



HOWARD UNIVERSITY  
OFFICE OF THE PRESIDENT

## REQUEST FOR APPOINTMENTS WITH PRESIDENT WAYNE A. I. FREDERICK

*Please submit via email to Ms. Marleny DaRosa (marleny.darosa@howard.edu)*

Meeting participant name(s) and title(s): \_\_\_\_\_

Topic or purpose for meeting: \_\_\_\_\_

Topic previously discussed with:

\_\_\_\_ Yes      \_\_\_\_ No    Provost    \_\_\_\_ Yes      \_\_\_\_ No    Vice President

\_\_\_\_ Yes      \_\_\_\_ No    Dean    \_\_\_\_ Yes      \_\_\_\_ No    Director

\_\_\_\_ Yes      \_\_\_\_ No    Other Campus Administrator

Desired, proposed or other timeline that would affect meeting date/time: \_\_\_\_\_

### Contact Information

\*Request made by: \_\_\_\_\_

\*Email address: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Person who will meet the President at the appointment, if different than above: \_\_\_\_\_

Comments: \_\_\_\_\_

Meeting will take place in Office of the President, Mordecai Wyatt Johnson Administration Building 2400 6th Street NW  
Washington, DC 20059 Suite 402.

\*required

FOR OFFICE USE ONLY

\_\_\_\_ APPROVED

\_\_\_\_ NOT APPROVED (please refer to: \_\_\_\_\_ )

