

The Honor's College will take care of the binding of your thesis for the Library but you will have to pay for your personal copies. THIS IS SOMETHING YOU WILL HAVE TO DO EVEN IF YOU DON'T PLAN ON GETTING YOUR PERSONAL THESIS.

1. The thesis must be printed/copied on thesis-quality, cotton-bond paper, which is available at the University Bookstore. The cost of the paper is a little expensive so it might help to share a ream of this paper with other thesis students.
2. The final copies must be submitted to the Honors office on **1<sup>st</sup> day of exams**. **Students must email the Honors College [honors@appstate.edu](mailto:honors@appstate.edu) to schedule an appointment to submit their thesis for binding.**
3. The College of Business will need 1 copy of your thesis for our records but the COB will pay for this copy. Currently, the binding cost per copy is \$9.00 and \$4.00 per copy for shipment to the student's permanent address. You will only have to pay for your personal copies, the COB will pay for their copy but you will need to get the payment form to be completed by the COB Honors director
4. It is suggested to purchase a copy of your bound thesis for your director and other committee members
5. On your presentation day, please bring the original 'Title Page' or pages (if you will have 6 copies of your thesis, you will need an original signature page for each copy) so that all signatures can be put on the page at this time. **IMPORTANT!!!**
6. After you decide how many copies you want, you will need to make 2 copies of the form 'Honor Thesis Payment Form' and take over to the Cashier's Office and pay for **your** copies. You are expected to have at least 1 for the COB and 1 for the Library copy. These will not cost you anything.
7. You will leave one form with the Cashier's Office and take the other one with your copies of the thesis to the Honors College. Make sure you take a receipt from the Cashier's Office with you to the Honors College to show that you have paid for these copies.
8. Each copy of the thesis must be in an individual clasp envelope, 9 X 12 or 10 X 13 size, with your name written in the top right hand corner of the envelope. Copies of the thesis that have binder clips, staples or any other method of holding them together other than the clasp envelope **will not be accepted.**
9. When you have your thesis printed on the bond paper with the original signature pages, you will then take the packets with your 'Payment Form' and your receipt from the Cashier's Office to the Honor's College, please call in advance to make sure there is someone at the front desk. (located in the Brad and Carole Wilson Honors and Engagement Community, at 214 Locust Street, on the corner of Brown Street.)
10. The 1 COB thesis, your committee copies and 1 library thesis will be sent in campus mail.
11. **IMPORTANT!!!!**

**ONLY If you are an UNIVERSITY HONORS student:** A digital copy of the thesis must be submitted to the Heltzer Honors Program at the same time as the physical copy/copies. You will email your thesis to [honors@appstate.edu](mailto:honors@appstate.edu)

**ONLY if you are a COB HONORS student: DO NOT put a signature line for Dr. Jones on your title page.....The Honors College will not accept the copies.**