HHP Thesis / Dissertation Binding Checklist

1. Once a student has successfully defended, \textit{thesis/dissertation chairs will submit} the signed approval page to Missy Mullins.

2. Students will need to complete the binding ticket on the HHP forms page with their name, title of thesis or dissertation, year, and the number of copies filled requested and then print the form.

3. Students will bring the printed binding ticket and a check to Missy Mullins made out to “MTSU” to be deposited in the HHP binding account to cover the cost of a minimum of two bound copies (one for HHP dept. and one for Committee Chair = $28.00). Students may order any number of additional copies at a cost of $14.00 per copy.

4. Once Missy Mullins receives payment, she will give the student his or her signature page that so it can be submitted to the College of Graduate Studies (CGS).

5. Once the student receives final approval on the thesis/dissertation by CGS, he or she will need to print and bring the two departmental copies of the document and any additional copies that the student has purchased to Missy Mullins.

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

7. 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.

   a. In the instance that a student fails to submit the final 2 required copies, the committee chair will be asked to print the two HHP copies. There will be no monetary refunds issued to the student.

8. The CGS will forward copies of the signed approval pages at the end of each semester. Once received, Missy and Jenn will complete the shipping form and send out a shipment at the end of each academic semester (fall, spring, and summer).

9. After the first year, the cost will be re-evaluated to determine if it needs to be increased or decreased. The process will also be evaluated to determine the workload on Missy and faculty, to see if any changes are needed.