

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

SUMMER 2023

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/Cost Center or Restricted Account # is required) _____

Amount of Funding _____ Program Fee Per Student _____

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 on or **before April 07, 2023**. 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 providing the service. Permission to use classroom and other space must be secured from the Office of the Registrar or an appropriate Dean.**