



Academic Programs Office
Primary Contacts

PROGRAMS

Geophysical Fluid Dynamics Program – Fellowships	Janet Fields
Global Learning and Observations to Benefit the Environment (GLOBE) Partnership	Kama Thieler
Guest Students (Undergraduate, Graduate)	Tricia Gebbie
K-12 Curriculum	Kama Thieler
MIT-WHOI Joint Program:	
Admissions:	
- oversight	Ann Tarrant
- logistics	Sarah Moriarty
Alumni Association	Meredith Bittrich
Check-in and check-out	Sarah Moriarty
Class scheduling	Meredith Bittrich
Computer loans	Meredith Bittrich
Course evaluations	Meredith Bittrich
Degree lists	Sarah Moriarty
Grades	Meredith Bittrich
Health insurance	Meredith Bittrich
Joint Committee support	Sarah Moriarty
Loan deferment forms	Sarah Moriarty
Ocean Ventures Fund coordination	Christine Charette
Registration	Meredith Bittrich
Steinbach Visiting Scholar Program	Sarah Moriarty

Student verification letters	Sarah Moriarty
Thesis committee meeting reservations	Sarah Moriarty
Thesis defense notices	Sarah Moriarty
Thesis reproduction	Sarah Moriarty
Travel Reimbursement	
- Conference travel	Meredith Bittrich
- Faculty intercampus travel	Meredith Bittrich
- MIT-WHOI intercampus travel	Tricia Gebbie
Tuition and stipend management	Christine Charette
Postdoctoral Scholars, Fellows, and Investigators	Janet Fields
Blue Economy Internship	Kama Thieler
Summer Student Fellowship Program	Kama Thieler

SERVICES

Accreditation (Institution)	Meg Tivey, et al
Dean's Administrative Support	Tricia Gebbie
Appointment and promotion memos Current scientific staff/faculty	Ann Tarrant, Meredith Bittrich
Budgets	
Coordination of all budgets	Christine Charette
-Academic Programs	Christine Charette
-Faculty	Christine Charette
-Postdoctoral program	Janet Fields
-Housing	Valerie Caron
Faculty hours	Meredith Bittrich
Housing	Valerie Caron
Proposal preparation for Academic Programs Office	Christine Charette