

Los Angeles **Pierce** College

INCOMPLETE 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	DATE INCOMPLETE WAS MADE UP	FINAL GRADE
Instructor's Signature			Date

DIRECTIONS FOR INSTRUCTORS

1. The Incomplete Card ~~must~~ be emailed by the Instructor from his/her issued LACCD email to PierceAdmissions@PierceCollege.edu
2. Admissions will process the Incomplete within three business days after the card is received.
3. If unprocessed due to errors/inaccuracy, a new request (new email and new card) should be submitted.
4. When the instructor submits the request, **please do not copy the student on it.** Admissions will respond to the instructor and student when the transaction is completed. **This card is for office use only.**