applicant or recipient may appeal an award eligibility decision, and OSFA may grant or deny an appeal of eligibility, pursuant to this regulation.

B. Appeals of Full-time Status.

(1) The applicant or recipient may appeal a determination that the applicant or recipient is not enrolled full-time.

(2) To be considered full-time, the actual time spent in the classroom, lab, supervised activity, or clinic shall equal at least 180 clock hours in a regular semester.

(3) An applicant or recipient enrolled for at least 6 credit hours, but less than 12 credit hours, may appeal on the basis that the individual is participating in a specific course or activity (such as an internship or a practicum) that is required by the institution to complete the academic program.

C. Appeals to Receive Fifth or Third Year Awards. A student may appeal to hold an award for an additional year on the basis that:

(1) In the case of baccalaureate programs, the institution confirms that the student is enrolled in an academic program that requires five years to complete; or

(2) The student provides to OSFA evidence of extenuating financial, academic, or other circumstances that prevent the student from completing the academic program in four years for a baccalaureate program, or 2 years for an associate degree program.

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D. Appeals Based Upon Special Financial Circumstances. Subject to the availability of funds, OSFA shall make adjustments, as follows, based upon adequate documentation, that the student has experienced special financial circumstances that directly reduce the family contribution:

(1) If the student's parent or spouse dies on or after January 1 of the corresponding award year, OSFA shall adjust the FAFSA income information to exclude the income of the parent(s) or spouse affected;

(2) If the student or the student's parents' divorce or separate on or after January 1 of the corresponding award year, OSFA shall adjust the FAFSA income information to exclude the income of the parent or spouse affected;

(3) If the student, student's parent (if dependent) or student's spouse, if the student is married and independent, becomes completely or involuntarily unemployed for at least ten consecutive weeks in the prior or current year, OSFA shall calculate the student's family contribution and total family income using an estimated income for the current calendar year; and

(4) If the student or the student's parent loses, as a result of the student reaching the age of majority, benefits from Social Security, TANF, or child support, OSFA shall calculate the student's family contribution and total family income using an estimated income for the current calendar year.

E. Appeals of GA Grant Eligibility. A GA applicant or recipient may appeal an eligibility determination, in addition to the other grounds set forth in this regulation, on the grounds that the applicant or recipient:

(1) Did not complete high school or did not attain an unweighted grade point average of at least 2.5 on a 4.0 scale or its equivalent at the end of the first semester of the senior year in high school due to evidence of extenuating circumstances satisfactory to the Office;

(2) Did not begin college within 1 year of high school graduation due to evidence satisfactory to the Office of extenuating circumstances; or

(3) Is a renewal student who no longer is eligible for the GA Grant program because the applicant's annual family income rises above the 150 percent poverty level.

F. Appeals of Credit Completion Requirement. A student who has received an EEA grant for at least 2 academic years and fails to complete at least 24 credits in the prior academic year may appeal an eligibility decision on the basis that:

(1) The student completed at least 18 credit hours in the prior academic year and participated in a specific course or activity, such as an internship, practicum, or study abroad program, that is required by the institution to complete the student's academic program and that, when combined with the 18 credit hours, is the equivalent of 24 credit hours in OSFA's determination; or

(2) The student is an individual with disabilities who completed less than 24 credit hours due to a disability.

G. Appeal Procedures.

(1) An individual shall file an appeal under this regulation by submitting to OSFA a completed appeal form prescribed by OSFA.

(2) In addition to the appeal form, the individual shall submit to OSFA the following documentation:

(a) If the appeal is of an ineligibility decision due to the student's lack of full-time status, documentation from the student's department chair describing:

(i) The program requirements for that semester;

(ii) The catalog summary of the program and classes; and

(iii) The number of clock hours required for the student's activity;

(b) If the appeal is based upon requiring a 5th year to complete a baccalaureate program, or a 3rd year to complete an associate degree program, documentation, as applicable, consisting of a death certificate, or statement from an attending physician, psychologist, mental health professional, guidance counselor, social worker, or the Dean of Students or other officer at the student's institution confirming the:

(i) Serious illness or injury of the student;

(ii) Serious illness of a member of the student's immediate family;

(iii) Serious emotional difficulties of the student;

(iv) Death of a member of the student's immediate family;

(v) Existence of other serious personal circumstances; or

(vi) The institution's confirmation that the student's baccalaureate program requires a fifth year to complete;

(c) If the appeal is based upon special financial circumstances, copies, as applicable, of a death certificate, separation agreement or divorce decree, notice of job termination or layoff, Federal tax returns and W-2 forms, termination notices, or unemployment benefits from relevant agencies;

(d) If the appeal is based upon the student not meeting the required GPA in his or her senior year of high school:

(i) A letter from the student explaining the extenuating circumstances that caused the student not to obtain the required GPA;

(ii) An unofficial transcript to verify the student's GPA;

(iii) Supporting documentation describing the circumstances that prohibited the student from obtaining the required GPA; and

(iv) A letter of recommendation from the student's high school principal;

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(e) If the appeal is from an applicant who was deemed ineligible for not beginning college within one year of high school graduation:

(i) A letter from the student explaining the extenuating circumstances that caused the student to not begin college within 1 year of high school graduation; and

(iii) A letter of reference from an employer, teacher, or organization that the applicant is affiliated with describing the applicant's commitment to attending college and earning a degree;

(f) If the appeal is from a student who was found to be no longer eligible for the GA program because the student's annual family income rises above 150% of the poverty level, supporting documentation identifying the change in income level that resulted in the family income exceeding the 150% poverty threshold and extenuating circumstances demonstrating why the income should be omitted from the award calculation;

(g) If the appeal is of a determination that the student failed to complete 24 credit hours in the prior academic year:

(i) A letter from the student's department chair that describes and confirms the program requirements for the applicable semester and describes the number of clock hours required for each activity, along with a catalog description of the program and classes involved; or

(ii) Documentation from the student's medical doctor that confirms that the student is an individual with disabilities, and that the student completed fewer than 24 credits due to disability.

(h) If the individual appeals a determination that an individual failed to complete high school:

(i) A letter to OSFA documenting the extenuating circumstance that prevented the student from graduating high school;

(ii) A copy of the student's high school transcript;

(iii) If applicable, a copy of the student's GED; and

(iv) A letter of recommendation from the recipient's high school principal.

(3) Adjustment of Awards. Subject to the availability of funds, the following adjustment of awards shall be made for appeals that are granted:

(a) If an appeal is granted prior to awards being made for the upcoming year, the student's amount of an award shall be based upon the information provided in connection with the appeal;

(b) If the student has not been awarded an award and submits the appeal after awards have been made for the upcoming year and the appeal is granted, the student shall be placed on the waiting list for an award;

(c) If the student already has been awarded an award and submits an appeal and the appeal is granted, the student shall be placed on a waiting list for any additional funds for which the student may be eligible; and

(d) If a student's appeal based upon 12-credit hour equivalency is granted, the student shall receive three-quarters of the original award if enrolled in 9 to 11 credits, and one-half of the original award if enrolled for 6 to 9 credits.

(4) Upon receipt of a completed appeal, the documentation shall be reviewed and a decision rendered by OSFA within 45 days, and the student shall be notified in writing of the outcome.

H. OSFA's grant or denial of an appeal under this regulation is final and not subject to further administrative or judicial review.

.16 Documentation Required for a Dependency Override.

A. An institution that overrides a dependency determination for an EA applicant shall submit to OSFA for final award determination:

(1) Updated Institutional Student Information Record data for the student; and

(2) A Certification of Independent Status Form for the student.

B. An institution that overrides a dependency determination for a GA applicant who is selected for verification by OSFA shall submit to OSFA for final award determination:

(1) A Certification of Independent Status Form for the student; and

(2) All supporting documentation used by the institution to complete the override for the student.

.17 Delegate Howard P. Rawlings Campus-Based Awards.

A. The Commission shall allocate funds to institutions of higher education to make awards to students who applied for Educational Excellence Awards after the March 1st deadline or who have other extenuating circumstances.

B. Funds shall be awarded to institutions based upon the proportion of full-time Pell Grant eligible Maryland residents enrolled at the institution.

C. Funds shall be awarded by institutions to students who meet the eligibility criteria for EA Grant awards in § A of Regulation .03 but who did not apply by the March 1 deadline or who have other extenuating circumstances. These students may be eligible for a Pell Grant.

D. Awards shall be made in the amounts and the manner described in this chapter, including the same minimum amount (\$400), maximum amount (established annually), required percent of need (established annually), and requirement of rounding awards to the nearest \$100 increment.

E. The amount of a Campus Based Educational Assistance Grant shall be determined in accordance with this chapter, including but not limited to Regulation .04.

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F. An institution may not award a Delegate Howard P. Rawlings Campus-Based Educational Assistance Grant to a recipient of a Guaranteed Access or Educational Assistance Grant awarded by OSFA.

G. Each institution of higher education that participates in the Campus-based Educational Assistance Grant program shall submit to OSFA:

(1) By October 15, a report of all initial awards for the academic year that includes for each award the:

- (a) Student's name;*
- (b) Student's social security number;*
- (c) Institutional cost of attendance;*
- (d) Expected Family Contribution;*
- (e) Amount of Pell Grant disbursed;*
- (f) Amount of Campus-based EA Grant awarded;*
- (g) Pell I.D. and transaction number from the Institutional Student Information Report used for awarding; and*
- (h) Number of credits the student successfully completed for students enrolled in their second academic year*

of and thereafter;

(2) By January 15, a report of subsequent awards for the academic year that includes for each award the:

- (a) Student's name;*
- (b) Student's social security number;*
- (c) Institutional cost of attendance;*
- (d) Expected Family Contribution;*
- (e) Amount of Pell Grant disbursed;*
- (f) Amount of Campus-based EA grant awarded; and*
- (g) Number of credits the student successfully completed for students enrolled in their second academic year*

of and thereafter; and

(3) By June 15, a final end-of-year report that provides:

(a) A final cumulative list of recipients that includes for each award the:

- (i) Student's name;*
- (ii) Student's social security number; and*
- (iii) Award amount;*

(b) The total number of students receiving an award;

(c) The total number of students eligible for an award;

(d) The total number of credits successfully completed for student enrolled in their second academic year and thereafter; and

(e) The following demographic information provided in the aggregate:

- (i) The distribution of awards by class year;*
- (ii) The distribution of awards by income;*
- (iii) The distribution of awards by age;*
- (iv) The distribution of awards by gender;*
- (v) The distribution of awards by independent vs. dependent status; and*
- (vi) The number of recipients registering for the following year or transferring to a four-year institution.*



Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Anwer Hasan
Chairperson

James D. Fielder, Jr., Ph. D.
Secretary

Maryland Higher Education Commission 2018 Meeting Dates

The Maryland Higher Education Commission (MHEC) is Maryland's higher education coordinating board responsible for the management of statewide financial aid programs and the establishment of statewide policies for public and private colleges and career schools to support students' postsecondary pursuits.

Meeting Dates and Locations

January 24, 2018	June 27, 2018
February 28, 2018	September 26, 2018 9:30am to 3:30pm
March 28, 2018	October 24, 2018
April 25, 2018	November 14, 2018 *Please note date change*
May 23, 2018	December 12, 2018 *Please note date change*

All Commission Meetings will be held on the 4th Wednesday of Each Month from 1:00pm to 4:00pm at the Maryland Higher Education Commission in the 7th Floor Board Room located at 6 N. Liberty Street, Baltimore, MD 21201 unless otherwise noted.

Dates and Times Subject to Change

<http://www.mhec.maryland.gov/About/Pages/Meetings.aspx>