



Medical Student Performance Evaluation (MSPE) Policy

Roles and Responsibilities

Policy Contact(s)	Associate Dean for Student Affairs
Responsible	Office of Student Affairs
Accountable	Office of Medical Education, Course Faculty, and Medical Students
Consulted	MEAC, SOM Registrar
Informed	Office of Medical Education, Course and Clerkship Directors and Faculty, and Medical Students

LCME Element

11.4 Provision of MSPE

“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.”

Scope and Purpose

The purpose of this policy is to establish the standards and procedures for the creation and distribution of the Medical Student Performance Evaluation (MSPE) for all medical students at the University of Maryland School of Medicine (UMSOM). The MSPE serves as a standardized summary letter of evaluation for each student. The MSPE is created in the final year of medical school and is required as part of the residency application process. The MSPE is intended to provide an accurate, objective, and comprehensive evaluation of a student’s academic performance and clinical skills during their medical education.

By implementing this policy, UMSOM aims to provide a standardized, fair, and accurate representation of medical student performance as they apply for residency programs, ensuring that all evaluations are conducted with consistency, professionalism, and transparency.

Policy

The MSPE is a part of the official student record and will be maintained according to UMSOM policies regarding student records and privacy.

The MSPE is a standardized document prepared according to the guidelines established by the Association of American Medical Colleges (AAMC) [MSPE Guidelines](#).

The MSPE is a required component of the residency application for all students. An MSPE is prepared for every student in the year of their graduation and is submitted directly to the residency application platform by the Office of Student Affairs.

The MSPE is prepared by the Office of Student Affairs (OSA). Students may select their MSPE advisor by submitting a request to any OSA Dean. The Associate Dean for Student Affairs will review and sign all MSPEs to ensure accuracy, objectivity, and alignment with institutional and national standards.

The MSPE includes an objective summary of the student's performance throughout medical school, including academic performance, clerkship evaluations, and other significant achievements. The MSPE also includes comparative assessments of students' attributes and academic performance. Where comparative data is included, students will be compared to the class with which they graduate.

Clerkship narrative evaluations available by July 1 are included in the MSPE. Clerkship narrative evaluations will only be edited at the clerkship level as outlined in the UMSOM Grade and Evaluation Inquiry and Appeal Policy. Evaluations will be reviewed by OSA for spelling, grammar, and factual accuracy.

Electives, Sub-Internships and other Advanced Clinical Phase Rotations will not be included in the MSPE.

The MSPE will not include specialty-specific references or any speculative statements regarding the student's career choice (such statements will be removed by OSA).

The MSPE must be free of bias. All statements regarding gender, race, ethnicity, or any other forms of bias will be reviewed by the MSPE review committee, which includes members from OSA and the Office of Medical Education (OME), to ensure their removal where necessary.

UMSOM OSA will submit the MSPE to the appropriate residency application platform(s) on or by the standard MSPE release date set by the AAMC. A draft of the MSPE will be provided to students prior to submission. Students will have the opportunity to review the MSPE and provide feedback on its accuracy. Once submitted, the MSPE cannot be modified, except to correct factual errors.

Changes to student status will be reported and submitted as an addendum to the original MSPE and include an updated Academic History section. The MSPE will not otherwise be updated or re-submitted even when new clinical rotation evaluation data is available.

Re-applicants: For students who are reapplying for residency, the MSPE will be addended to include an updated Academic History section and newly evaluated performance data.

Exceptions

N/A

Sanctions

N/A

Definitions

- **AAMC MSPE:** [AAMC MSPE Guidelines](#)
- **AAMC MSPE Task Force Recommendations:** [AAMC MSPE Recommendations](#)
- **AAMC MSPE FAQs:** [AAMC MSPE FAQs](#)

Forms

N/A

Related Policies and Procedures

UMSOM Calculating & Recognizing Student Achievement Policy

[UMSOM Calculating & Recognizing Student Achievement Policy](#)

UMSOM Grade and Evaluation Inquiry and Appeal Policy

[UMSOM Grade and Evaluation Inquiry and Appeal Policy](#)

History

Approved by CCC: March 18, 2025

Effective: March 18, 2025