

## **DocuSign eSignature Roles**

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

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

BCOE Admin. Associate: Susan Emberley (seemberle@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: David G. Buckman (dbuckman@kennesaw.edu)
- Department Chair: David G. Buckman (dbuckman@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: Anete Vásquez (avasque8@kennesaw.edu)
- Department Chair: Nimisha Patel (npate205@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-Request for Graduate Transfer Credit ⓘ

## Template ID

Excluded from matching

This form must be completed early in the program. This form can be initiated by Major Professors, Dissertation Chairs, or Program Coordinators.

- USE
- EDIT
- MOVE
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- MORE ▾

## Recipients

SIGNING ORDER

1	<b>Major Advisor/Dissertation Chair/Program Coordinator:</b>	Needs to Sign
2	<b>Program Coordinator: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
3	<b>Department Chair: Traci Reddish</b> tredish@kennesaw.edu	Needs to Sign
4	<b>Graduate College: Nikki Palamiotis</b> dissertationforms@kennesaw.edu	Needs to Sign
5	<b>Student:</b>	CC Receives a Copy
6	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
7	<b>BCOE Admin. Associate: Susan Emberley</b> semberle@kennesaw.edu	CC Receives a Copy

## Message

### Subject

Please DocuSign: Request for Graduate Transfer Credit for [[Student\_UserName]]

### Message

Please complete the following document and sign in order to approve the listed student's Request for Graduate Transfer Credit.

Request for Grad...  
Pages: 1



### ☆ ITEC-Program of Study ⓘ

Template ID

Eligible for matching

List of courses and credit hours required for the doctoral degree programs. Must be completed and submitted in the first or second semester.

- USE
- EDIT
- MOVE
- SHARE
- MORE ▾

### Recipients

SIGNING ORDER

1	<b>Major Professor:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
4	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
5	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
6	<b>Graduate Approval: Nikki Palamiotis</b> dissertationforms@kennesaw.edu	Needs to Sign
7	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
8	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC 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.

PhD\_Program of ...  
Pages: 1



### ☆ ITEC-Committee Approval ⓘ

Template ID

Eligible for matching

Request for Approval of Dissertation Committee. Must be completed in the semester in which the committee is formed. The Chair of the committee must be KSU Graduate Faculty associated with your academic program. Doctoral Dissertation Committees usually consist of five member committees, at least three of which should be KSU Graduate Faculty.

- USE
- EDIT
- MOVE
- SHARE
- MORE ▾

Dissertation\_Com...  
Pages: 1



### Recipients

SIGNING ORDER

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

### 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.

### ☆ ITEC-Committee Approval (4 member committee) ⓘ

Template ID

Eligible for matching

Request for Approval of Dissertation Committee. Must be completed in the semester in which the committee is formed. The Chair of the committee must be KSU Graduate Faculty associated with your academic program. Doctoral Dissertation Committees usually consist of five member committees, at least three of which should be KSU Graduate Faculty.

- USE
- EDIT
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Dissertation\_Com...

Pages: 1



#### Recipients

SIGNING ORDER

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

#### 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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### ☆ ITEC-Committee Approval (5 member committee) ⓘ

Template ID  
Eligible for matching

Request for Approval of Dissertation Committee. Must be completed in the semester in which the committee is formed. The Chair of the committee must be KSU Graduate Faculty associated with your academic program. Doctoral Dissertation Committees usually consist of five member committees, at least three of which should be KSU Graduate Faculty.

- USE
- EDIT
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Dissertation\_Com...  
Pages: 1



### Recipients SIGNING ORDER

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

### Message

**Subject**  
Please DocuSign: Dissertation Committee Approval for [[Student\_UserName]]

### Message

# ☆ ITEC-Change in Committee Membership ⓘ

## Template ID

Excluded from matching

Any requests for change in committee membership should be made only after the candidate meets with the Department Chair to determine and assess the reasons for the proposed committee change. The candidate will be responsible for notifying the previous member(s) of the change.

- USE
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Change in Commi...  
Pages: 1



## Recipients

📄 SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Dissertation Chair-Second Review:</b>	Needs to Sign
4	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
5	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
6	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
7	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
8	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@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.

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# ☆ ITEC-Comprehensive Exam Request ⓘ

## Template ID

Excluded from matching

Submit this completed form, along with a hard copy of a current advising guide and an approved Program of Study, at least, four weeks prior to the exam. All students taking the Doctoral Comprehensive Exam must have this form completed to be properly registered for the exam.

- USE
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Comprehensive E...  
Pages: 1



## Recipients

📄 SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
4	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
5	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
6	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
7	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC Receives a Copy

## 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.

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# ☆ ITEC-Comprehensive Exam Approval Ballot ⓘ

## Template ID

Excluded from matching

This document must be completed and submitted by the end of the semester the comprehensive examination has been approved.

- USE
- EDIT
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- SHARE
- MORE ▾

## Recipients

SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
4	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
5	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
6	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
7	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC 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.

Comprehensive E...  
Pages: 1



# ☆ ITEC-Dissertation Proposal Approval ⓘ

## Template ID

Excluded from matching

Dissertation Proposal Approval. Must be completed and submitted by the end of the semester the dissertation has been approved.

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## Recipients

SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
4	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
5	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
6	<b>Graduate College Approval: Nikki Palamiotis</b> dissertationforms@kennesaw.edu	Needs to Sign
7	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
8	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC 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.

Dissertation Prop...  
Pages: 1



### ☆ ITEC-Candidacy Approval ⓘ

Template ID

Excluded from matching

Apply for Admission to Candidacy. Must be completed by the end of the semester after comprehensive exams have been passed.

- USE
- EDIT
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- SHARE
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### Recipients

SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
3	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
4	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
5	<b>Graduate College Approval: Nikki Palamiotis</b> dissertationforms@kennesaw.edu	Needs to Sign
6	<b>Student:</b>	CC Receives a Copy
7	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
8	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC 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.

Candidacy Appro...  
Pages: 1



# ☆ ITEC-Agreement to Schedule a Final Defense ⓘ

## Template ID

Eligible for matching

This form must be completed when the entire Dissertation Committee has agreed to a final defense date.

- USE
- EDIT
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## Recipients

SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Student:</b>	Needs to Sign
3	<b>Program Director: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
4	<b>Department Chair: Traci Redish</b> tredish@kennesaw.edu	Needs to Sign
5	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
6	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
7	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC 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 Agreement to Schedule a Final Defense form.

Agreement to Sch...  
Pages: 1



### ☆ ITEC-Dissertation Defense ⓘ

Template ID  
Eligible for matching

This must be completed after the dissertation or thesis has been successfully defended and must be submitted a week before grades are due (to ensure adequate time to enter it into the system).

- USE
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Disstertation Defe...  
Pages: 1



### Recipients

SIGNING ORDER

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

### Message

#### Subject

Please DocuSign: Dissertation Defense for [[Student\_UserName]]

#### Message

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### ☆ ITEC-Dissertation Defense (4 member committee) ⓘ

Template ID

Eligible for matching

This must be completed after the dissertation or thesis has been successfully defended and must be submitted a week before grades are due (to ensure adequate time to enter it into the system).

- USE
- EDIT
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Disstertation Defe...  
Pages: 1



#### Recipients

SIGNING ORDER

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

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### ☆ ITEC-Dissertation Defense (5 member committee) ⓘ

Template ID

Eligible for matching

This must be completed after the dissertation or thesis has been successfully defended and must be submitted a week before grades are due (to ensure adequate time to enter it into the system).

- USE
- EDIT
- MOVE
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Disstertation Defe...  
Pages: 1



#### Recipients

SIGNING ORDER

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

# ☆ ITEC-Petition for a Waiver for Continuous Enrollment ⓘ

## Template ID

Excluded from matching

Per The Graduate College Continuous Enrollment policy, if a student has completed all degree requirements and will no longer require any of the campus resources or faculty time, the student may request an enrollment waiver.

- USE
- EDIT
- MOVE
- SHARE
- MORE ▾

Petition for a Wai...  
Pages: 1



## Recipients

SIGNING ORDER

1	<b>Dissertation Chair:</b>	Needs to Sign
2	<b>Program Coordinator: Julie Moore</b> jmoor151@kennesaw.edu	Needs to Sign
3	<b>BCOE Approval: Laurie Dias</b> ldias@kennesaw.edu	Needs to Sign
4	<b>College Dean: Adrian Epps</b> aepps6@kennesaw.edu	Needs to Sign
5	<b>Graduate College: Nikki Palamiotis</b> dissertationforms@kennesaw.edu	Needs to Sign
6	<b>Student:</b>	CC Receives a Copy
7	<b>Dept. Admin. Associate: Gail Dasher</b> gdasher@kennesaw.edu	CC Receives a Copy
8	<b>BCOE Admin. Associate: Susan Emberley</b> seemberle@kennesaw.edu	CC Receives a Copy

## Message

### Subject

Please DocuSign: Petition for a Waiver of Continuous Enrollment for [[Student\_UserName]]

### Message

Please complete the following document and sign in order to approve the listed student's Petition for a Waiver for Continuous Enrollment.

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