Binding of HHP Student Theses/Dissertations

All thesis and dissertation students will need to pay a binding fee to cover the cost of binding two copies of the thesis/dissertation. One copy will be placed in the HHP Department library and the second will be given to the thesis/dissertation committee chair. The cost of each copy is $14.00 for a total of $28.00. You may order any number of additional copies for yourself at a cost of $14.00 per copy.

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

Binding Instructions

1. Once you have successfully defended, your thesis/dissertation chairs will submit your signed approval page to Missy Mullins.

2. You will need to complete either the thesis or dissertation binding ticket. The link for this form is found on the HHP Graduate Forms page, which is found under “Resources” on any graduate program webpage.

3. 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.
      i. 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 (i.e., 2015 or 2016). It is currently set at 2013, so just change this year to the correct year.
   d. **DO NOT ALTER ANY OTHER INFROMATION OR BOXES ON THE FORM.**

4. Print the binding ticket and bring this form and a check to Missy Mullins, MC 123, for the amount needed to cover the number of copies you are requesting.

5. Once Missy Mullins receives payment, she will give you your signature page so that you can submit it to graduate studies.

6. Once you receive final approval on your thesis/dissertation from graduate studies, please print and bring the two departmental copies of the document and any additional copies that you wish to purchase to Missy Mullins, MC 123.
a. 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.

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. There will be no monetary refunds issued.

8. Theses/Dissertations will be sent out at the end of each academic semester (fall, spring, and summer). If you ordered personal copies, you will receive an email through your MTSU email account to be notified when your copies are ready. These copies will be held for you in MC 114. The HHP department will not cover the cost of shipping personal copies.