

# Los Angeles **Pierce** College

## IN LIEU OF GRADE CARD

Student's Last Name	First Name	Middle Name/Initial	Student ID number
Course Name and Number	Class Number	Semester	Year
Instructor Last Name	First Name	<b>FINAL GRADE</b>	
Reason for In Lieu Card			
Instructor Signature	Date	Dean's Approval	Date

### **DIRECTIONS FOR INSTRUCTORS**

1. The In Lieu of Grade Card must be emailed by the Instructor from his/her issued LACCD email to his/her Dean. In accordance with E-13, this form requires certification of attendance prior to census, an explanation of the enrollment error, and the grade earned. Evidence of work performed and proof of student attendance shall be attached to the email.
2. If approved, the Dean will email the In Lieu of Grade Card to [PierceAdmissions@PierceCollege.edu](mailto:PierceAdmissions@PierceCollege.edu) email account.
3. Admissions will process the In Lieu of Grade Card 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.**