

MECHE ON-LINE THESIS SUBMISSION PROTOCOL/FEBRUARY 2021 DEGREE CANDIDATES

Step 1: Check to make sure the thesis title matches the approved title in WEBSIS. If you are changing your title in WEBSIS, be sure to let Leslie know.

Step 2: Submit the unsigned title and abstract pages to me-gradoffice@mit.edu for review (Please be sure that the degree date is February 2021).

Step 3: Have your faculty Advisor authorize you to submit the PDF of the final version of the thesis to me-gradoffice@mit.edu (the faculty have been instructed to provide Leslie Regan with an e-mail confirming that the thesis is approved for submission). **NO THESIS WILL BE ACCEPTED UNLESS LESLIE REGAN HAS THE E-MAIL AUTHORIZATION FROM THE FACULTY ADVISOR.**

Step 4: Please follow instructions for formatting by accessing the MIT Library link:

<http://libraries.mit.edu/archives/thesis-specs/>

If you plan to submit a request to hold the thesis from publication, please inform the me-gradoffice@mit.edu upon submission of your thesis.

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