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)
    o 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.
ITEC-Program of Study

Eligible for matching

1. **Major Professor:** Needs to Sign
   - [Name]
   - [Email]

2. **Program Director:** Julie Moore
   - jmoor151@kennesaw.edu
   - Needs to Sign

3. **Department Chair:** Traci Redish
   - tredish@kennesaw.edu
   - Needs to Sign

4. **BCOE Approval:** Laurie Dias
   - ldias@kennesaw.edu
   - Needs to Sign

5. **Graduate Approval:** Graduate College
   - dissertationforms@kennesaw.edu
   - Needs to Sign

6. **Student:** Receives a Copy
   - [Name]
   - [Email]

7. **Dept. Admin. Associate:** Gail Dasher
   - gdasher@kennesaw.edu
   - Receives a Copy

8. **BCOE Admin. Associate:** Susan Emberley
   - semberle@kennesaw.edu
   - Receives a Copy

**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**

ITEC-Program of Study
   - Active
   - Actions
Recipients

1. **Dissertation Chair:** Needs to Sign
2. **Dissertation Chair's Department Chair:** Needs to Sign
3. **Committee Member 2:** Needs to Sign
4. **Committee Member 2's Department Chair:** Needs to Sign
5. **Committee Member 3:** Needs to Sign
6. **Committee Member 3's Department Chair:** Needs to Sign
7. **Program Director: Julie Moore**
   jmoor151@kennesaw.edu
8. **Candidate's Department Chair: Traci Redish**
   tredish@kennesaw.edu
9. **BCOE Approval: Laurie Dias**
   ldias@kennesaw.edu
10. **Graduate College Approval: Graduate College**
    dissertationforms@kennesaw.edu
11. **Student:** Receives a Copy
12. **Dept. Admin. Associate: Gail Dasher**
    gdasher@kennesaw.edu
13. **BCOE Admin. Associate: Susan Emberley**
    semberle@kennesaw.edu

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>14</td>
<td>Dept. Admin. Associate: Gail Dasher</td>
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<td>15</td>
<td>BCOE Admin. Associate: Susan Emberley</td>
<td>Receives a Copy</td>
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ITEC-Committee Approval (5 member committee)

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<td>Committee Member 2's Department Chair:</td>
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<td>Committee Member 5:</td>
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<td>10</td>
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<td>16</td>
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<td>17</td>
<td>BCOE Admin. Associate: Susan Emberley</td>
<td>Receives a Copy</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: Julie Moore (jmoor151@kennesaw.edu) Needs to Sign
5. Department Chair: Traci Redish (tredish@kennesaw.edu) Needs to Sign
6. BCOE Approval: Laurie Dias (ldias@kennesaw.edu) Needs to Sign
7. Dept. Admin. Associate: Gail Dasher (gdasher@kennesaw.edu) Receives a Copy
8. BCOE Admin. Associate: Susan Emberley (sembierle@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

ITEC-Change in Committee Membership Active
Recipients

1. **Dissertation Chair:** Needs to Sign
   - **Program Director:** Julie Moore
   - **Student:** Needs to Sign
   - **Department Chair:** Traci Redish
   - **BCOE Approval:** Laurie Dias
   - **BCOE Admin. Associate:** Susan Emberley

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

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<td>3</td>
<td>Program Director: Julie Moore</td>
<td>Needs to Sign</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jmoor151@kennesaw.edu">jmoor151@kennesaw.edu</a></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Department Chair: Traci Redish</td>
<td>Needs to Sign</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:tredish@kennesaw.edu">tredish@kennesaw.edu</a></td>
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<tr>
<td>5</td>
<td>BCOE Approval: Laurie Dias</td>
<td>Needs to Sign</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ldias@kennesaw.edu">ldias@kennesaw.edu</a></td>
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<td>6</td>
<td>Dept. Admin. Associate: Gail Dasher</td>
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<td>7</td>
<td>BCOE Admin. Associate: Susan Emberley</td>
<td>Receives a Copy</td>
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<tr>
<td></td>
<td><a href="mailto:semberle@kennesaw.edu">semberle@kennesaw.edu</a></td>
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### 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.
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<tr>
<td>3. Program Director: Julie Moore</td>
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<td>4. Department Chair: Traci Redish</td>
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<td>5. BCOE Approval: Laurie Dias</td>
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<td>6. Graduate College Approval:</td>
<td>Needs to Sign</td>
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<tr>
<td>7. Dept. Admin. Associate: Gail Dasher</td>
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<tr>
<td>8. BCOE Admin. Associate: Susan Emberley</td>
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</table>

**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.
### ITEC-Candidacy Approval

Eligible for matching

#### Recipients

1. **Dissertation Chair:** Needs to Sign
   - **Program Director:** Julie Moore
     - Needs to Sign
     - jmoor151@kennesaw.edu

2. **Program Director:** Julie Moore
   - Needs to Sign
   - jmoor151@kennesaw.edu

3. **Department Chair:** Traci Redish
   - Needs to Sign
   - tredish@kennesaw.edu

4. **BCOE Approval:** Laurie Dias
   - Needs to Sign
   - ldias@kennesaw.edu

5. **Graduate College Approval:** Graduate College
   - Needs to Sign
   - dissertationforms@kennesaw.edu

6. **Student:** Receives a Copy

7. **Dept. Admin. Associate:** Gail Dasher
   - Receives a Copy
   - gdasher@kennesaw.edu

8. **BCOE Admin. Associate:** Susan Emberley
   - Receives a Copy
   - semberle@kennesaw.edu

#### 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

- **ITEC-Candidacy Approval**
  - Active
  - ACTIONS

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

ITEC-Schedule a Final Defense

   Active

   ACTIONS

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## Recipients

1. **Dissertation Chair:** Needs to Sign
2. **Committee Member 2:** Needs to Sign
3. **Committee Member 3:** Needs to Sign
4. **Program Director: Julie Moore**
   
   jmoor151@kennesaw.edu
5. **Department Chair: Traci Redish**
   
   tredish@kennesaw.edu
6. **BCOE Approval: Laurie Dias**
   
   ldias@kennesaw.edu
7. **Graduate College Approval: Graduate College**
   
   dissertationforms@kennesaw.edu
8. **Student:** Receives a Copy
9. **Dept. Admin. Associate: Gail Dasher**
   
   gdasher@kennesaw.edu
10. **BCOE Admin. Associate: Susan Emberley**
    
    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.

**Associated PowerForms**

- **ITEC-Dissertation Defense**
  - **Active**
**ITEC-Dissertation Defense (4 member committee)**

Eligible for matching

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**Message**

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

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**Message**

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