**M.A. CHECKLIST**

* Memorandum of Courses

This form specifies the courses that the student will take in progress toward the M.A. It can be amended if the coursework plans change. Turn it in to Graduate Studies prior to the completion of 18 credits, usually Spring Semester of student’s first year. Note that despite this deadline, it is not uncommon for students to delay submitting this form until their MERP project is further along. Grad Studies typically accepts delayed forms, but students CANNOT graduate with the M.A. in the same semester that they turn in the form.

* MERP (Master’s-Equivalent Research Project) Committee Formation

Consists of at least three faculty members, one of whom is a law professor. The committee will approve your MERP project, and frequently members of this committee will transition into the Supervisory Committee. This is an internal (i.e., Law-Psych) requirement; there is no paperwork attached. Most students create their committee in their second or third years, but it is highly dependent on the student’s progress, goals, and advisor.

* Application for Degree

This form notifies Graduate Services that the student intends to graduate this semester. Student must submit it along with a check for graduate fees. It is generally due about six weeks after the start of the semester. The deadline is specified on the Graduate Studies Website.

* MERP Proposal Defense Meeting

The MERP Proposal is a written research proposal describing the Master’s-level project. Individual committee members will read the proposal, and then formally meet as a group. At the meeting, the student is typically required to spend a short time describing the project, but most of the meeting will be question and answer. This is an internal requirement; there is no paperwork attached. Most students propose in their third year.

* Final Examination Report

This form notifies Graduate Studies that the student will defend their M.A. that semester. Note that Law-Psych students generally choose the “Oral Exam” option on this form. The MERP Defense counts as the “Oral Exam” for the purposes of Graduate Studies paperwork.

The final examination report must be submitted 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.

* MERP Defense Meeting

After the MERP is written up and approved by the advisor, it is sent to the committee. The committee then formally meets. The student is expected to summarize the project and results, and then answer questions.

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 again. The Graduate Studies website will specify a specific due date for this form, generally about two weeks before the semester ends.

NOTES:

*Timeline*: Generally, students take between three and four years to complete the M.A. However, this varies widely, depending on the nature of the MERP project, the advisor, and whether the student is simultaneously pursuing an M.L.S. or J.D. The best way to evaluate progress is for a student to confer with their advisor. (Comparative information may be gained by consulting with fellow law-psychology students).

*Paperwork*:

* The forms can be confusing. It is helpful to ask a senior student to share copies of their paperwork. Senior graduate students offer a unique source of information for this process independent of faculty because they are the ones who have already navigated the Graduate Studies requirements.
* Graduate Studies has very clear information about deadlines and paperwork available on their website. Students are strongly encouraged to visit the site and contact Graduate Studies with any questions. It is the student’s responsibility to complete this paperwork!