ACADEMIC PROGRAMS OFFICE
Primary Contacts

PROGRAMS

Center for Ocean Science Education Excellence	Jim Yoder
Geophysical Fluid Dynamics Program Fellowships	Janet Fields
Global Learning and Observations to Benefit the Environment (GLOBE) Partnership	Kama Thieler
Guest Student Program (High school, undergraduate, graduate)	Linda Cannata
Joint Program:	
Admissions	
-Oversight	Meg Tivey
-Logistics	Lea Fraser
Alumni/ae executive director	Julia Westwater
Career seminars and workshops	Julia Westwater
Check-in and check-out	Lea Fraser
Class scheduling	Julia Westwater
Computer loan processing	Julia Westwater, Valerie Caron
Course evaluation compilation	Julia Westwater
Degree lists	Lea Fraser
Grades	Julia Westwater
Health insurance	Julia Westwater
Joint Committee support	Lea Fraser
Loan deferment forms	Lea Fraser
Ocean Ventures Fund coordination	Christine Charette
Registration	Julia Westwater
Steinbach Visiting Scholar Program	Lea Fraser
Student verification letters	Lea Fraser
Thesis committee meeting reservations	Lea Fraser
Thesis defense notices	Lea Fraser
Thesis reproduction	Lea Fraser
Travel reimbursement	
-Conference travel	Julia Westwater
-Faculty intercampus travel	Julia Westwater
-MIT/WHOI intercampus travel	Linda Cannata
Tuition and stipend	Christine Charette
Website	Lea Fraser
K-12 Curriculum	Kate Madin
Ocean Research Experience for Liberal Arts Undergrads	Kama Thieler
Postdoctoral Scholars, Fellows & Investigators	Janet Fields
Semester at WHOI Program	Kama Thieler
Summer Student Fellowship Program	Kama Thieler
Summer lecture series coordination	Kama Thieler

ACADEMIC PROGRAMS OFFICE
Primary Contacts

SERVICES

Accreditation (Institution)	Meg Tivey
APO Administrative Support	Valerie Caron
Appointment and promotion memos	
Current scientific staff/faculty	Meg Tivey, Julia Westwater
Joint Committee Members	Lea Fraser
Postdoc to Assistant Scientist	Jim Yoder, Janet Fields
Budgets	
Coordination of all budgets	Christine Charette
- Academic Programs	Christine Charette
Faculty	Julia Westwater
Postdoctoral Program	Janet Fields
- Housing	Valerie Caron
- Library	Christine Charette
Faculty Hours	Julia Westwater
General AP Office information	Valerie Caron
Housing	Valerie Caron
Meeting coordination (Educational Assembly, Educational Council, Trustees' Education Committee)	Christine Charette
Proposal preparation for AP Office	Christine Charette, Janet Fields
Statistics	
- Graduate	Lea Fraser, Julia Westwater
- Undergraduate	Julia Westwater
- Postdoctoral	Janet Fields

VICE PRESIDENT FOR ACADEMIC PROGRAMS & DEAN

Budget Manager	Christine Charette
VP/Dean administrative support	Valerie Caron