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 Sarah Moriarty, 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 Sarah Moriarty if defending at WHOI. If you are defending at WHOI, a room reservation and request for refreshments should be arranged with Sarah Moriarty.
- Submit final thesis to WHOI and MIT (Sarah Moriarty, Tricia Nesti, and your MIT Dept contact).
- Send PDF version of thesis to Sarah Moriarty for WHOI.
- o Complete reproduction form and turn in to Sarah Moriarty with final thesis.
- Complete JP checkout form and submit to Sarah Moriarty.
- 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).
- o Pay MIT Library Processing Fee.
- Submit 7W Thesis Defense Form when turning in thesis to MIT Biology
 Department Course 7 students only.
- o Return library books and theses borrowed from the Student Center.
- Contact the APO Administrative Associate to schedule an exit interview with the WHOI Dean and Associate Dean.