CHAPMAN UNIVERSITY | Career

Internship Academic Credit Deadlines

Spring 2027

Monday February 1

First eligible workday for Spring 2027 internships

The dates to earn hours for credit are **February 1– May 15, 2027**

Friday February 12

Last day to add INTP 290, 490, or 690

Placeholder credits for financial aid. Students will still need to enroll in a formal internship course to replace placeholder credits.

Last day to drop courses without record of enrollment ("W")

Friday March 5 at 5pm

Last day to apply for Spring 2027 internship credit without a petition.

Ongoing

Advisement Check in and meet regularly with your Internship Site Supervisor and Faculty Internship Advisor to keep open lines of communication that will enhance your internship experience.

Now!

Report any changes Do you need to drop/change your internship or switch Site Supervisors? All changes and updated contact information must be approved by Career & Professional Development. Some changes may require a petition. Please report all changes immediately to internships@chapman.edu.

Friday April 16

Last day to withdraw from courses (with a "W")

Last day to change the number of credits without a petition.

If you realize you are not able to earn the hours you initially registered for or you would like to earn more credit, contact Career and Professional Development immediately. Please check the Chapman Catalog for credit options for internship course.
Traditional credit increments are as follows:
Email changes to internships@chapman.edu.

Credits	0.5	1	1.5	2	2.5	3
Hours	20	40	60	80	100	120

Friday April 23 at 5pm

Last day to petition (e.g., late-add/drop, change/overload number of credits)

Monday April 27

Performance Evaluation sent to Internship Site Supervisor

Internship Site Supervisors should receive the required Performance Evaluation form via email from Career and Professional Development and they are encouraged to discuss the ratings with you to support the work/learning experience. Reminder: It is your responsibility to make sure the Site Supervisor receives their evaluation. Contact internships@chapman.edu if the evaluation has not arrived within 24 hours of sent date.

Friday May 7

Performance Evaluation submission deadline

It is your responsibility to make sure your Site Supervisor completes and submits the Performance Evaluation by the deadline. If the person who should receive your Performance Evaluation is not the designated Site Supervisor on your Internship Site Approval Form, email internships@chapman.edu to report the new supervisor's full name, title, email address and the reason for the change.

Saturday May 15

Last day to earn internship hours. Finals week May 17 -- May 22, 2027

Academic assignments due to Faculty Internship Advisor for grading

Timesheet due in portal Your Chapman University Internship Timesheet, signed by your supervisor, must be uploaded to the Internship Portal to earn credit.

Exit Survey due The Exit Survey is the final component of the internship program. The survey link will be sent to your Chapman email account before finals week and will be available via your Handshake profile.

Shine!

Intern spotlights

Send us photos of you on the job! Email pictures and success stories to career@chapman.edu.

These deadlines are based on the Academic Calendar for the Orange Campus. If your program follows another calendar, please contact internships@chapman.edu with questions.