Submit a *Change Request* to correct minor errors or to add missing details to a placement record:

- Incorrect preceptor/mentor listed
- Add an *additional* (or missing) preceptor/mentor
- Update your preceptor/mentor’s email address or phone number
- Add or update your seminar/clinical instructor
- Report the placement as invalid or cancelled (not attending)

**Important:** Change Requests are for only for correcting placement records in InPlace. The change(s) requested must have already been approved by your program’s coordinator.

If an agency/preceptor can no longer accommodate your placement or if you must change placements due to other circumstances, please notify Mrs. Tanit Lang-Michelson (tl235@hunter.cuny.edu). Please be as detailed as possible and include details of your new site, department, and 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 on your **Confirmed** page. On the **Details** tab, review the **Contacts** box to ensure that your Seminar Instructor and Preceptor/Mentor(s) are correct. Your primary preceptor must be a qualified health care professional who will be providing *direct* clinical supervision while attending the placement. Preceptors **must** have a valid email address, and preferably one direct phone number where they can be reached.

If your seminar instructor is not listed, they cannot see any of your logbook submissions for the placement.

To request a correction, submit a change request using the blue button at the bottom of the page.

When InPlace is updated to a new version, this button may revert to its original name, “Apply for placement reallocation”.

The **Contacts** box should list your seminar instructor, preceptor(s), and a valid email address for each.
Submit a detailed explanation of the corrections needed. Since only one text box is provided, please specify which action staff should take (e.g., ADD, CHANGE, or REMOVE preceptor, etc.).

You do not need to submit a change request if everything is correct.

Sample change request submission form.
Details to Include in your Request

**CHANGE Preceptor/Mentor at Current Site**
“My preceptor has changed to Dr. Jane Doe, DNP, FNP-BC, Primary Care NP at the Adult Outpatient Clinic, jdoe@agency.com, phone 212-555-5555 ext. 1234, cell phone 646-522-1234.”

**ADD Preceptor to Current Site**
“My preceptor is not listed on my placement. Please add [Preceptor Name], [Credentials], [Role/Specialty], [Email], [Business or Cell Phone].”

**UPDATE Preceptor/Mentor Email Address**
“The email address for [Preceptor Name] is missing. His/her email address is [Email].”

**Seminar Instructor Not Listed on Placement Details**
“My section 02 instructor is not listed on my placement under Contacts. Please add Dr. [Instructor’s Full Name].”

**INVALID/CANCELLED Placement (Not Attending)***
“This site could not accommodate me this semester, so you can remove it. My program’s coordinator Dr. [FacultyName] is helping me find a new placement.”

*Only intended for placements you never attended. If you withdraw from a placement, be sure to notify your placement coordinator and thank the agency & preceptor for the opportunity.

If you have no placement, the Change Request form will not be available. Contact your program’s faculty coordinator and graduate placement staff for assistance.
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 correction(s) to be processed. The only exception is if you have been placed at two or more sites and one of them is missing. In this case, please email your placement coordinator. Do not attend or log hours for the missing site until it has been added.
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:

Statuses for Change Requests:

- **Submitted** – initial status when submitted by student
- **Pending** – request is under review
- **Accepted** – request has been approved/processed
- **Not Approved** – 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.