

From: Ian A. Waitz iaw@mit.edu
Subject: Updated Thesis Submission Process (per the Emergency Academic Regulations)
Date: March 30, 2020 at 2:29 PM
To: dept-heads@mit.edu

IW

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Office of the Vice Chancellor

To: Graduate Officers and Administrators, Undergraduate Officers and Administrators

cc: Department Heads, Faculty Officers, Tami Kaplan, Mary Callahan, Peter Hayes, Marti Ward, CGP)

Dear Colleagues,

Please note that in accordance with the section on theses in the [Emergency Academic Regulations](#), and in consideration of our current virtual MIT environment, students on the May 2020 degree list should submit only the final electronic version of their thesis to their supervisor and department, by no later than the academic calendar deadlines (May 1 for doctoral degrees, May 8 for degrees other than doctoral).

[\(Steps for Submitting and Accepting Theses – Spring Term 2020\)](#)

Departments will ensure that each thesis has been approved and certified; and the department will then transfer the electronic theses to the MIT Libraries. Transfer of a thesis to the Libraries will serve as official confirmation by a department that the thesis has been approved and certified.

Departments do not need to require scanned or digitally created signatures, provided that they have a process for confirming that each thesis has been accepted by the thesis supervisor and certified by the appropriate department officer or chair.

However, departments may choose to require electronic signatures from the author, thesis supervisor, and department certifier. In this case, every thesis submitted should have complete signatures. Electronic signatures can be scanned versions of physical signatures or digitally created.

Each department may determine if they will require electronic signatures and how they will choose to manage files, and track submissions and approvals. Steps 2 and 3 below offer suggestions for managing these processes.

Please refer questions about thesis submission policies and procedures to grad-ed@mit.edu.

Please refer questions related to [Specifications for Thesis Preparation](#), Proquest forms, or electronic transfer to the MIT Libraries to mit-theses@mit.edu.

With sincere thanks,

Ian

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