



Grade Appeal

Phone 208.524.3000 ext. 4 – Fax 208.525.7026
1600 S 25th E – Idaho Falls, ID 83404 – www.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 _____
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 _____

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 _____	