

# Thesis Binding Check List

For Psychology Department

1. Pay the Binding Fee using the form at the link below:

<http://mtsu.edu/psychology/docs/grad/ThesisBinding.pdf>

2. Please forward the confirmation receipt of payment and completed binding form to CoTonya Malone (via email) at [cmalone@mtsu.edu](mailto:cmalone@mtsu.edu).

3. Get thesis approved by completing the Dynamic Form found on:

<https://www.mtsu.edu/graduate/forms.php>

Scroll down to Thesis & Dissertation Forms and select Thesis/Dissertation Approval Page.

4. Once Graduate Studies emails you the final approval, send CoTonya Malone [cmalone@mtsu.edu](mailto:cmalone@mtsu.edu) a pdf file of your thesis and let her know where you want your copy(s) mailed to. Once she receives the bound copies she will give a copy to your thesis advisor and mail you the remaining copy(s).