JP CHECKOUT LIST

- Complete the online application for advanced degree during first week of term in which thesis submission is intended.

- Obtain copyright approval from journal if including published paper in thesis.

- Submit defendable draft 2-3 weeks in advance of the defense. Email Keqi Ren, Tricia Nesti, and your MIT Department Headquarters (except MIT Biology).

- Submit Signed Notice of Doctoral Dissertation Defense to Tricia Nesti if defending at MIT, and Keqi Ren if defending at WHOI. If you are defending at WHOI, a room reservation and request for refreshments should be arranged with Keqi Ren.

- Submit final thesis to WHOI and MIT (Ann Tarrant, Keqi Ren, Tricia Nesti, and your MIT Dept contact).

- Complete reproduction form and send to Keqi Ren with final thesis.

- Complete JP checkout form and send it to Keqi Ren.

- 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 Assistant, Jenny Hops (Jennifer.hops@whoi.edu) to schedule an exit interview with the WHOI Dean.

May 2, 2024