

**OFFICE OF THE PROVOST AND CHIEF ACADEMIC OFFICER  
Howard University Summer Program Authorization Form\***

**SUMMER 2022**

Program Title \_\_\_\_\_

Date Program Begins \_\_\_\_\_ Date Program Ends \_\_\_\_\_

Program Coordinator \_\_\_\_\_

Phone & Fax Numbers \_\_\_\_\_ E-Mail Address \_\_\_\_\_

School/College Sponsor \_\_\_\_\_ Non-Howard Affiliated Program- Yes ( ) No ( )

Program Location \_\_\_\_\_

Program Type: ( ) Research ( ) Professional Development ( ) College Preparatory

( ) Other, Please specify \_\_\_\_\_

No. of Student Participants: Howard Students \_\_\_\_\_ Other Students \_\_\_\_\_  
(Each program participant must have an official Howard ID card)

Student Populations Served: ( ) Elementary ( ) Secondary ( ) Undergraduate  
( ) Graduate ( ) Professional ( ) Other

Number of Faculty/Staff Participants: Howard Faculty \_\_\_\_\_ Howard Staff \_\_\_\_\_ Other Faculty/Staff \_\_\_\_\_

**Check the General University Resources to be Used by Program Participants:**

( ) classroom, conference and meeting space ( ) libraries ( ) ISAS/Computer Labs  
( ) catering and food service ( ) transportation ( ) athletic facilities  
( ) Blackburn Center ( ) Housing ( ) parking ( ) campus security

Date Program Was Initially Offered \_\_\_\_\_ Total Program Operating Budget \_\_\_\_\_

**Source of Funding:**

(For HU Programs, Grant/Department or Restricted Account # is required) \_\_\_\_\_

Amount of Funding \_\_\_\_\_ Program Fee Per Student \_\_\_\_\_

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***Program Authorization***

Program Coordinator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Provost Office \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Enrollment Mgmt \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete the form and email to [joystewart@howard.edu](mailto:joystewart@howard.edu) on or **before April 08, 2022**. Please feel free to call 202-806-2277 if you have questions.

**\* Payment for University services associated with summer programs must be discussed, where appropriate, with the unit/department that provides the service. Permission to use classroom and other space must be secured from the Office of the Registrar or an appropriate Dean.**