



## Submitting Placement Requests for Individual or Student Groups

It is Virtua’s goal to provide students with access to an enriching clinical experience, to do so we ask that Affiliates follow the required guidelines when submitting student placement requests. **Opportunities are based on student eligibility, available resources and placement sites.**

### Individual Students

\* **Eligible** students seeking clinical experience as a requirement of the program of study must submit a [request for individual placement](#) no later than one month prior to the students anticipated date of arrival. Program coordinators are welcome to submit requests on behalf of the student.

### Student Groups

The Program Coordinator or authorized faculty on staff at the academic organization must submit a [request for group placement](#) according to the scheduled dates in the table below. If requesting observation time on specialty units please include specific units (observation: ED, ICU, L&D, etc.) in the comment section of the form. No one other than the coordinator or authorized faculty may submit group request.

**Please note:** If your semester/term/quarter does not correspond with the dates below. Please send a message to: [SAC@virtua.org](mailto:SAC@virtua.org) (**attention: Undergraduate Coordinator**) for options.

### Scheduled Dates to Submit Group Requests

Semester	Send Request	Deadline for last request	Manager Review	Updates sent to Affiliates
Winter	Sept. 1st	Oct. 1st	Oct. 20th	Oct 30th
Spring	Dec 1st	Jan 1st	Jan 20th	Jan 30th
Summer	Feb 1st	March 1st	March 20th	March 30th
Fall	April 1st	May 1st	May 20 <sup>th</sup>	May 30th

\* see eligibility requirements under “student” on the main page