Policy Title
Medical Student Performance Evaluation (MSPE) Review and Appeal

Identifier
UofSCSOMG – ACAF – 4.01

<table>
<thead>
<tr>
<th>Prepared by: Office for Academic Affairs</th>
<th>Review Date: 11/01/2019</th>
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<tbody>
<tr>
<td>Reviewed by: Associate Dean for Curriculum</td>
<td>Approval Date: 11/04/2019</td>
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<tr>
<td>Approved by: UofSCSOMG Policy Committee</td>
<td>Effective Date: 11/04/2019</td>
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LCME Standards
11.2 – Career Advising
11.4 – Provision of MSPE
11.6 – Student Access to Educational Records

Scope
University of South Carolina (UofSC) School of Medicine Greenville students

Policy Statement
Formerly referred to as the “Dean’s Letter,” the Medical Student Performance Evaluation (MSPE) letter provides residency program directors with a formal evaluation of a student’s performance in medical school. The MSPE letter is forwarded to all residency programs to which the student applies. This is a letter of evaluation, not recommendation.

Reason for Policy
The LCME element 11.6 states that a medical school has policies and procedures in place that permit a medical student to review and to challenge his or her educational records, including the Medical Student Performance Evaluation, if he or she considers the information contained therein to be inaccurate.

Procedures
The MSPE (“Dean’s Letter”) is prepared for all senior students by the Associate Dean for Curriculum with assistance from the staff of Academic Affairs. If for any reason, a student believes that the Associate Dean for Curriculum cannot prepare the letter in an unbiased manner, he or she may request that the narrative sections of the letter be completed by another member of the Dean’s Office, upon approval by the Dean.

Career Counselors gather information from each student to assist in writing the Noteworthy Characteristics section of the MSPE. The Associate Dean for Curriculum, the Manager of Academic Affairs and Clinical Education, and academic coordinators from the Office for Academic Affairs gather performance evaluations, promotion committee decisions, and other information in the student record and prepare the MSPE. The MSPE committee composed of the Associate Dean for Curriculum, Director of Assessment, Senior Associate Dean for Academic Affairs, and the Dean review all MSPE content, including final recommendation categories for the students.

MSPE letters are released to residency programs on October 1 for all students who plan to participate in The Match. Students have an opportunity to review the MSPE for factual accuracy prior to release. If a student has any question about the accuracy of data contained in the MSPE, the student can address questions of grade accuracy or accuracy narrative comments with the respective course or clerkship director. If the data needs to be corrected, the course or clerkship director will communicate the change in writing to the Office for Academic Affairs. Grade appeals should occur after posting of module/clerkship grades and prior to the creation of the MSPE. The process for grade appeal is covered in the Grade Appeal policy, UofSCSOMG – ACAF – 2.07, therefore at the time of review of the MSPE, students may only dispute inaccurate data in the MSPE.

All reviews must be in-person and done in the Office for Academic Affairs. Students who will be out of town during August and September should notify the Office for Academic Affairs as soon as possible. Every effort will be made to have the letter completed before the student departs so that the student can review the content of the letter in person. For those students who are not able to review their MSPE in the office, alternative methods will be arranged. The MSPE will not be transmitted electronically to students for review.

**Sanctions**
N/A

**Additional Contacts**
Office for Academic Affairs

**Related Information**
UofSCSOMG – ACAF – 2.07 Grade Appeal

**History**

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<th>Date of Change</th>
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<tr>
<td>Nov 2019</td>
<td>Clarified the appeal procedure for inaccurate data, LCME CQI</td>
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<tr>
<td>Apr 2019</td>
<td>Policy formalized into standardized template, LCME CQI</td>
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