

**Application for Admission**  
(Applications should be received by May 16, 2011)

**Institute for Public Policy and Executive Leadership  
in Higher Education**

**Fischler School of Education and Human Services  
Nova Southeastern University**

**Please submit this completed application and a \$50.00 check  
(application fee) made payable to Nova Southeastern University.**

**All application materials must be submitted directly to:**

Dr. Ralph Hogges, Executive Director  
Institute for Public Policy and Executive Leadership  
in Higher Education  
Nova Southeastern University  
Fischler School of Education and  
Human Services  
1750 N.E. 167th Street  
North Miami Beach, Florida 33162-3017

Name \_\_\_\_\_  
Last First Middle

Soc. Sec. No. \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Permanent Address \_\_\_\_\_  
Number and Street City State Zip

Telephone ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Professional Information**

Current Position/Title \_\_\_\_\_ Starting Date \_\_\_\_\_

Institution \_\_\_\_\_

Characteristics of Institution

Affiliation: Public \_\_\_ Private/Independent \_\_\_

Church related \_\_\_

Highest Degree Offered: Associate \_\_\_ Baccalaureate \_\_\_

Masters \_\_\_ Doctorate \_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip

Telephone ( ) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Fax \_\_\_\_\_

Current duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of employees you directly supervise \_\_\_\_\_

Budget allocation for your area of responsibility \_\_\_\_\_

Immediate Supervisor

Name \_\_\_\_\_ Position/Title \_\_\_\_\_

**For students currently pursuing graduate degrees. Please provide the following information:**

Institution currently attending \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip

Degree and Specialization pursuing \_\_\_\_\_

**Educational Background (List most recent degree first)**

Name of College or University      State    Date      Major      Degree

**Employment History (Please list previous employers in chronological order, beginning with your current position)**

Dates      Employer Name and Address      Title or Position

**Autobiographical Summary**

Please provide information that sheds light on your decision to apply for admission to this Institute, and your ultimate executive leadership position goal. Your response should be word processed and on a separate sheet or sheets of paper.

**Ethnic Origin Data** (The provision of this information is voluntary, and we request it for reporting purposes only. This information will not be used in any discriminatory manner.):

Check one of the following:

- White (not of Hispanic origin)
- Hispanic
- African American (not of Hispanic origin)
- American Indian or Alaskan Native
- Asian or Pacific Islander

## Recommendations

Identify two people you have asked to submit recommendations on your behalf. The attached Recommendation Forms should be completed and submitted.

1. \_\_\_\_\_  
Name Title Telephone

2. \_\_\_\_\_  
Name Title Telephone

## How did you hear about or learn about this Institute? (Check all that apply)

- Read in publication \_\_\_\_\_  
 Internet/World Wide Web  
 Direct mailing from Institute  
 From NSU graduate or student \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

## Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Recommendation Form 1

### Institute for Public Policy and Executive Leadership in Higher Education

Name \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street Apt.

\_\_\_\_\_ City State Zip

Home Telephone (\_\_\_\_) \_\_\_\_\_

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Information waiver to be completed by applicant before giving to source of reference.

Pursuant to the Family Education Rights and Privacy Act (Buckley Amendment) enacted on December 31, 1974,

I do \_\_\_ I do not \_\_\_ waive the right to inspect and review this completed recommendation.

Soc. Sec. No. \_\_\_\_\_ Signature \_\_\_\_\_

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**The above is to be completed by the applicant.**

The above-named person is seeking admission to the **Institute for Public Policy and Executive Leadership in Higher Education**. The Institute has been designed for college and university administrators, faculty, and graduate students who desire to become presidents, vice presidents, and deans.

In writing your recommendation, please describe the applicant in terms of his or her (1) commitment to higher education, (2) potential for senior level executive leadership positions, and (3) ability to succeed in an intensive skills and expertise-based Institute.

Complete your statement on the reverse side of this form or attach your letterhead page.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street City State Zip

Telephone(\_\_\_\_) \_\_\_\_\_

Date \_\_\_\_\_

**Please submit to:**

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1750 N. E. 167th Street  
North Miami Beach, Florida 33162-3017

## Recommendation Form 2

### Institute for Public Policy and Executive Leadership in Higher Education

Name \_\_\_\_\_

Address \_\_\_\_\_

Number and Street

Apt.

City

State

Zip

Home Telephone(\_\_\_\_)\_\_\_\_\_

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Information waiver to be completed by applicant before giving to source of reference.

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Name \_\_\_\_\_ Signature \_\_\_\_\_

Position/Title \_\_\_\_\_

Address \_\_\_\_\_  
Number and Street                      City                      State                      Zip

Telephone(\_\_\_\_) \_\_\_\_\_

Date \_\_\_\_\_

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