

**POLICY: Authorship, Review, and Release of the Medical Student
Performance Evaluation (MSPE)**

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE DIVISION/ DEPARTMENT/COMMITTEE
March 14, 2025	March 14, 2025	Curriculum Committee Office of Student Affairs

POLICY STATEMENT

HWCOM will prepare a Medical Student Performance Evaluation (MSPE) for all students in their final year of medical school who are eligible to enter the residency match.

The MSPE is written by deans in the Office of Student Affairs and signed by the Associate Dean for Student Affairs unless requested otherwise by the student or in the case of a conflict of interest (e.g., the Associate Dean of Student Affairs has initiated a professionalism incident report regarding the student, is writing a letter of recommendation for the student, etc.). Students wishing to request that their letter be written or signed by another dean may submit a written request addressed to the Associate Dean for Student Affairs at least 90 days prior to the date on which programs will be able to view applicant materials. The Associate Dean for Student Affairs has ten business days to review the request and respond. Students will be informed of the final decision in writing via email. In the case that the Associate Dean for Student Affairs cannot write and sign the MSPE, the Senior Associate Dean for Academic Affairs or their designee will write and sign the letter.

Students are given the opportunity to review their respective MSPE prior to its submission to the Electronic Residency Application Service (ERAS) and/or other application service. Once submitted to ERAS and/or other application service, the MSPE is considered an official record. No changes or additions will be made to the MSPE once it becomes part of the student's educational record except to modify factual errors.

MSPEs are released in accordance with the Association of American Medical Colleges (AAMC)/ERAS residency application timeline. HWCOM will not release a student's MSPE prior to the release date established by AAMC/ERAS.

SCOPE

This policy applies to all medical students eligible to receive an MSPE.

REASON FOR POLICY

This policy covers the review and release of the Medical Student Performance Evaluation ("MSPE").

This policy relates to LCME Element 11.6 which states that "A medical school has policies and procedures in place that permit a medical student to review and to challenge the student's educational records, including the Medical Student Performance Evaluation, if the student considers the information contained therein to be inaccurate, misleading, or inappropriate."

This policy also relates to LCME Element 11.4 which states that "A medical school provides a Medical Student Performance Evaluation required for the residency application of a medical student to align with the AAMC/ERAS residency application timeline."

DEFINITIONS	
TERM	DEFINITIONS
Medical Student Performance Evaluation "MSPE"	Sometimes referred to as the "Dean's Letter," the MSPE is a summative evaluation letter intended to provide residency program directors with an honest and objective summary of a student's salient experiences, attributes, and academic performance. The MSPE provides comparative information on applicants, information about applicants' standing on the competencies required to be successful in residency, qualitative and quantitative assessments of applicants, and details on both deficient and exemplary professionalism attributes.

RESPONSIBLE PARTIES
Associate Dean for Student Affairs

RELATED RESOURCES
N/A

CONTACTS
Questions about this policy should be directed towards the Associate Dean for Student Affairs, Office of Student Affairs

POLICY HISTORY

List initial effective date, revision dates, and/or review date.

Initial Effective Date: March 14, 2025

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): March 14, 2025