

Policy Number	UME.AC.119
Policy Title	Medical Student Performance Evaluation Policy
Effective Date	07.23.24
Last Revision Date (if any)	
Scope	Students
LCME Element(s) (if any)	11.2, 11.4

Medical Student Performance Evaluation Policy

I. PURPOSE

This policy and procedure apply to undergraduate medical education students who would like to submit changes to their Medical Student Performance Evaluation (MSPE) letter.

All students who matriculate into the Perelman School of Medicine (PSOM) will receive a MSPE letter. The letter will be generated in the fall of the graduating year or at the time a student withdraws or is dismissed.

II. SCOPE

Undergraduate Medical Education (UME) students including MD/PhD students.

III. POLICY

MSPEs are compiled by the Registrar and staff in the Office of Student Affairs (OSA), taken from grades and clinical narratives in the student's academic file. MSPEs are reviewed by one of the OSA Deans with each student at the time of preparation. Prior to finalization and release, students have an opportunity to review their MSPE for factual accuracy. If a student wishes to change their noteworthy characteristics or requests changes to the Academic History section, they have until 1 week prior to the MSPE release date to send their appeal to OSA staff (date can be found in Important Dates for Graduating Students).

Components of the MSPE:

- The MSPE conforms to the prescribed format determined by the AAMC, found [here](#).
- Noteworthy characteristics (written and submitted by the student).
- Clinical narratives are generated at the conclusion of each clerkship.
 - If a student is dissatisfied with a clinical narrative or final clerkship grade, they must follow the guidelines outlined in the [Grade Appeal Policy](#). Strict timelines are stipulated in the [Grade Appeal Policy](#) for submitting an appeal.
- The bottom-line/final student summary adjective

PSOM submits the MSPE for all students participating in the Match on the date specified by ERAS or other residency application service in the final year of the MD program.

Changes to the clinical narratives or clinical grades are not permissible as they are final after the appeal window is over. Once the MSPE has been uploaded to ERAS, no addendums or additional changes can be made, except in the following instances:

1. Adding required Core 2 clerkship narratives if not completed by the ERAS submission deadline.
2. Specific circumstances that may include the student receiving a significant national award or accolade, or other.
3. A disciplinary action from the Student Standards Committee.
4. Failure of an academic endeavor (e.g., CSI, sub-I, or elective).

IV. PROCESS/PROCEDURE

The “Areas of Strength” summaries, also called the “Strength/Summary”, from the clerkship summary evaluation are used as the clerkship performance summary in the MSPE. Appeals of these paragraphs must follow the timeline and process detailed in the [Grade Appeal Policy](#).

Noteworthy characteristics are written and submitted by the student and approved by the Associate Dean for Student Affairs and Wellness and the Assistant Dean for Student Affairs and Residency Planning.

The bottom line/final adjective is determined by a committee using a de-identified combination of the student’s academic performance, community service, leadership roles, and scholarly contributions. The bottom line/final adjective is not subject to review or change prior to or after ERAS upload.

The MSPE is signed by both the Associate Dean for Student Affairs and Wellness and the Assistant Dean for Student Affairs and Residency Planning.

If a MSPE is requested after a student graduates, it will be sent “as-is” with a cover letter, if requested, that states: [Student name] graduated from the Perelman School of Medicine on [DATE].

V. POLICY AUTHOR(S)

The Policy Sub-committee of the Undergraduate Medical Education Committee

The Office of Student Affairs

The Office of the Senior Vice Dean for Medical Education

VI. REFERENCES

[AAMC MSPE Best Practices](#)

[Grade Appeal Policy](#)

VII. GOVERNING BODY

Undergraduate Medical Education Committee

VIII. POLICY HISTORY

Date	Change
06/01/2024	Created
07/23/2024	Approved