

**To:** Graduate Officers, Graduate Administrators  
**Cc:** Department Heads, Committee on Graduate Programs, Tami Kaplan, Mary Callahan, Chris Bourg, [mit-theses@mit.edu](mailto:mit-theses@mit.edu)  
**From:** Dan Frey, Blanche Staton  
**Date:** June 22, 2020  
**Re:** Thesis submission for September 2020 degrees

Dear Colleagues,

We are writing with an update regarding students who will complete a graduate thesis during the summer for degrees awarded in September 2020.

At this time, we do not know what type of emergency academic regulations may be in effect for the Fall 2020 term. However, it is likely that most campus operations will continue to be remote throughout the summer. For this reason, **students on the September 2020 degree list should submit only the final electronic version of their thesis to their supervisor and department.** Transfer of a thesis to the Libraries will serve as official confirmation by a department that the thesis has been approved and certified.

**The procedures that each department established in the spring term for submitting, approving, certifying, and transferring theses to the MIT Libraries should remain in place.**

Specifically:

- 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.
- 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.
- If using DocuSign for the title page, do not include the rest of the thesis document to avoid creating a DocuSign tag at the top of each page of the thesis.

Please refer questions about thesis submission policies and procedures to [grad-ed@mit.edu](mailto: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](mailto:mit-theses@mit.edu).

Sincerely,

Dan Frey, Professor of Mechanical Engineering and Chair of the Committee on Graduate Programs

Blanche Staton, Senior Associate Dean and Director of the Office of Graduate Education