

Los Angeles **Pierce** College

GRADE CHANGE CARD

Student's Last Name	First Name	Middle Name/Initial	Student ID number
Course Name and Number	Class Number	Semester	Year
Instructor's Last Name	First Name	ORIGINAL GRADE	REVISED GRADE
	Reason for Grade Change		
Instructor's Signature	Date	Dean's Signature	Date

DIRECTIONS FOR INSTRUCTORS

1. The Grade Change Card must be emailed by the Instructor from his/her issued LACCD email to his/her Dean.
2. If approved, the Dean will email the Grade Change Card to PierceAdmissions@PierceCollege.edu email account.
3. Admissions and Records will process the Grade Change within three business days after the card is received.
4. When the instructor submits the request, **please do not copy the student on it**. Admissions will notify the instructor, the Dean of the Discipline and the student when the transaction is completed. **This card is for office use only.**