Use the *Change Request* form if you notice any errors or missing details on your placement record:

- An incorrect preceptor (or agency mentor for DNP Capstone students) 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 is not listed on your *Confirmed* page

**Important:** Change Requests are for only for correcting placement records in InPlace. All changes requested using the Change Request form must have already been approved by the School of Nursing clinical placement staff or your program coordinator.

If your agency 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](http://www.hunter.cuny.edu/nursing/current-students/inplace)
Review your Placement Details

Open a placement record listed on the **Confirmed** page. On the **Details** tab, review the **Contacts** box to ensure that your Seminar Instructor and Preceptor/Mentor(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 blue **“Submit Change Request”** button at the bottom of the page:

Following routine maintenance or upgrades to the system, this button may be labeled **“Apply for placement reallocation”**.
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).

Application requirements

Please enter a reason for reallocation

Placement is correct, but my preceptor should be: Dr. Jane Doe, MD, 212-555-1234, jdoe@mskcc.org

Submit application
Details to Include in your Request

**Incorrect Preceptor/Mentor 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 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 while this request is being 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 separate 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 placement, the Change Request form will not be available. Contact your placement coordinator for help.*
When your request is submitted, a green confirmation box will 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 change request has been reviewed and processed by placement staff, its status will be updated and displayed on your home screen:

Your change request for Memorial Sloan Kettering Cancer Center (MSKCC) was Accepted.
Message: Preceptor updated, thank you - Tanit Lang

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 or has been closed for another reason (e.g., no action needed).

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