



Request to Change Completion Semester

A change of completion semester can affect a number of aspects of a student's completion experience with the ECA. Depending on when the request is submitted a change of completion semester can impact a student's inclusion and participation in completion related activities, events and materials; including but not limited to: participation in their District and/or ECA commencement ceremony, name inclusion in associated commencement programs and other materials, classification and inclusion in ECA yearbook, as well as post-secondary scholarship eligibility and FAFSA status, and ECA district MHSAA eligibility. Changing a completion semester also impacts the number of college credits a student can earn through the ECA program. ***Be sure to discuss this change with your CORE Advisor, ECA Counselor, and/or an ECA Administrator.***

Student information:

E-ID: _____ CORE: _____
 Last Name: _____ Date: _____
 First Name: _____ Final # of EMU credits with new Completion Term/Year: _____

Completion Information:

I am scheduled to complete the ECA in:

Year: 20 Semester (Circle one): Fall Winter Summer 1 Summer 2

I would like to change my ECA completion to:

Year: 20 Semester (Circle one): Fall Winter Summer 1 Summer 2

Reason for this change: _____

Student Signature: _____ Date: _____
 Parent/Guardian Signature (if student under 18): _____ Date: _____
 CORE Advisor Signature: _____ Date: _____
 Administration Signature: _____ Date: _____

Administration Use Only:

Records:	Initials
PowerSchool Updated	
Upload to student's Drive Folder	

Communication:	Initials
Email CORE Confirmation	
Email Student Confirmation	
Completed On:	