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.
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.
**SMGE-Committee Approval**

Eligible for matching

<table>
<thead>
<tr>
<th>Recipients</th>
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<tbody>
<tr>
<td>1</td>
<td>Dissertation Chair: Needs to Sign</td>
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<tr>
<td>2</td>
<td>Dissertation Chair's Department Chair: Needs to Sign</td>
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<tr>
<td>3</td>
<td>Committee Member 2: Needs to Sign</td>
</tr>
<tr>
<td>4</td>
<td>Committee Member 2's Department Chair: Needs to Sign</td>
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<td>5</td>
<td>Committee Member 3: Needs to Sign</td>
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<tr>
<td>6</td>
<td>Committee Member 3's Department Chair: Needs to Sign</td>
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<tr>
<td>7</td>
<td>Program Director: Mei-Lin Chang <a href="mailto:mchang6@kennesaw.edu">mchang6@kennesaw.edu</a> Needs to Sign</td>
</tr>
<tr>
<td>8</td>
<td>Candidate's Department Chair: Wendy Sanchez <a href="mailto:wsanchez@kennesaw.edu">wsanchez@kennesaw.edu</a> Needs to Sign</td>
</tr>
<tr>
<td>9</td>
<td>BCOE Approval: Laurie Dias <a href="mailto:ldias@kennesaw.edu">ldias@kennesaw.edu</a> Needs to Sign</td>
</tr>
<tr>
<td>10</td>
<td>Graduate College Approval: Graduate College <a href="mailto:dissertationforms@kennesaw.edu">dissertationforms@kennesaw.edu</a> Needs to Sign</td>
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<tr>
<td>11</td>
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</tr>
<tr>
<td>12</td>
<td>Dept. Admin. Associate: Alaine Malveaux <a href="mailto:lmalveau@kennesaw.edu">lmalveau@kennesaw.edu</a> CC Receives a Copy</td>
</tr>
<tr>
<td>13</td>
<td>BCOE Admin. Associate: Susan Emberley <a href="mailto:semberle@kennesaw.edu">semberle@kennesaw.edu</a> CC Receives a Copy</td>
</tr>
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</table>

**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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<th>Recipient Details</th>
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<td></td>
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<td><strong>2.</strong> Dissertation Chair's Department Chair:</td>
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<td><strong>3.</strong> Committee Member 2:</td>
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<td><strong>4.</strong> Committee Member 2's Department Chair:</td>
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<td><strong>5.</strong> Committee Member 3:</td>
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<td><strong>6.</strong> Committee Member 3's Department Chair:</td>
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<td><strong>7.</strong> Committee Member 4:</td>
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<tr>
<td><strong>8.</strong> Committee Member 4's Department Chair:</td>
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<tr>
<td><strong>9.</strong> Program Director: Mei-Lin Chang</td>
<td>Needs to Sign</td>
<td><a href="mailto:mchang6@kennesaw.edu">mchang6@kennesaw.edu</a></td>
</tr>
<tr>
<td><strong>10.</strong> Candidate’s Department Chair: Wendy Sanchez</td>
<td>Needs to Sign</td>
<td><a href="mailto:wsanchez@kennesaw.edu">wsanchez@kennesaw.edu</a></td>
</tr>
<tr>
<td><strong>11.</strong> BCOE Approval: Laurie Dias</td>
<td>Needs to Sign</td>
<td><a href="mailto:ldias@kennesaw.edu">ldias@kennesaw.edu</a></td>
</tr>
<tr>
<td><strong>12.</strong> Graduate College Approval: Graduate College</td>
<td>Needs to Sign</td>
<td><a href="mailto:dissertationforms@kennesaw.edu">dissertationforms@kennesaw.edu</a></td>
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<tr>
<td><strong>13.</strong> Student:</td>
<td>CC Receives a Copy</td>
<td></td>
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<tr>
<td><strong>14.</strong> Dept. Admin. Associate: Alaine Malveaux</td>
<td>CC Receives a Copy</td>
<td><a href="mailto:lmalveau@kennesaw.edu">lmalveau@kennesaw.edu</a></td>
</tr>
<tr>
<td><strong>15.</strong> BCOE Admin. Associate: Susan Emberley</td>
<td>CC Receives a Copy</td>
<td><a href="mailto:semberle@kennesaw.edu">semberle@kennesaw.edu</a></td>
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**Message**

**Subject**

Recipients
### SMGE-Committee Approval (5 member committee)

Eligible for matching

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<td><strong>Committee Member 5’s Department Chair:</strong></td>
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<td><strong>Candidate’s Department Chair: Wendy Sanchez</strong></td>
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<td><strong>BCOE Approval: Laurie Dias</strong></td>
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<td><strong>Graduate College Approval: Graduate College</strong></td>
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<td><strong>Dept. Admin. Associate: Alaine Malveaux</strong></td>
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<tr>
<td><strong>BCOE Admin. Associate: Susan Emberley</strong></td>
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Recipient:

1. Dissertation Chair: Needs to Sign
2. Student: Needs to Sign
3. Dissertation Chair-Second Review: Needs to Sign
4. Program Director: Mei-Lin Chang
   mchang6@kennesaw.edu
   Needs to Sign
5. Department Chair: Wendy Sanchez
   wsanchez@kennesaw.edu
   Needs to Sign
6. BCOE Approval: Laurie Dias
   ldias@kennesaw.edu
   Needs to Sign
7. Dept. Admin. Associate: Alaine Malveaux
   lmalveau@kennesaw.edu
   CC Receives a Copy
8. BCOE Admin. Associate: Susan Emberley
   semberle@kennesaw.edu
   CC 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

SMGE-Change in Committee Membership
Expected Action: Active

Powered by DocuSign
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.

Associated PowerForms
SMGE-Comprehensive Exam Request
1 Response

Active
Last used on 3/28/2020 | 04:54:19 pm
**SMGE-Comprehensive Exam Approval Ballot**

Eligible for matching

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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.

**Associated PowerForms**

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Eligible for matching

1. **Dissertation Chair:** Needs to Sign
2. **Student:** Needs to Sign
3. **Program Director: Mei-Lin Chang**
   mchang6@kennesaw.edu
   Needs to Sign
4. **Department Chair: Wendy Sanchez**
   wsanchez@kennesaw.edu
   Needs to Sign
5. **BCOE Approval: Laurie Dias**
   ldias@kennesaw.edu
   Needs to Sign
6. **Graduate College Approval: Graduate College**
   dissertationforms@kennesaw.edu
   Needs to Sign
7. **Dept. Admin. Associate: Alaine Malveaux**
   lmalveau@kennesaw.edu
   Receives a Copy
8. **BCOE Admin. Associate: Susan Emberley**
   semberle@kennesaw.edu
   Receives a Copy

**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.

**Associated PowerForms**

- **SMGE-Dissertation Proposal Approval**
  - Active
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<td>4</td>
<td>BCOE Approval: Laurie Dias</td>
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<td>Graduate College Approval: Graduate College</td>
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<td>Student</td>
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<td>Dept. Admin. Associate: Alaine Malveaux</td>
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<td>8</td>
<td>BCOE Admin. Associate: Susan Emberley</td>
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**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**

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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

SMGE-Schedule a Final Defense
1 Response
Active
Last used on 3/28/2020 | 03:57:57 pm
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

SMGE-Dissertation Defense

Dissertation Defense

Eligible for matching

[POWERFORMS menus]

Recipients

1. Dissertation Chair: Needs to Sign
2. Committee Member 2: Needs to Sign
3. Committee Member 3: Needs to Sign
4. Program Director: Mei-Lin Chang mchang6@kennesaw.edu Needs to Sign
5. Department Chair: Wendy Sanchez wsanchez@kennesaw.edu Needs to Sign
6. BCOE Approval: Laurie Dias ldias@kennesaw.edu Needs to Sign
7. Graduate College Approval: Graduate College dissertationforms@kennesaw.edu Needs to Sign
8. Student: Receives a Copy
9. Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu Receives a Copy
10. BCOE Admin. Associate: Susan Emberley semberle@kennesaw.edu Receives a Copy
## Recipients

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: Mei-Lin Chang**
   - mchang6@kennesaw.edu
   - Needs to Sign
6. **Department Chair: Wendy Sanchez**
   - wsanchez@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: Alaine Malveaux**
    - lmalveau@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.

## Associated PowerForms
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.