



Grade Appeal

Return to: Registrar's Office
Bldg. 3 Rm. 353
assistant.registrar@cei.edu
208-535-5673

Grade appeals must be formally submitted to the Registrar's Office no later than 20 working days after the beginning of the succeeding semester in which the student received his/her grade.

Student Information

Date _____ Student ID# _____
Name _____ Program _____
Address _____ Phone _____

Appeal Information

State the reason you are requesting a grade appeal. *Attach any additional information if necessary:*

Course & Section # _____

Course Title _____

Year & Term _____

By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.

Student Signature _____ Date _____

For CEI Use

Comments:

Signatures

Instructor _____	Date _____	☐ Approved ☐ Denied
Department Chair _____	Date _____	☐ Approved ☐ Denied
Dean of SA _____	Date _____	☐ Approved ☐ Denied
Registrar _____	Date _____	☐ Approved ☐ Denied
Notification email sent to Student, DC, & DSA _____		Date _____

Updated 11.07.2025