

Policy Name:	Medical School Performance Evaluation Policy (MSPE)
Original Approval Date:	11-19-2021
Approving Officer/Committee:	School of Medicine Office of Student Affairs
Revision Dates and Notes:	
Related LCME Element(s) (if any):	11.2 Career Advising 11.4 Provision of MSPE

A. Policy - A medical school provides an MSPE, which is required for a residency application of a medical student, only on or after the date required by ERAS, ACGME, and AAMC of the student's final year of the medical education program.

B. Purpose - To describe how the Medical School Performance Evaluation (MSPE) is generated for each graduating medical student.

C. Scope - This policy applies to all medical students.

D. Procedure/Process -

1. The MSPE (or Dean's Letter) is the official medical school record for graduating medical students and is generated by the Office of Student Affairs in conjunction with the Office of the Registrar. It includes a description of the student (identifying information), noteworthy characteristics, academic history, description of academic progress (including preclinical coursework, clinical rotation summaries and grades, completion of dual degrees, and professional performance), and a summary statement on overall academic performance.
2. The MSPE also reports all Leaves of Absence, adverse actions, and repetition of course work that extends graduation.
3. The MSPE may be updated with an addendum to reflect new information about student performance that occurs after the initial release.
4. The MSPE is generated and compiled with oversight from the Associate Dean for Student Affairs; it is finalized and signed by the Dean of Student Affairs.
5. Students may request another MSPE writer through a formal request to the Associate Dean for Student Affairs.
6. Students have an opportunity to review their MSPE before it is transmitted to residency programs, to address any errors.

E. Responsibility

Associate Dean for Student Affairs

