



Grade Appeal

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

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 _____
 Email _____ 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 _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Department Chair _____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Dean of SA _____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Registrar _____	Date _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Notification email sent to Student, DC, & DSA		Date _____