

Change of Information Request Form

Teacher Preparation Program College of Education Eastern Michigan University

This form is **ONLY** for students who have been admitted to the Teacher Preparation Program at EMU. If you have not been admitted, then you need to submit an application for program admission (please contact 734-487-1416).

How to Submit Your Change of Information Request

There are two ways to submit your request:

1. complete this form, sign it, and send/deliver it to 206 Porter Building, or
2. complete this form, sign it, and fax it to the Office of Academic Services at 734-487-7089

*COE Office of Academic Services
206 Porter Building
Eastern Michigan University
Ypsilanti, MI 48197*

Procedure

Once you have submitted your request, a staff member will review your records in the College of Education and make the necessary changes to the Teacher Preparation Program database. If you are requesting a change of major or minor, your academic records will be reviewed to make sure your GPA is appropriate. If the major/minor change is approved in the Office of Academic Services, we will make sure the change is also made on your my.emich account.

Note: you are not required to have a new card issued when you make changes.

If you want a new Teacher Preparation Program card issued, please stop by 206 Porter with your EagleCard or driver's license.

This change form will not affect your phone number, address or e-mail information on my.emich. If you want to change any personal information on my.emich, please visit the *Personal Information* menu on my.emich.

