



Academic Renewal Petition

Return to: Registrar's Office
Bldg. 3 Rm. 309
assistant.registrar@cei.edu

Academic Renewal is a process that enables students to petition for the removal of previously recorded grades from their GPA calculation, effectively "forgiving" those grades and providing a more accurate representation of their current academic performance.

Student Information

Date _____ Student ID _____
Name _____ Phone _____
Preferred Email _____

Appeal Information

A student must meet the following criteria to petition and qualify for academic renewal:

- A minimum of 2 years must have passed since the completion of the term requesting to be excluded.
- The student must have demonstrated academic improvement, by completing at least 12 graded credits (audit/challenge/pass/fail credits do not count) with a Term GPA of 2.0 or higher since the time of the requested renewal.
- Must be currently enrolled and in a degree seeking program to request academic renewal.
- Renewal will not be granted for individual courses within a term, the renewal will apply to all courses in that specific term.
- The student must not have graduated from College of Eastern Idaho with a degree that includes the term/courses in question.
- Renewal may be petitioned once, for one or two consecutively enrolled semesters, with one year or less between the two semesters

Students pursuing transfer or graduate studies should be aware that other institutions may include all coursework in their GPA calculations, regardless of Academic Renewal.

Requesting academic renewal for specific semester(s) and year:

Semester 1 Fall _____ Spring _____ Summer _____
Semester 2 Fall _____ Spring _____ Summer _____

Student must attach a statement explaining any mitigating circumstances that they feel caused the inability to meet the minimum academic standards. If statement is not provided, student will not be considered for Academic Renewal.

Submit completed form to the Registrar's Office, information above. Student will receive notification describing the outcome of their petition within 10-15 business days via their CEI email.

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

Signature _____ Date _____

Office Use Only	
Dean or Associate Dean Signature _____	Date _____
Petition is: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Comment _____	
Forward to Registrar	
Student's Account Adjusted Initial _____	Date _____