



January, 2009

Students--your official transcripts, including fall, 08 grades and spring, 09 enrollment are due to the STB-Education and Postdoc Office by February 27, 2009. Official transcripts should be sent to:

Brenda Montoya
Los Alamos National Laboratory
MS M709
P.O. Box 1663
Los Alamos, NM 87545

The transcript review process enables the Education and Postdoc Office to monitor a students eligibility and ensure academic progression. Students appointment dates will be extended through the summer providing eligibility requirements have been met and academic progression is shown.

Unofficial transcripts will not be accepted. Transcripts should only be sent to the address above. Sending them elsewhere could cause a delay in a students salary increase or appointment extension or result in a lost transcript. Students should verify that transcripts have been received by the Education and Postdoc Office by emailing Brenda Montoya at bmontoya@lanl.gov . Students submitting a late transcript are not eligible for retroactive salary increases.

GPA requirements will be monitored via the transcript review process. Mentors of continuing students, whose GPAs fall below the minimum requirements, will be contacted to discuss the students continued eligibility in the program.

Clarifying Information

- * High school cooperative (HS Co-Op), Post-Baccalaureate, and Post Masters (one-year appointment prior to entering a PhD program) students are not required to submit a transcript. All other GRAs are required to submit an official transcript.
- * Students participating in the Electro-Mechanical Technician Training Program (EMTP) or the Machinist Apprentice Program (MAP) are exempt from this requirement.
- * Official transcripts are required and must include the students name, institution name, grade point average (semester and cumulative) and declared major.
- * Although students are required to enroll in and receive credit for a minimum of 12 (undergraduate) or 6 (graduate) credit hours or equivalent each semester during the academic year. Enrolling in the minimum required hours may prevent students from receiving the May/June salary increase. Salary increases are based on the number and level of completed credit hours in a students degree program.
- * Appointment dates may not be extended by a students return to work date if the students official transcript is not received by the February 28th deadline. Participation in the Laboratorys 9/80 work schedule may be delayed.
- * Salary increases will be effective in May or June based on a students return date and compliance with the transcript submission deadline.



* Students who fail to meet the transcript deadline may no longer be eligible to participate in the Laboratory's Student Internship Programs.

Reminders

1. Undergraduate students are required to enroll in and receive credit for a minimum of 12 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program.

* Graduate students are required to enroll in and receive credit for a minimum of 6 credit hours (or equivalent) each semester to remain eligible to participate in the Laboratory's Student Internship Program. Graduate students who have completed their course work and are performing research for their thesis or dissertation are eligible to work full-time during the academic year providing they submit proof of enrollment to STB-EPDO showing thesis/dissertation course work. These students are not required to meet the 6 credit hour requirement.

* Exceptions to the credit hour requirements will be addressed on an individual basis by the Education and Postdoc Staff and the Student Programs Advisory Committee. The exception process can be located at: <http://int.lanl.gov/education/spac/exc.shtml>

* Summer is not considered part of the academic year, therefore, there are no requirements for enrollment and students may work full-time.

Please contact Brenda Montoya at 667-4866, bmontoya@lanl.gov if you have any questions about this or any other student program issue.