



Thesis Page Substitution Request

MIT Libraries

Instructions

Students and supervisors should vet thesis content carefully before submission to avoid the need for changes after delivery to the MIT Libraries. On occasion, however, classified, proprietary, or confidential information is discovered after delivery and must be removed.

Use the following form to request permission to substitute pages in your thesis for the purpose of excising such content. The form is a fillable PDF.

Procedure for submission and approval

1. Author:

- a. completes page substitution form (next page) – including a list of page(s) to be substituted and reason(s) why
- b. attaches a PDF file of the new version of the page(s)
- c. signs the form
- d. submits both the form and new page(s) to their thesis supervisor or department chair

2. Thesis supervisor or department/program chair:

- a. signals approval by signing the form
- b. forwards both the form and new page(s) to the Vice Chancellor or their designee (ovc-thesis-holds@mit.edu)

3. Vice Chancellor or their designee:

- a. signals approval by signing the form
- b. forwards both the form and new page(s) to the MIT Libraries (mit-theses@mit.edu)

4. MIT Libraries:

- a. arranges for substitution of pages in all digital and/or print copies of the thesis held by the Libraries
- b. notifies author, supervisor or chair, and Vice Chancellor or their designee when substitution is complete

Questions? Please contact MIT Libraries (mit-theses@mit.edu).

Thesis Page Substitution Request

MIT Libraries

Author _____

Primary Dept. _____

Degree(s) _____ Graduation date _____

Thesis title

Pages to be substituted

Reason for substitution

► **Author:** I request permission to substitute the page(s) listed above. I have attached a copy prepared as prescribed by the current Specifications for Thesis Preparation.

Signature of author _____ Date _____

► **Thesis Supervisor or Dept./Program Chair:** I approve the substitution(s) listed above.

Signature _____ Date _____

Name _____ Supervisor _____ Chair _____

► **Vice Chancellor or their designee:** I approve the substitution(s) listed above and direct the MIT Libraries to make the prescribed changes in all versions of the applicant's thesis.

Signature _____ Date _____

Name _____