

Thesis Binding Check List

For Psychology Department

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

<https://psychology.mtsu.edu/wp-content/uploads/sites/19/2026/06/ThesisBinding26-27-1-2.pdf>

2. Please forward the confirmation receipt of payment and completed binding form to CoTonya Malone (via email) at 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 a PDF file of your thesis and let her know where you want your copy(ies) mailed to. Once she receives the bound copies, she will give a copy to your thesis advisor and mail you the remaining copy(ies).