

Jesse H. Jones School of Business
Texas Southern University

2022 – 2023



Graduate Student Scholarships and Assistantships
Information and Application Packet 2022-2023



GRADUATE SCHOLARSHIPS

The Jesse H. Jones School of Business **graduate scholarship program** is designed to financially assist qualified applicants in pursuing the Master of Business Administration (MBA) or Master of Science in Management Information Systems (MS in MIS) degree on the basis of merit. The graduate scholarship program is open to full-time business graduate students who are either first-time or continuing students.

APPLICATION DUE DATE

June 15

GRADUATE STUDENT
SCHOLARSHIPS

CONTACT INFO

Physical Address

Graduate Programs in Business
Jesse H. Jones School of Business
Business Building, Suite 118

Hours

Monday – Friday
8:00 a.m. – 5:00 p.m.

Summer Hours (June 7 – August 6)

Monday – Thursday
7:30 a.m. – 6:00 p.m.
Closed Fridays

Mailing Address

Graduate Programs in Business
Jesse H. Jones School of Business
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004

QUESTIONS?

Get Answers . . .

Mr. Naveed Haider

Assistant Dean

Graduate Programs in Business
Jesse H. Jones School of Business
Texas Southern University
Naveed.Haider@tsu.edu
713.313.7309—office

AWARD CRITERIA

FIRST-TIME & CONTINUING STUDENT SCHOLARSHIPS			
Scholarship Level	Academic Requirement*	Graduate Admissions Exam Requirement	Award Amount
ACHIEVEMENT	3.00 — 4.00 OVERALL GPA	GMAT or GRE	\$1,000/semester \$2,000/year

*Minimum 3.0 cumulative GPA for first-time graduate students.

*Minimum 3.5 cumulative GPA for continuing graduate students.

ELIGIBILITY CRITERIA

- 1) Applicant must meet all requirements for **unconditional** admission to the TSU Graduate School.
- 2) Applicant must be in good standing and enrolled in at least 9 graduate credit hours (business degree related courses) per semester.
- 3) Applicant must be a legal resident of the U.S., have been granted permanent residency, or have a valid visa that does not prohibit educational studies.
- 4) All applicants must complete the Free Application for Federal Student Aid (FAFSA) form or the Texas Application for State Financial Aid (TASFA) form.

APPLICATION CHECKLIST

- Completed and Signed Application
- Copy of Official GMAT or GRE Score
- Official Transcript from Last College/University Attended*
**Official transcripts can be sent electronically from the Registrar's Office or delivered in a sealed envelope from the Registrar's Office.*
- Copy of TSU Graduate School Acceptance Letter Indicating Proof of **Unconditional** Admission
- Resume
- Two Letters of Recommendation
- Headshot Photo (Professional/Business Attire)
- All students must complete a FAFSA or TASFA form.

FREQUENTLY ASKED QUESTIONS

Are all students enrolled in graduate classes eligible for the JHJ School graduate scholarship?

No; the only students eligible for the JHJ School graduate scholarship are students who have been unconditionally admitted to a graduate business program, are enrolled in business related graduate courses, and meet all other award eligibility criteria.

Does receiving student loans disqualify me from receiving a JHJ School graduate scholarship award?

No; graduate students who receive student loans are eligible to receive a scholarship award and may be used to reduce student loan amount.

May I use my scholarship funds for the summer sessions?

No; scholarship funds can only be used during the fall and spring semesters.

FREQUENTLY ASKED QUESTIONS — continued

If I have a previous semester outstanding balance, may I use my scholarship award to cover that balance?

No; scholarship funds cannot be used to cover a previous semester outstanding balance, nor can they be applied retroactively. Scholarship funds must be used and applied to a student's account in the semester in which they are awarded.

When are out-of-state tuition waivers available and are they guaranteed?

A very limited number of out-of-state tuition waivers are available for scholarship recipients at the beginning of the fall semester. If awarded, tuition waivers are awarded for the entire academic year (fall and spring), but **ARE NOT GUARANTEED.**

What is the benefit of an out-of-state tuition waiver and how do I obtain one?

The out-of-state tuition waiver enables non-resident scholarship recipient's tuition to be converted to in-state tuition. Out-of-state tuition waivers are requested by the JHJ School on behalf of the scholarship recipient at the time of award. No application or formal request is required by the scholarship recipient.

Why am I required to complete the FAFSA or TASFA form?

All scholarship applicants must complete the Federal Application for Federal Student Aid (FAFSA) form or the Texas Application for State Financial Aid (TASFA) form in order to be considered for a merit-based and/or need-based scholarship at Texas Southern University.

Who should complete the Free Application for Federal Student Aid (FAFSA) form?

Those who should complete the FAFSA form are: U.S. citizens; permanent U.S. residents with an Alien Registration Card (I-551); conditional permanent U.S. residents with Visa (I-551C); eligible non-citizens with an arrival/departure record (I-94), which includes refugees, individuals with asylum granted, parolees (for a minimum of one year), or Cuban-Haitian entrant).

Who should complete the Texas Application for State Financial Aid (TASFA) form?

If none of the FAFSA statuses above apply to you but you are classified as a Texas resident and therefore are eligible to pay the Texas in-state tuition rate, you should complete the TASFA form.

How do I access the Free Application for Federal Student Aid (FAFSA) form?

Apply Online — Filing electronically increases the accuracy of your application, saves mailing time, and reduces the processing time to about two weeks. The electronic version may be submitted online at the U.S. Department of Education – [Complete the FAFSA Form](#). Texas Southern University's institutional code is 003642.

How do I access the Texas Application for State Financial Aid (TASFA) form?

Apply for the TASFA by downloading the form at [College for All Texans](#). The completed and signed TASFA form must be submitted to the TSU Office of Financial Aid for processing. For more information about the TASFA, visit [Enrollment Services-Financial Aid & Scholarships](#).

What is the term of a JHJ School graduate business scholarship award?

JHJ School graduate scholarships are awarded for one academic year (fall and spring semesters) and are not renewable. Therefore, consideration of award for any subsequent semester must be requested, but is contingent upon academic performance, meeting the award eligibility criteria, and the availability of funds.

Will I be purged from classes in the Banner System if my scholarship funds are not posted on the first day of classes?

Yes. It is the recipient's responsibility to pay at least 50% of tuition and fees, apply for and received a deferment, or arrange for installment payments in order to not be purged from the Banner System by the purge date.

How will I receive communication about my JHJ scholarship award?

Scholarship information will be communicated via the recipient's TSU email address and alternate email address(es) on file with the University.

How do I access my TSU student email account?

To access your TSU student email account, please visit <http://www.tsu.edu/>, click *My TSU Web* and login to the current TSU student *My TSU Web* portal. Once you have logged on to your student account, there is an email icon in the upper right hand corner of the screen. There you will be able to send and receive emails from your TSU student email account.

How will I receive my scholarship funds?

Scholarship funds will be posted directly to recipient's TSU student account.

NOTE: No student can exceed their financial aid budget for the year, so any award in excess of the budget will result in the adjustment of other aid, if possible. If no adjustment is possible, the student will not qualify to receive the JHJ School scholarship award. The TSU Office of Financial Aid is the final decision authority for all awards.



GRADUATE ASSISTANTSHIPS

The Jesse H. Jones School of Business **graduate assistantship program** provides meaningful work experience and financial assistance to qualified applicants in pursuit of the Master of Business Administration (MBA) or Master of Science in Management Information Systems (MS in MIS) degree. The graduate assistantship program is open to full-time business graduate students who are either first-time or continuing students.

Graduate Assistant (GA) - GA responsibilities may be administrative in nature, such as performing office assistant tasks or academic in nature, such as assisting faculty members with proctoring and grading, assisting in the lab, or assisting with teaching materials.

Research Assistant (RA) - RA responsibilities include conducting library searches and preparation of research proposals under the close supervision of the faculty person.

Teaching Assistant (TA) - TA responsibilities include serving as lab assistant, tutoring, proctoring exams and labs, providing technical support, record keeping (including attendance), and other miscellaneous projects or duties as assigned.

APPLICATION DUE DATE

June 15

GRADUATE STUDENT ASSISTANTSHIPS

AWARD CRITERIA

GRADUATE ASSISTANTSHIPS			
Assistantship Type	Academic Requirement*	Graduate Admissions Exam Requirement	Stipend Amount
Graduate Assistant (GA)	3.00 — 4.00 OVERALL GPA	GMAT or GRE	Applicable University Approved Amount
Research Assistant (RA)			
Teaching Assistant (TA)			

*Minimum 3.0 cumulative GPA for first-time graduate students.
*Minimum 3.5 cumulative GPA for continuing graduate students.

ELIGIBILITY CRITERIA

- 1) Applicant must meet all requirements for **unconditional** admission to the TSU Graduate School.
- 2) Applicant must be in good standing and enrolled in at least 9 graduate credit hours (business degree related courses) per semester.
- 3) Applicant must be a legal resident of the U.S., have been granted permanent residency, or have a valid visa that does not prohibit educational studies and allows employment as a GA, RA or TA.
- 4) Applicant must have a social security number and work authorization on file with TSU Office of Human Resources before beginning work, if applicable.
- 5) Applicant must not have any other employment at TSU during the time of appointment.
- 6) All applicants must complete the Free Application for Federal Student Aid (FAFSA) form or the Texas Application for State Financial Aid (TASFA) form.

APPLICATION CHECKLIST

- Completed and Signed Application
- Copy of Official GMAT or GRE Score
- Official Transcript from Last College/University Attended*
**Official transcripts can be sent electronically from the Registrar's Office or delivered in a sealed envelope from the Registrar's Office.*
- Copy of TSU Graduate School Acceptance Letter Indicating Proof of **Unconditional** Admission
- Two Letters of Recommendation
- Resume
- All students must complete a FAFSA or TASFA form.

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Physical Address
Office of Graduate Programs
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3100 Cleburne Street
Houston, Texas 77004

QUESTIONS?

Get Answers . . .

Mr. Naveed Haider
Assistant Dean
Office of Graduate Programs
Jesse H. Jones School of Business
Texas Southern University
Naveed.Haider@tsu.edu
713.313.7309

FREQUENTLY ASKED QUESTIONS

What is the term of a JHJ School graduate assistantship?

JHJ School graduate assistantship appointments are for one academic year (fall and spring semesters); however, continuation of the award for any subsequent semester past the first semester of award is contingent upon academic performance, performance as an assistant, meeting the award eligibility criteria, and the availability of funds.

How many work hours are required?

Graduate assistants are required to work a minimum of 20 hours per week, but specific hours of work are arranged between the student and the supervisor.

How is employment handled?

Graduate assistants are required to complete a TSU Human Resources hiring packet and authorization for background check form, if selected.

Are JHJ School graduate assistantship recipients eligible for an out-of-state tuition waiver?

Yes; JHJ School graduate assistantship recipients are eligible for out-of-state tuition waivers, but **ARE NOT GUARANTEED.**

What is the benefit of an out-of-state tuition waiver?

The out-of-state tuition waiver enables the graduate assistantship recipient's out-of-state tuition to be converted to in-state tuition.

How do I obtain an out-of-state tuition waiver?

Out-of-state tuition waivers for graduate assistants are requested by the TSU Graduate School on behalf of the scholarship recipient. No application or formal request is required by the recipient.

How will I receive communication about my JHJ School assistantship award?

Assistantship award information will be communicated via the recipient's email addresses currently on file with the University..

How do I access my TSU student email account?

To access your TSU student email account, please visit www.tsu.edu, click *My TSU Web* and login to the current TSU student *My TSU Web* portal. Once you have logged on to your student account, there is an email icon in the upper right hand corner of the screen. There you will be able to send and receive emails to your TSU student email account.

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