TITLE: Medical Student Performance Evaluation (MSPE) Policy

SPONSOR: Office of Student Affairs and Education

EFFECTIVE DATE: January 30, 2020

INTRODUCTION AND PURPOSE:

The Medical Student Performance Evaluation (MSPE) is a summary of the student's performance in medical school.

This policy outlines the process for completion of the MSPE.

CANCELLATION:

N/A

SCOPE AND APPLICABILITY:

This policy applies to all Chicago Medical School (CMS) students in the allopathic medicine program.

POLICY STATEMENTS:

All students in the final year of medical school have an MSPE prepared by the Office of Student Affairs and Education. MSPEs are prepared in accordance with the AAMC’s guidelines and the NRMP Match Participation Agreement for Medical Schools.

DEFINITIONS:

MSPE: Medical School Performance Evaluation
ERAS: Electronic Residency Application Service
NRMP: National Resident Matching Program
PROCEDURES:

The Office of Student Affairs and Education confidentially prepares an MSPE for each student in their final year of medical school regardless of the student’s residency application plans. The Senior Associate Dean for Student Affairs and Education oversees this process and is responsible for final approval of all MSPEs.

Students are permitted to request an alternate MSPE writer if there is a perceived conflict of interest with the Senior Associate Dean of Student Affairs and Education. An alternate letter writer will be assigned at the discretion of the Dean.

Students select their noteworthy characteristics for the MSPE in the spring of M3 year. Academic history, clerkship grades, and narrative comments are added to the MSPE in summer of the M4 year. Summary evaluations are edited for grammar, but not for content.

Each student is assigned a summary adjective based on core clerkships completed through August of the final academic year.

Students are permitted to review the MSPE and correct factual errors before the final version is submitted to the Electronic Residency Application Service (ERAS). A draft MSPE is emailed to each student prior to September 15; students have one week after they receive the draft to return the MSPE to the Office of Student Affairs and Education with any corrections.

MSPEs are released to residency program directors via ERAS on or after October 1.

Upon graduation, the MSPE becomes a permanent part of the student’s academic record.

POINTS OF CONTACT:

CMS Office of Student Affairs and Education (847) 578-3295

REFERENCES AND RELATED POLICIES:

LCME Element 11.2
LCME Element 11.4
LCME Element 11.6
NRMP Match Participation Agreement for Medical Schools
http://www.nrmp.org/match-participation-agreements/
RFUMS Student Records Policy
https://www.rosalindfranklin.edu/academics/academic-support-resources/registrar/ferpa/student-records-policy/

AAMC MSPE Guide
https://www.aamc.org/members/gsa/54686/gsa_mspeguide.html