

Doctoral Program Forms and DocuSign Routing

The table below lists the doctoral forms in chronological order along with the order in which signatures are collected. It also provides a description of additional documentation or information that is required.

Where can I locate the forms? The forms can be found here: <https://bagwell.kennesaw.edu/faculty-staff/bcoe-doctoral-forms.php>

Why should I care who signs the forms and in what order?

The forms are generated from a DocuSign account other than the Advisor's account. If you are trying to track down a form that has not made it to its final destination, you may need to backtrack to find out who has not logged into their DocuSign account to sign the form.

PC=Program Coordinator; DC =Department Chair; BCOE=Bagwell College of Education Approver; GC= Graduate College Approver

Form Name	When is it required?	Who requires it?	Who signs it and in what order?	Who receives it (but does not sign)?	What additional documents/information does it require?
Program of Study	1 st or 2 nd semester	GC	Advisor, PC, DC, BCOE; GC NOTE: updated form TBA-- the student will also sign the POS	Student; Dpt. Admin; BCOE Admin	Program of Study form or Degree Works print out
Request for Approval of Dissertation Committee	Before comprehensive exams are taken	GC	Dissertation Chair, All Committee Members, Committee Member's DC, PC, DC, BCOE, GC	Student; Dpt. Admin.; BCOE Admin.	At least <i>three</i> members of the committee (including the chair) must have Graduate Faculty status.
Request for Change in Dissertation Committee Membership	After candidate meets with DC to determine reason for change	BCOE	Dissertation Chair, PC, DC, BCOE	Dpt. Admin.; BCOE Admin.	Names of original and revised committee members. Reason for the change.

Form Name	When is it required?	Who requires it?	Who signs it and in what order?	Who receives it (but does not sign)?	What additional documents/information does it require?
Doctoral Comprehensive Exam Request	Prior to taking comprehensive exam	BCOE	Dissertation Chair, Student, PC, DC, BCOE	Dpt. Admin.; BCOE Admin.	Signed Program of Study and Degree Works print out that <i>indicates all course substitutions, transfer credits and waivers are applied to student's POS.</i>
Doctoral Comprehensive Exam Approval Ballot	Immediately after comprehensive exam	BCOE	Student, Dissertation Chair, PC, DC, BCOE	Dpt. Admin.; BCOE Admin.	Exam Rubric (optional)
Dissertation Proposal Approval	By the end of the semester when the proposal is approved	GC	Dissertation Chair, Student, PC, DC, BCOE, GC	Dpt. Admin.; BCOE Admin.	If the proposal is accepted with qualifications, those should be listed or attached.
Admission to Candidacy	After dissertation proposal is approved	GC	Dissertation Chair, PC, DC, BCOE, GC	Student; Dpt. Admin.; BCOE Admin.	Copy of approved proposal; Date of Comprehensive Exams passed;
Schedule a Final Defense	After committee agrees that the student is ready to defend dissertation <i>but before the defense.</i>	BCOE	Dissertation Chair, Student, PC, DC, BCOE	Dpt. Admin.; BCOE Admin.	Title of Dissertation, Day, Date, Time and Location of defense.
Dissertation Defense Outcome	After the dissertation has been successfully defended and 1 week before grades are due.	GC	Dissertation Chair, Committee Members, PC, DC, BCOE, GC	Student; Dpt. Admin.; BCOE Admin.	If the dissertation is accepted with revisions, those should be listed or attached. NOTE: The final version of the dissertation must be uploaded to Digital Commons in order for the degree to be conferred.