

Thesis Binding

INSTRUCTIONS

- PLEASE pay for your Thesis Binding via MTSU Marketplace. **DO NOT USE PROQUEST.**
- ONCE COMPLETED, please email a copy of this form & paid receipt to CoTonya Malone (cmalone@mtsu.edu) for further processing.
- Once your thesis has been approved by Graduate Studies, please email a copy of your Thesis to CoTonya Malone to submit for binding.
- Please remember that Thesis are submitted once every semester (Spring, Summer, Fall). If you missed the submission deadline, your thesis will NOT be processed until the next scheduled semester on the calendar.

Student Name: _____

MTSU ID# _____

Exact Thesis Title: _____

Student Information:

Full Mailing address _____

Email address (MTSU email) _____

IRB # (if available) _____

Today's Date _____

Thesis Advisor _____

THESIS BINDING PRICES (as of 07/01/2026):

\$23.65 x 2 = \$47.30 (SUBJECT TO CHANGE)

Front Cover Stamping fee = \$7.60x2=\$15.20

Sub-Total = \$62.50

Copies Paid for: _____

(Subject to Extra Charge to meet min. +5%/\$150.00)

Additional Thesis = \$31.25 @ (incl. stamping fee)

ACCOUNTING ONLY

Psychology (Index) = 212400

Thesis Binding (Account) = 51855

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