Use the Change Request form if you notice the following errors on your placement record:

- An incorrect preceptor was assigned
- Your preceptor is not listed
- Your preceptor’s email address is missing or incorrect
- An incorrect placement site was assigned
- An additional placement site is not listed on your Confirmed page

Important: Change Requests are for only for correcting or providing missing placement details to your record in InPlace. All changes requested using the Change Request form must have already been approved by the School of Nursing clinical placement staff.

If your placement site or preceptor can no longer accommodate your placement requirements, or if you must request a change due to other circumstances, please notify Ms. Tanit Lang-Michelson (tl235@hunter.cuny.edu). Please be as detailed as possible and include details of your new site or preceptor if one has been identified.

Grab the latest version of this guide at www.hunter.cuny.edu/nursing/current-students/inplace
Review your Placement Details

Open a placement listed on the **Confirmed** page. On the **Details** tab, review the **Contacts** box to ensure that your Seminar Instructor and Preceptor(s) are listed and correct. All preceptors **must** have a valid email address shown under their name.

If anything is missing or incorrect, click the “**Submit Change Request**” button at the bottom of the page:

The **Contacts** box should list your seminar instructor, preceptor(s), and a valid email address for each.
Submit Details of Your Request

Submit a reason for the change request as shown below. Only one text box is provided, so please provide all relevant details here (missing information will delay processing of your request).
Details to Include in your Request

**Incorrect Preceptor at Current Site**
“My preceptor for this site is incorrect and should be changed to: [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**Preceptor’s Email Address is Missing or Incorrect**
“The email address for [Preceptor Name] is missing. His/her email is [Preceptor Email Address].”

**Add Missing Preceptor at Current Site**
“I’m missing an additional preceptor for this site: [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

**Incorrect Placement Site and Preceptor**
“The site listed is incorrect and should be changed to: [Full Agency Name], [Department], [Site Address]. My preceptor at this site is [New Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”  *You may continue logging hours for the correct site while this request is processed.

**Add Missing Placement Site and Preceptor**
“This placement is correct, but I’m missing another placement site for this course. Please add: [Additional Agency Name], [Department], [Site Address], [Additional Preceptor Name and Credentials], [Preceptor Email Address], [Preceptor Business Phone or Mobile Phone].”

*Keep a paper log of your hours while waiting for the missing site to be added. Do not log your hours at the missing site using your other site’s logbook. To expedite this request, contact your placement coordinator.

*If you have no current placements listed at all, the Change Request form will not be available to use. Contact your placement coordinator for assistance.*
When your request is submitted, a green confirmation box should appear in the top-right of your screen. A blue bar will also be shown across the placement details page.

In most cases, you may continue to log your hours while waiting for your change request to be processed. The only exception is if you have been placed at two or more sites and you are waiting for an additional site to be added to your account. In this case, please keep a separate record (paper, Word document, calendar app, etc.) until the site is published in InPlace.
Change Request Statuses

Once the request has been reviewed and processed by placement staff, its status will be updated and displayed on your home screen:

Statuses for Change Requests:

- **Submitted** – initial status when submitted by student
- **Pending** – an interim update to inform the student that their request is being reviewed
- **Accepted** – an update indicating that the request has been approved/processed
- **Not Approved** – an update indicating that the request was not approved and has been closed.

If you encounter a problem when trying to submit a Change Request, please contact your placement coordinator for assistance.