DocuSign eSignature Roles

Graduate College Approval: Nikki Palamiotis (dissertationforms@kennesaw.edu)

BCOE Approval: Laurie Dias (ldias@kennesaw.edu)

BCOE Admin. Associate: Susan Emberley (semberle@kennesaw.edu)

Educational Leadership

- Program Director: Sheryl Croft (scroft10@kennesaw.edu)
- Department Chair: Ugena Whitlock (uwhitloc@kennesaw.edu)
- Dept. Admin. Associate: Vanessa Saho (vyouniss@kennesaw.edu)

Elementary & Early Childhood Education

- Program Director: Neporcha Cone (ncone@kennesaw.edu)
- Department Chair: Neporcha Cone (ncone@kennesaw.edu)
- Dept. Admin. Associate: Andrea Douglas (apearso9@kennesaw.edu)

Inclusive Education

- Program Director: Corrie Davis (cdavi163@kennesaw.edu)
- Department Chair: Corrie Davis (cdavi163@kennesaw.edu)
- Dept. Admin. Associate: Theresa Meyer (tmeyer11@kennesaw.edu)

Instructional Technology

- Program Director: Julie Moore (jmoor151@kennesaw.edu)
- Department Chair: Traci Redish (tredish@kennesaw.edu)
- Dept. Admin. Associate: Gail Dasher (gdasher@kennesaw.edu)

Secondary & Middle Grades Education

- Program Director: Mei-Lin Chang (mchang6@kennesaw.edu)
  - May 11: Anete Vásquez (avasque8@kennesaw.edu)
- Department Chair: Wendy Sanchez (wsanchez@kennesaw.edu)
- Dept. Admin. Associate: Alaine Malveaux (lmalveau@kennesaw.edu)

Teacher Leadership

- Program Director: Arvin Johnson (ajohn560@kennesaw.edu)
- Department Chair: Ugena Whitlock (uwhitloc@kennesaw.edu)
- Dept. Admin. Associate: Vanessa Saho (vyouniss@kennesaw.edu)

Note: Dept. Admin. Associates only receive a copy of documents to maintain records. No signature is required from Dept. Admin. Associates.
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<td>BCOE Admin. Associate: Susan Emberley</td>
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**Message**

**Subject**
Please DocuSign: Program of Study for [[Student_UserName]]

**Message**
Please complete the following document and sign in order to approve the listed student's Program of Study form.

**Associated PowerForms**

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**EDL-Committee Approval**

Eligible for matching

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**Message**

**Subject**
Please DocuSign: Dissertation Committee Approval for [[Student_UserName]]

**Message**
Please complete the following document and sign in order to approve the listed student's Dissertation Committee Approval form.
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<td>8. Committee Member 4's Department Chair: <strong>Needs to Sign</strong></td>
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<tr>
<td>9. Program Director: Sheryl Croft <a href="mailto:scroft10@kennesaw.edu">scroft10@kennesaw.edu</a> <strong>Needs to Sign</strong></td>
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<tr>
<td>10. Candidate's Department Chair: Ugena Whitclock <a href="mailto:uwhitloc@kennesaw.edu">uwhitloc@kennesaw.edu</a> <strong>Needs to Sign</strong></td>
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<td>11. BCOE Approval: Laurie Dias <a href="mailto:ldias@kennesaw.edu">ldias@kennesaw.edu</a> <strong>Needs to Sign</strong></td>
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<tr>
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<td>11</td>
<td>Program Director: Sheryl Croft</td>
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<td><a href="mailto:scroft10@kennesaw.edu">scroft10@kennesaw.edu</a></td>
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<td>12</td>
<td>Candidate’s Department Chair: Ugena Whitlock</td>
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<td><a href="mailto:uwhitloc@kennesaw.edu">uwhitloc@kennesaw.edu</a></td>
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<td>13</td>
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<td><a href="mailto:ldias@kennesaw.edu">ldias@kennesaw.edu</a></td>
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<td>Dept. Admin. Associate: Vanessa Saho</td>
<td>Receives a Copy</td>
<td><a href="mailto:vyouniss@kennesaw.edu">vyouniss@kennesaw.edu</a></td>
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<td>BCOE Admin. Associate: Susan Emberley</td>
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<td><a href="mailto:semberle@kennesaw.edu">semberle@kennesaw.edu</a></td>
<td></td>
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</tbody>
</table>
Recipients

1. Dissertation Chair: Needs to Sign
2. Student: Needs to Sign
3. Dissertation Chair-Second Review: Needs to Sign
4. Program Director: Sheryl Croft
   scroft10@kennesaw.edu
   Needs to Sign
5. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu
   Needs to Sign
6. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
   Needs to Sign
7. Dept. Admin. Associate: Vanessa Saho
   vyounnis@kennesaw.edu
   Receives a Copy
8. BCOE Admin. Associate: Susan Emberley
   semberle@kennesaw.edu
   Receives a Copy

Message

Subject
Please DocuSign: Change in Committee Membership for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student's Change in Committee Membership form.

Associated PowerForms

EDL-Change in Committee Membership  Active
# EDL-Comprehensive Exam Request

Eligible for matching

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<td>Program Director: Sheryl Croft</td>
<td><a href="mailto:scroft10@kennesaw.edu">scroft10@kennesaw.edu</a></td>
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<td>Department Chair: Ugena Whitlock</td>
<td><a href="mailto:uwhitloc@kennesaw.edu">uwhitloc@kennesaw.edu</a></td>
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<td><a href="mailto:semberle@kennesaw.edu">semberle@kennesaw.edu</a></td>
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## Message

**Subject**
Please DocuSign: Comprehensive Exam Request for [[Student_UserName]]

**Message**
Please complete the following document and sign in order to approve the listed student's Comprehensive Exam Request form.
Recipients

1. Dissertation Chair:
   Needs to Sign

2. Student:
   Needs to Sign

3. Program Director: Sheryl Croft
   scroft10@kennesaw.edu
   Needs to Sign

4. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu
   Needs to Sign

5. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
   Needs to Sign

6. Dept. Admin. Associate: Vanessa Saho
   vyouniss@kennesaw.edu
   Receives a Copy

7. BCOE Admin. Associate: Susan Emberley
   semberle@kennesaw.edu
   Receives a Copy

Message

Subject
Please DocuSign: Comprehensive Exam Approval Ballot for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student's Comprehensive Exam Approval Ballot form.

Associated PowerForms

EDL-Comprehensive Exam Approval Ballot
2 Responses

Active
Last used on 3/31/2020 | 08:22:56 am

Actions
EDL-Dissertation Proposal Approval

Eligible for matching

1. Dissertation Chair: Needs to Sign
2. Student: Needs to Sign
3. Program Director: Sheryl Croft
   scroft10@kennesaw.edu
4. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu
5. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
6. Graduate College Approval: Graduate College
   dissertationforms@kennesaw.edu
7. Dept. Admin. Associate: Vanessa Saho
   vyouniss@kennesaw.edu
8. BCOE Admin. Associate: Susan Emberley
   semberle@kennesaw.edu

Message

Subject
Please DocuSign: Dissertation Proposal Approval for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student's Dissertation Proposal Approval form.
EDL-Candidacy Approval

Eligible for matching

1. Dissertation Chair: Needs to Sign
2. Program Director: Sheryl Croft
   scroft10@kennesaw.edu
   Needs to Sign
3. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu
   Needs to Sign
4. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
   Needs to Sign
5. Graduate College Approval: Graduate College
   dissertationforms@kennesaw.edu
   Needs to Sign
6. Student:
   Receives a Copy
7. Dept. Admin. Associate: Vanessa Saho
   vyouniss@kennesaw.edu
   Receives a Copy
8. BCOE Admin. Associate: Susan Emberley
   semberle@kennesaw.edu
   Receives a Copy

Message

Subject
Please DocuSign: Candidacy Approval for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student's Candidacy Approval form.

Associated PowerForms

EDL-Candidacy Approval
• Active
Recipients

1. Dissertation Chair: Needs to Sign
2. Student: Needs to Sign
3. Program Director: Sheryl Croft
   scroft10@kennesaw.edu Needs to Sign
4. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu Needs to Sign
5. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu Needs to Sign
6. Dept. Admin. Associate: Vanessa Saho
   vyouniss@kennesaw.edu Receives a Copy
7. BCOE Admin. Associate: Susan Emberley
   vemberle@kennesaw.edu Receives a Copy

Message

Subject
Please DocuSign: Schedule a Final Defense for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student’s Schedule a Final Defense form.

Associated PowerForms

EDL-Schedule a Final Defense

Active

Actions
EDL-Dissertation Defense

Eligible for matching

1. Dissertation Chair: Needs to Sign
2. Committee Member 2: Needs to Sign
3. Committee Member 3: Needs to Sign
4. Program Director: Sheryl Croft Needs to Sign
   scroft10@kennesaw.edu
5. Department Chair: Ugena Whitlock Needs to Sign
   uwhitloc@kennesaw.edu
6. BCOE Approval: Laurie Dias Needs to Sign
   ldias@kennesaw.edu
7. Graduate College Approval: Graduate College Needs to Sign
   dissertationforms@kennesaw.edu
8. Student: Receives a Copy
9. Dept. Admin. Associate: Vanessa Saho Receives a Copy
   vyouniss@kennesaw.edu
10. BCOE Admin. Associate: Susan Emberley Receives a Copy
    semberle@kennesaw.edu

Message

Subject
Please DocuSign: Dissertation Defense for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student's Dissertation Defense form.
EDL-Dissertation Defense (4 member committee)

Eligible for matching

1. Dissertation Chair: Needs to Sign
2. Committee Member 2: Needs to Sign
3. Committee Member 3: Needs to Sign
4. Committee Member 4: Needs to Sign
5. Program Director: Sheryl Croft
   scroft10@kennesaw.edu
   Needs to Sign
6. Department Chair: Ugena Whitlock
   uwhitloc@kennesaw.edu
   Needs to Sign
7. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
   Needs to Sign
8. Graduate College Approval: Graduate College
   dissertationforms@kennesaw.edu
   Needs to Sign
9. Student: Receives a Copy
10. Dept. Admin. Associate: Vanessa Saho
    vyouiss@kennesaw.edu
    Receives a Copy
11. BCOE Admin. Associate: Susan Emberley
    semberle@kennesaw.edu
    Receives a Copy

Message

Subject
Please DocuSign: Dissertation Defense for [[Student_UserName]]

Message
Please complete the following document and sign in order to approve the listed student’s Dissertation Defense form.
# EDL-Dissertation Defense (5 member committee)

Eligible for matching

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## Message

**Subject**

Please DocuSign: Dissertation Defense for [[Student_UserName]]

**Message**

Please complete the following document and sign in order to approve the listed student’s Dissertation Defense form.