

Binding of HHP Student Theses/Dissertations

All thesis and dissertation students will need to pay a binding fee to cover the cost of binding one copy of their thesis/dissertation. This copy will be given to the thesis/dissertation committee chair. The cost is \$25.00. You may order any number of additional copies for yourself at the same cost of \$25.00 per copy.

Below is a checklist of the steps you will need to complete in fulfilling this requirement.

Binding Instructions

1. You will need to complete either the thesis or dissertation binding ticket and print a copy. The link for this form is found on the **HHP forms page** at the following link: <https://www.mtsu.edu/hhp/graduate-forms.php>.

To complete the binding ticket, you will need to fill in THREE sections:

- a. **SET OF:** In this green box, place the number of copies you are ordering
- b. **TITLE / AUTHOR:** In all CAPITAL letters, enter the title of your thesis or dissertation into the red outlined boxes followed by your full name (the way you want it printed). *Enter one word per line. Place one blank line between the title and your name.*
 - If you are unable to fit the information on the number of lines provided, you can put a forward slash (\) between words and then can enter more than one word per line.
Example: THIS \ IS \ HOW \ TO \ DIVIDE \ THE \ TITLE
- c. **YEAR:** In the green instructions box, enter the year you are graduating (for example, 2022). It is currently set at 2013, so just change this year to the correct year.

DO NOT ALTER ANY OTHER INFORMATION OR BOXES ON THE FORM.

2. Once you receive final approval on your thesis/dissertation from Graduate Studies, you will need to print the number of copies of your thesis/dissertation you are requesting. **These printed copies are the pages that will be bound.** It is suggested that you print one-sided rather than front and back.

Each copy needs to be placed in a separate yellow envelope with your name and the Copy # clearly printed on the front of the envelope.

3. Bring the printed copies and a copy of the binding ticket, along with either a check (made payable to MTSU) or cash in the **EXACT** amount due to Missy Mullins, MC 123.
4. The **deadline for submission** of final copies to be bound is the last day of classes each fall and spring semester. During the summer, the deadline is the last day of classes for the full summer term. There will be no monetary refunds issued.
5. Theses/Dissertations will be sent out at the end of each academic semester (fall, spring, and summer). If you ordered personal copies, please see Ann Dismukes in the HHP Graduate Program Office (MC 127) for information on receiving those copies.