Maintaining Program Fact Sheets

Fact Sheets on the Graduate School website provide application details for degree and certificate programs. These include application links, program and degree descriptions, faculty and student counts, campus locations, English proficiency test requirements (if applicable), GRE and GMAT requirements (if applicable), and other relevant information. Fact sheets are linked to graduate program websites and WSU's graduate application system and are important recruiting tools.

Access to Fact Sheets

Graduate program coordinators and directors are assigned through myWSU Faculty Lists by checking one of the following two boxes.

<table>
<thead>
<tr>
<th>Coordinator Responsibilities</th>
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<tbody>
<tr>
<td>☐ Graduate Coordinator</td>
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<tr>
<td>☐ Graduate Director</td>
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This assignment will provide access to the Graduate School WordPress site for editing Fact Sheets. You may also submit a ticket to the Graduate School service desk, as shown below.

Editing Fact Sheets

Access https://gradschool.wsu.edu/wp-admin and log in with your WSU NetID.

In the dashboard, select Factsheets on the left menu.
After you select Factsheets, you will see a display of all Factsheets from all programs across Washington State University. You will be given access only to the Fact Sheets relevant to your department, indicated with a blue and clickable title.

To locate your Fact Sheet, use Search Factsheets in the upper right-hand corner to find the Fact Sheet you want to edit—mouse over the title of the Factsheet to access the edit link.

Alternative Method of Accessing Fact Sheets

On the upper left-hand corner of the dashboard, click on The Graduate School which will take you to the front page of the Graduate School website.
From the front page of the Graduate School, locate the left-hand navigation and click on Graduate Degree Programs. This page lists all programs’ Fact Sheets and is sorted in alphabetical order. You can locate the Factsheet you would like to edit by using the search feature or clicking on a letter.

When you locate the specific Fact Sheet you would like to edit, click on Edit Factsheet to edit. If you do not have access to Factsheet, you will not see Edit Factsheet.

Please do not edit the factsheet title as it will disrupt the link. Program and plan degree name change requests must go through the Office of the Provost and WSU Faculty Senate.
The following fields are visible when editing factsheets:

- **Factsheet display name (Do not change)**
- **Accepting Applications (Required)** - This field may be adjusted based on recruiting goals.
- **Include in programs list (Do not change)** - If the option is switched to 'No', you will still be able to have access to the Factsheet through the Factsheet URL.
- **Total grad students (Required)** - Please enter the program's approximate number of graduate students. This number may be updated at any time.
- **Total Graduate Faculty (Required)** - Please enter the number of graduate program faculty.
- **Total Core Graduate Faculty (Optional)** - Some graduate programs will list a subset of "core faculty," especially when representing a specialization (plan) under a program. For example, The School of Biological Sciences has two Ph.D. programs - Doctor of Philosophy in Biology and a specialization plan Doctor of Biology in Plant Biology. For the Ph.D. in Plant Biology, the core faculty number is smaller. If the field is not used, it will not be visible.
- **Aided grad students (Optional)** - Some programs will list the number of students on appointment as a recruiting tool. If the field is not used, it will not be visible.
- **Program Handbook URL (Required)** - Please provide the link to the graduate student handbooks.
- **Student Learning Outcomes (Required)** - WSU's regional accreditor, Northwest Commission on Colleges and Universities (NWCCU), requires that graduate program/plan student learning outcomes be public. These may be listed here, or a link to a program website may be included, but the field may not be blank.
- **Application URL (do not change)**
- **Degree home page (Required)** - Please provide a link to the graduate program website. This link should be the intended landing page for potential graduate students.
• Locations (do not change) - All graduate degrees are specific to campuses. The college dean must seek approval from the provost and faculty senate to extend an existing degree to a new campus.
• Global Campus URL (if different from physical campus) - If a program also has a Global Campus program, the URL can be placed in this space.
• Priority deadlines (Required) - please list priority deadlines for graduate applications. Specify the specific deadline in box A and other details in box B.
• Language Test Requirements (Optional) - See WSU Graduate School international student admission requirements. Students who satisfy any option (A, B, or C) are exempt from English proficiency exams. If applicants do not meet these options, they must earn minimum scores within various English proficiency exams (TOEFL, IELTS, etc.). Graduate programs may require higher scores than those set for admissions. If so, those program-specific scores are listed here. They will not be visible if the program does not list program-specific requirements. Place the score in box C, the name of the test in box D, and other details in box E.

• Additional Program Requirements (Optional) - Admissions exams such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) are not required by the Graduate School but may be a program requirement. If so, list program-specific requirements here. Place the name of the test in box F and choose whether it is required in selection box G. If the field is not used, it will not be visible.
• Contact Information (Required) - Specify the program's main contact point or contact information. Place the name of the graduate coordinator or director in box H and contact email in box I. You may add multiple entries using "Add" and remove entries using "Remove."
  - The Graduate School recommends using a shared mailbox rather than individual email addresses when adding contact information to a Fact Sheet. For example, sbs.gradstudies@wsu.edu is a shared mailbox for graduate studies in the School of Biological Sciences. Shared mailboxes may be requested from Information Technology Services Managed Account Request.
Description of the graduate degree (Optional) - Please briefly describe the degree program.

Admission Requirements (Optional) - Programs may specify additional application requirements outside of those provided by the student when applying to the Graduate School.

Student Opportunities (Optional) - Programs may describe student opportunities such as professional development, internships, travel, or other opportunities here.

Career Opportunities (Optional) - Programs may describe common post-graduation career opportunities here.

Career Placements (Optional) - Programs may describe graduate placement here.

You may preview your changes before publishing them by using the "Preview Changes" button on the upper right corner of the Fact Sheet. It will open a new tab displaying the updated Fact Sheet. When editing is complete, click the "Update" button to publish.

Congratulations! You have successfully edited your Fact Sheet!

Help with Fact Sheets

If you have any questions or need assistance editing your Factsheet, please submit a ticket to the Graduate School Service Desk as shown below.
Request Types

- Finance Questions and Support
- Graduate School Website Questions and Support

Graduate School Website Questions and Support

- Update Fact Sheets
  Help for updating a program/plan fact sheet