

CHECKLIST:

- Complete the online application for advanced degree during first week of term in which thesis submission is intended (see *Appendix A* for a list of JP degrees & fields).
- Obtain copyright approval from journal if including published paper in thesis.
- Submit defendable draft 2-3 weeks in advance of the defense. Copies go to APO (e-version) and to MIT Department Headquarters (except MIT Biology).
- Submit Signed Notice of Doctoral Dissertation Defense to MIT JP Office if defending at MIT, and the GA&SAO if defending at WHOI (see *Appendix B*). If you are defending at WHOI, a room reservation and request for refreshments should be arranged with the GA&SAO.
- Submit final thesis to WHOI and MIT with original signatures in **black ink** on title page (see *Appendix C*). Do not bind the thesis in any way that would mark the pages. Originals must be printed on paper that meets the requirements of the MIT Institute Archives.
- Send PDF version of thesis to the GA&SAO for WHOI.
- Send 200-word abstract in a Word (.doc) file to the GA&SAO for WHOI submission to MBLWHOI library.
- Complete reproduction form and turn in to the GA&SAO with final thesis.
- Contact the GA&SAO to schedule a checkout appointment by the thesis due date.
 - Return office/lab keys, WHOI credit card, MBLWHOI library books (if applicable)
- Print your last pay stub for tax purposes using WHOI's Employee Online system (if applicable).
- Pay MIT Library Processing Fee.
- Submit 7W Thesis Defense Form when turning in thesis to MIT Biology Department – Course 7 students only.
- Return library books and theses borrowed from the Student Center.
- Contact the APO Administrative Associate at 508-289-2200 to schedule an exit interview with the WHOI Dean and Associate Dean.

January 29, 2019