

# Ohio ETD Survey

Survey concluded: January 2007  
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## General ETD Questions

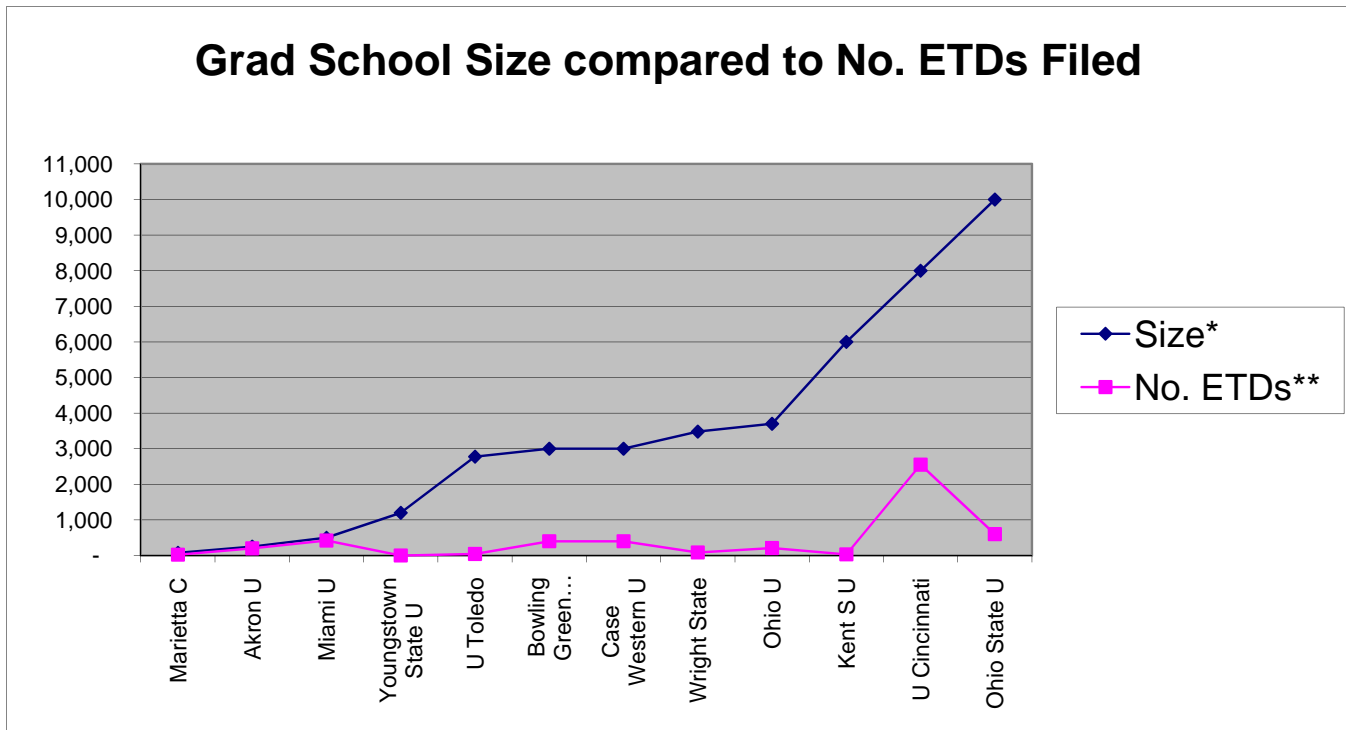
Are ETDs mandatory?				
	<b>Yes</b>	83%	10*	
	<b>No</b>	17%	2	
	University*	Required?	Since	Comments
1	Akron U	Yes	FA 2005	
2	Bowling Green State U	Yes	2005	Except for Creative Writing
3	Case Western U	No	2004	Dissertations only
4	U Cincinnati	Yes	FA 2003	
5	Kent S U	Yes	FA 2007	Dissertations only
6	Marietta C	Yes	SP 2004	Theses only
7	Miami U	Yes	2001	
8	Ohio State U	Yes	FA 2002	Dissertations only are mandatory
9	Ohio U	No	FA 2000	84% are being placed online
10	U Toledo	Yes	FA 2007	
11	Wright State	Yes	FA 2006	
12	Youngstown State U	Yes	FA 2007	

\*Universities filing 75 ETDs or more per year with OhioLINK are included in this report (Ashland University and Cedar University are not included in this report. Youngstown State University is included in this report, because they have filed more than 75 ETDs per year in the past and ETDs will become mandatory Fall 2007.

Size of Grad School						
	University	Size*	No. ETDs**	Comments	% Filed	
1	Marietta C	75	22	Files theses only	29%	
2	Akron U	250	200	116 were dissertations	80%	
3	Miami U	500	420		84%	
4	Youngstown State U	1,200	0	Mandatory Fall 2007		
5	U Toledo	2,777	43		2%	
6	Bowling Green State U	3,000	400		13%	
7	Case Western U	3,000	400		13%	
8	Wright State	3,480	85	Beginning Fall 2006	2%	
9	Ohio U	3,700	210		6%	
10	Kent S U	6,000	31	Dissertations only	1%	
11	U Cincinnati	8,000	2,551		32%	
12	Ohio State U	10,000	600	Dissertations only are mandatory	6%	
<b>Average Percentage Filed</b>					<b>24%</b>	

\* Size includes both theses and dissertations if offered

\*\* Number of ETDs filed this past year



<b>Location and Management of ETD</b>		
	<b>Graduate School</b>	10
	<b>Other</b>	2
	<b>University</b>	<b>Location</b>
1	Akron U	Graduate School*
2	Bowling Green State U	Graduate College*
3	Case Western U	School of Graduate Studies*
4	U Cincinnati	Graduate School*
5	Kent S U	Library & Colleges (Library releases, individual Colleges handle and proof)
6	Marietta C	Department of Education (no Graduate School)*
7	Miami U	Graduate School
8	Ohio State U	Graduate School
9	Ohio U	Graduate Studies
10	U Toledo	College of Graduate Studies*
11	Wright State	School of Graduate Studies*
12	Youngstown State U	Graduate Studies

\*Each college uses slightly different names for their Grad Studies office. The balance of this report uses the general term Graduate Studies. Grad Studies is also used to represent Marietta College's ETD program in the Department of Education.

<b>Who trains the student to format the ETD?</b>			
	<b>Grad Studies</b>	5	
	<b>Library</b>	5	
	<b>Both</b>	1	
	<b>Undecided</b>	1	
	<b>University</b>	<b>Who</b>	<b>Comments</b>
1	Akron U	Grad Studies	
2	Bowling Green State U	Grad Studies	
3	Case Western U	Library	Library assist with document setup
4	U Cincinnati	Grad Studies and Help Desk	Individualized at Help Desk and online
5	Kent S U	Library	Help Desk does Word training
6	Marietta C	Grad Studies	Sits with student to upload document
7	Miami U	Library	Also trained faculty to check format
8	Ohio State U	Library	Trains PDF and OhioLINK upload
9	Ohio U	Grad Studies	Word, ETD Workshop, and online
10	U Toledo	Library	PDF training
11	Wright State	Library and Grad Studies	Works individually with students
12	Youngstown State U	Undecided	Making decisions now

## Documents Processing

### How are initial documents received from students?

	OhioLINK	5	
	Paper	4	
	Email/CD	2	
	Other	1	
	University	Method	Comments
1	Akron U	Email	Once approved, student uploads
2	Bowling Green State U	OhioLINK	
3	Case Western U	OhioLINK	
4	U Cincinnati	OhioLINK	
5	Kent S U	Different by college	Each college selects method
6	Marietta C	OhioLINK	Sits with student to upload document
7	Miami U	OhioLINK	
8	Ohio State U	Paper	
9	Ohio U	Email/CD if too large	Once approved, student uploads to OL
10	U Toledo	Paper	
11	Wright State	Paper	
12	Youngstown State U	Paper	

<b>Who proofs the final document?</b>							
	<b>Grad School</b>	11		<b>Yes</b>	10	<b>Term end</b>	6
	<b>Individual Colleges</b>	1		<b>No</b>	2	<b>Immed.</b>	5
	<b>University</b>	<b>Who proofs/releases?</b>	<b>Pre-Defense Reviews?</b>	<b>When released?</b>			
1	Akron U	Grad Studies	Yes	Term end			
2	Bowling Green State U	Grad Studies	Yes	Immediately			
3	Case Western U	Grad Studies	Yes, required	Immediately			
4	U Cincinnati	Grad Studies	No	Term end			
5	Kent S U	Individual colleges	Yes, by individual college	By college			
6	Marietta C	Grad Studies	Yes	Immediately			
7	Miami U	Grad Studies	No, trained faculty	Immediately			
8	Ohio State U	Grad Studies	Yes, required at time Oral D.	Term end			
9	Ohio U	Grad Studies	Yes, encouraged	Term end			
10	U Toledo	Grad Studies	Yes, if requested	Term end			
11	Wright State	Grad Studies	Yes	Immediately			
12	Youngstown State U	Grad Studies	Yes	Term end			

<b>What pages are required to be formatted consistently?</b>		
<b>Title through Chpt 1</b>	7	
<b>Title, Approval, and Abstract</b>	2	
<b>Title and Approval</b>	1	
<b>Title</b>	1	
<b>Template required</b>	1	
<b>University</b>	<b>Consistent Pages</b>	
1 Akron U	Title through Chapter 1	
2 Bowling Green State U	Title through Chapter 1	
3 Case Western U	Title through Chapter 1	
4 U Cincinnati	Title, Approval, and Abstract	
5 Kent S U	Title and Approval	
6 Marietta C	Student required to use a template	
7 Miami U	Title	
8 Ohio State U	Title through Chapter 1	
9 Ohio U	Title through Chapter 1	
10 U Toledo	Title through Chapter 1	
11 Wright State	Title, Approval, and Abstract	
12 Youngstown State U	Title through Chapter 1	

## Who pays the bills?

Who pays ProQuest/UMI fee?						
	<b>Student</b>	8	<b>Bus. Off.</b>	6	<b>Bus. Off.</b>	5
	<b>Library</b>	2	<b>Grad Stu.</b>	2	<b>Grad Stu.</b>	3
	<b>Graduate Studies</b>	1	<b>NA</b>	4	<b>Library</b>	3
					<b>NA</b>	1
	<b>University</b>	<b>Who pays UMI fee?</b>	<b>Who processes UMI fee?</b>	<b>Who pays UMI bill?</b>	<b>Comments</b>	
1	Akron U	Student	Grad Studies	Grad Studies		
2	Bowling Green State U	Student	Business Office*	Business Office		
3	Case Western U	Student	Business Office	Business Office		
4	U Cincinnati	Student	Business Office	Business Office		
5	Kent S U	Library	NA	Library	May change	
6	Marietta C	NA	NA	NA	Theses only	
7	Miami U	Student	Grad Studies	Grad Studies		
8	Ohio State U	Student	GS Business Office	GS Business Office		
9	Ohio U	Student	GS Business Office	Business Office	recent change	
10	U Toledo	Student	Business Office	Business Office		
11	Wright State	Grad Studies	NA	Grad Studies		
12	Youngstown State U	Student	Business Office	Library		

\*Each university uses a slightly different name for their Business Office. The general term "Business Office" is used in this report.

<b>Who processes ProQuest/UMI copyrights and book orders?</b>			
<b>Student</b>	5	<b>Student</b>	7
<b>Grad Studies</b>	4	<b>Grad Studies</b>	2
<b>Library</b>	1	<b>Library</b>	1
<b>Business Office</b>	1	<b>Business Office</b>	1
<b>NA</b>	1	<b>NA</b>	1
	<b>University</b>	<b>Who processes copyright fees?</b>	<b>Who processes the book orders?</b>
1	Akron U	Grad Studies	Grad Studies
2	Bowling Green State U	Student	Student
3	Case Western U	Grad Studies	Grad Studies
4	U Cincinnati	Grad Studies	Student
5	Kent S U	Library	Library
6	Marietta C	NA, processes theses only	NA
7	Miami U	Student	Student
8	Ohio State U	Student	Student
9	Ohio U	Student	Student
10	U Toledo	Business Office	Business Office
11	Wright State	Grad Studies	Student
12	Youngstown State U	Student	Student

### What system do you use?

SEDs are processed by Grad Studies, except Kent State are processed by college.
Three universities out of 12 use a separate database to track ETD activities.
Four universities out of 12 use separate ETD files for storage. The other use the Grad College files.
All universities have most ETD forms and guidelines online for students to access.

<b>Does the Library bind a copy?</b>			
		<b>No</b>	8
		<b>Yes</b>	3
		<b>Undecided</b>	1
<b>University</b>		<b>Binding?</b>	<b>Comment</b>
1	Akron U	No	
2	Bowling Green State U	No	
3	Case Western U	Yes	One copy for archives
4	U Cincinnati	No	
5	Kent S U	No	We were not even opening the boxes, so we stopped printing copies.
6	Marietta C	No	
7	Miami U	No	
8	Ohio State U	No	
9	Ohio U	No	
10	U Toledo	Yes	One copy for archives
11	Wright State	No	
12	Youngstown State U	?	To be decided