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 should be arranged with Keqi Ren.

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

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☐ Contact Jenny Hops (Jennifer.hops@whoi.edu) to schedule an exit interview with the WHOI Dean after you have submitted your final thesis and checked out of the Joint Program.

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