MEDICAL STUDENT PERFORMANCE EVALUATION & MEDICAL SCHOOL TRANSCRIPT POLICY
Educational Program Committee Approved: September 4, 2019

MSPE

The MSPE is comprised of School of Medicine’s identifying information; three noteworthy characteristics written by the student (approved by Associate Dean for Student Affairs unless student requests another person), academic history, professional progress, academic progress (including academic performance, preclinical coursework and clerkship evaluations) and a summary statement. The MSPE is a template with the student’s information and clinical evaluations and is generally signed by the Associate Dean for Student Affairs. If a student has concerns regarding a potential conflict of interest with the Associate Dean the student may request to have the Assistant Dean for Student Affairs or the Vice Dean for Undergraduate Medical Education work with him/her on his/her MSPE and sign the document.

All students will have an individual meeting with Associate Dean for Student Affairs in the spring of their third year, unless another of the Dean’s representative (see above) is designated. At this meeting they will discuss their career plans, CV and their completed MSPE questionnaire, along with three noteworthy characteristics. All students will have their final noteworthy characteristics to the Residency Match Administrator by July 1.

All students will be able to review, in person, a copy of the first draft of their MSPE in early September. Students will review the letter and request corrections to any clerical or typographical errors, while in the Student Affairs office. Any errors noted by the student will be edited and the student will sign a release for the MSPE to be uploaded to residency application services for distribution to programs. The MSPE cannot be photographed, copied, or taken out of the office by the student.

A student who has substantive concerns regarding the tone and/or accuracy of their MSPE can submit a written request with the specific concerns noted, to the Residency Match Administrator within 48 hours of reviewing the MSPE. An advisory committee consisting of undergraduate medical education leadership will review the draft MSPE with the noted concerns and if warranted, will amend the MSPE for balance and accuracy. The review committee’s decision and any MSPE amendments will be conveyed in writing to the student. The decision of the review committee will be final and the approved document will be the final MSPE. The student may review final edits and sign a release to allow the school to upload the document to residency application services to be distributed to residency programs.

MEDICAL SCHOOL TRANSCRIPT

A copy of each student’s transcript will be uploaded in mid-September so that it will be available to programs when they begin downloading residency applications on October 1. Students must sign a release to allow the school to upload the document to residency application services to be distributed to residency programs.

An updated copy of the transcript will automatically be uploaded by the Student Affairs office if a student has a third year clerkship grade added after September 15.

A student may request one updated transcript be uploaded to residency programs at any time before rank begins.

All students must sign the MSPE and medical school transcript release form for these documents to be uploaded and sent out to residency programs.