



Policy Title

Medical Student Performance Evaluation (MSPE) Review and Appeal

Identifier

UofSCSOMG – ACAF – 4.01

Prepared by: Office for Academic Affairs	
Reviewed by: Curriculum Committee	Review Date: 10/08/2020
Approved by: UofSCSOMG Policy Committee	Approval Date: 10/13/2020
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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 Cabinet, designated by the Dean.

The letter is prepared in the format recommended by the AAMC MSPE Task Force in 2017 (<https://www.aamc.org/download/470400/data/mspe-recommendations.pdf>).

Career Counselors gather information from each student to assist in writing the Noteworthy Characteristics section and final paragraph of the MSPE. The Associate Dean for Curriculum, and other members of the Academic Affairs team 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 the date specified by AAMC and ERAS 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 of narrative comments with the respective course or clerkship director as outlined in the Grade Appeal policy, UofSCSOMG – ACAF – 2.07. If warranted based on this review, the course or clerkship director will communicate the change in writing to the Office for Academic Affairs. Appeals of a grade or narrative assessment should occur after posting of module/clerkship grades and prior to the creation of the MSPE as outlined 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. Noteworthy characteristics can be altered at the student’s discretion. The summary paragraph is written using language contained in other sections of the MSPE and does not contain new information. The competency graphs and “final word” are based on data which has been reviewed and analyzed by the assessment team in the Office for Academic Affairs.

All reviews must be done in a secure manner as arranged by 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

Date of Change	Change
Oct 2020	Clarified the appeal process
June 2020	Clarified the release date will be specified by AAMC and ERAS.
Nov 2019	Clarified the appeal procedure for inaccurate data, LCME CQI
Apr 2019	Policy formalized into standardized template, LCME CQI