

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

**SUMMER 2025**

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 \_\_\_\_\_

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***Program Authorization***

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

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

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

Please complete the form and email to [joystewart@howard.edu](mailto:joystewart@howard.edu) on or **before April 04, 2025**. Please feel free to call 202-806-2277 if you have questions.

**\* Reservation and Payment for University services associated with summer programs must be discussed with the department that provides the service. Acknowledgment and approval of this form by the Office of the Provost does not guarantee the availability of the university services. Please directly contact the service provider and secure the services that your program requires.**