**M.L.S. CHECKLIST**

* Memorandum of Courses

This form specifies the courses that the student will take in progress toward the M.L.S. It can be amended if the coursework plans change. Turn in to Graduate Studies prior to the completion of 18 credits. A photocopy should be submitted the Law School Registrar.

* MLS Committee Formation

Consists of at least three faculty members, including the student’s advisor and at least one faculty member with a primary appointment at the law college. The committee typically only meets once, at the M.L.S. Defense (below). The committee may be formed in the same semester as the Defense. There is no paperwork requirement.

* Application for Degree

This form notifies Graduate Services that the student will graduate this semester. It is generally due about six weeks after the start of the semester. The deadline is specified on the Graduate Studies Website.

* Final Examination Report

This form notifies Graduate Studies that the student will soon defend the M.L.S. The deadline is four weeks before the defense meeting (three weeks in the summer), but no later than the deadline specified on the Graduate Studies website (about six weeks prior to the end of the semester). This form will be turned into Graduate Studies, and preliminarily approved. The student will then get the form back, and must take it to the Defense Meeting to obtain the necessary committee member signatures after completion of the defense.

* MERP Defense Meeting

The M.L.S. defense is a formal meeting in which the student briefly presents his/her research and discusses how the M.L.S. coursework has contributed to those research efforts and the student’s graduate education more broadly. The meeting consists of a discussion of the student’s legal knowledge. Students must demonstrate satisfactory mastery of the legal issues related to the student’s intended work. Students must demonstrate through discussion (questions and answers) that they possess enough legal knowledge to meet their research and career goals. The student should take the FINAL EXAMINATION REPORT form to the meeting. This form requires signatures from the committee members. It should then be submitted to Graduate Studies. The Graduate Studies website will specify a specific due date for this form, generally about two weeks before the semester ends.