

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.

☆ SMGE-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	Major Advisor/Dissertation Chair/Program Coordinator:	Needs to Sign
2	Program Coordinator: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
3	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
4	Graduate College: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
5	Student:	CC Receives a Copy
6	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
7	BCOE Admin. Associate: Susan Emberley 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



☆ SMGE-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
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Recipients

SIGNING ORDER

1	Major Professor:	Needs to Sign
2	Student:	Needs to Sign
3	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
4	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
5	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
6	Graduate Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
7	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
8	BCOE Admin. Associate: Susan Emberley 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



☆ SMGE-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
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- MORE ▾

Dissertation_Com...
Pages: 1



Recipients

SIGNING ORDER

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: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
8	Candidate's Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
9	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
10	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
11	Student:	CC Receives a Copy
12	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
13	BCOE Admin. Associate: Susan Emberley 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.

☆ SMGE-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
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Dissertation_Com...

Pages: 1



Recipients

SIGNING ORDER

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	Committee Member 4:	Needs to Sign
8	Committee Member 4's Department Chair:	Needs to Sign
9	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
10	Candidate's Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
11	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
12	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
13	Student:	CC Receives a Copy
14	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
15	BCOE Admin. Associate: Susan EMBERLEY 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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☆ SMGE-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	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	Committee Member 4:	Needs to Sign
8	Committee Member 4's Department Chair:	Needs to Sign
9	Committee Member 5:	Needs to Sign
10	Committee Member 5's Department Chair:	Needs to Sign
11	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
12	Candidate's Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
13	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
14	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
15	Student:	CC Receives a Copy
16	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
17	BCOE Admin. Associate: Susan Emberley 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.

☆ SMGE-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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Recipients

📄 SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Student:	Needs to Sign
3	Dissertation Chair-Second Review:	Needs to Sign
4	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
5	Department Chair: Nimisha Patel npate205@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 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.

Change in Commi...
Pages: 1



☆ SMGE-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	Dissertation Chair:	Needs to Sign
2	Student:	Needs to Sign
3	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
4	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
5	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
6	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
7	BCOE Admin. Associate: Susan Emberley 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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☆ SMGE-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.

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Recipients

SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Student:	Needs to Sign
3	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
4	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
5	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
6	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
7	BCOE Admin. Associate: Susan Emberley 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



☆ SMGE-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	Dissertation Chair:	Needs to Sign
2	Student:	Needs to Sign
3	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
4	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
5	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
6	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
7	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
8	BCOE Admin. Associate: Susan Emberley 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

1

☆ SMGE-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.

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Recipients

SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
3	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
4	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
5	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
6	Student:	CC Receives a Copy
7	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
8	BCOE Admin. Associate: Susan Emberley 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



☆ SMGE-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
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Recipients

SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Student:	Needs to Sign
3	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
4	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
5	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
6	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
7	BCOE Admin. Associate: Susan Emberley 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



☆ SMGE-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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Recipients

SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Committee Member 2:	Needs to Sign
3	Committee Member 3:	Needs to Sign
4	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
5	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
6	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
7	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
8	Student:	CC Receives a Copy
9	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
10	BCOE Admin. Associate: Susan Emberley 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.

Dissertation Defe...
Pages: 1



☆ SMGE-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).

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Disstertation Defe...
Pages: 1



Recipients

SIGNING ORDER

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: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
6	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
7	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
8	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
9	Student:	CC Receives a Copy
10	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
11	BCOE Admin. Associate: Susan Emberley 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.

☆ SMGE-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).

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Disstertation Defe...
Pages: 1



Recipients

SIGNING ORDER

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	Committee Member 5:	Needs to Sign
6	Program Director: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
7	Department Chair: Nimisha Patel npate205@kennesaw.edu	Needs to Sign
8	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
9	Graduate College Approval: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
10	Student:	CC Receives a Copy
11	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
12	BCOE Admin. Associate: Susan Emberley semberle@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.

☆ SMGE-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
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Petition for a Wai...
Pages: 1



Recipients

SIGNING ORDER

1	Dissertation Chair:	Needs to Sign
2	Program Coordinator: Anete Vasquez avasque8@kennesaw.edu	Needs to Sign
3	BCOE Approval: Laurie Dias ldias@kennesaw.edu	Needs to Sign
4	College Dean: Adrian Epps aepps6@kennesaw.edu	Needs to Sign
5	Graduate College: Nikki Palamiotis dissertationforms@kennesaw.edu	Needs to Sign
6	Student:	CC Receives a Copy
7	Dept. Admin. Associate: Alaine Malveaux lmalveau@kennesaw.edu	CC Receives a Copy
8	BCOE Admin. Associate: Susan Emberley 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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