



## **I. POLICY**

Medical Student Performance Evaluation and Residency Application Communication

## **II. PURPOSE**

This policy describes the generation of the Medical Student Performance Evaluation (MSPE) for students in the Doctor of Medicine (MD) program at the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School at Old Dominion University (“EVMS”) in the class of MD2026 and specifies the scenarios in which MD student or graduate MSPEs and transcripts will be updated and resubmitted for residency applications prior to the Match. This policy also describes post-Match communication between the MD program and residency programs prior to graduation.

## **III. RESPONSIBLE PARTY AND REVIEW CYCLE**

Assessment, Learning Outcomes, and Evaluation (ALOE), Medical Education and Student Affairs leadership will review this document annually. The Medical Education Committee will review and approve any changes to this policy as recommended by the Curriculum Policy Subcommittee, Medical Education and Student Affairs.

## **IV. ACCREDITATION REFERENCES**

LCME 9.9	Student Advancement and Appeal Process
LCME 11.2	Career Advising
LCME 11.4	Provision of MSPE
LCME 11.6	Student Access to Educational Records
SACSCOC 12.3	Student Rights
SACSCOC 12.4	Student Complaints

## **V. DEFINITION(S)**

**Medical Student Performance Evaluation or MSPE:** Required component of MD students’ residency applications that provides residency program directors with a formal evaluation of students’ performance in medical school. As defined by the American Medical Colleges (AAMC), the MSPE is a letter of evaluation, not recommendation.

## **VI. DESCRIPTION**

### **Contents of the MSPE**

The content of the MSPE is specified by the AAMC. The Noteworthy Characteristics section of the MSPE is written by the student in concert with the ALOE team. Career Advising may also assist with reviewing the MSPE. Information regarding leaves of absence, adverse action(s) imposed on the student by EVMS during medical school, and notable lapses in professional behavior are required to be reported. Reasons for leaves of absence are described with sensitivity to student confidentiality and with student input, as appropriate. Reported adverse action(s) contain formal disciplinary actions taken against a student, including suspensions from the program, dismissals from EVMS that were overturned on appeal, conduct violations, or other disciplinary actions voted for reporting in the MSPE by the Student Progress Committee. Recurrent or singly egregious unprofessional behaviors will be addressed in the Professional



Performance section of the MSPE. EVMS' MSPE reports Areas of Distinction (AoDs), Alpha Omega Alpha Honor Medical Society, and Gold Humanism Honor Society for students who are selected for these recognitions. The MSPE also includes student's class rank quartile; however, students may opt out of having class rank included in their letter. Disclosure of the opt-out option will be reported as part of the MSPE template for all students regardless of if they report their class rank.

### **Reporting MSPE Summary Comments and Grades**

EVMS reports MSPE summary comments and grades from core clerkships, Career Exploration, and Foundations of Clinical Practice on the MSPE. For core clerkships, both domain and overall final grades are reported. In situations of remediated domains, an overall final and domain grade of "Fail/[Earned Grade]" will be reported for successful remediation of a domain. If remediation is unsuccessful, an overall final and domain grade of "Fail" will be retained. The MSPE comments may be updated to reflect the results of the remediation.

If a student repeats the clinical domain of a course/clerkship, two clerkship summaries will be created on the MSPE.

If a student repeats a course, clerkship, or elective in the Clerkship Phase, two MSPE summaries will be created on the MSPE to account for the different enrollment dates. The earned grade will be recorded for each domain and the overall grade for both attempts.

### **Reporting Retests, Delayed Exams, and Missed Deadlines on MSPEs**

A special note may be included in MSPEs for the following scenarios, pending Student Review and Advisory Committee approval:

- Required multiple retests during the Clerkship Phase
- Used three (3) or more leave days on scheduled exams
- Missed multiple deadlines within a single clerkship or across multiple clerkships
- Other professionalism concerns

### **Generation of the MSPE**

EVMS adheres to the format and content specified by the [AAMC](#) and the National Resident Matching Program's Match Participation Agreement for Medical Schools. The MSPE is confidentially prepared by ALOE with oversight and final approval from Associate Dean for Educational Assessment and Evaluation.

Students have an opportunity to review the MSPE prior to release. Factual or grammatical errors, inaccurate inclusion errors, cohesiveness, length, redundancy, and spelling can be addressed by ALOE as part of the review. Students cannot edit Clerkship Phase grades or content of Clerkship Phase narrative summary comments during this review that were not previously addressed by the Appeal and Complaint Procedure Policy. EVMS submits the MSPE for all students participating in the Match prior to the residency application deadline, in the final year of the MD program.

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



### **Addendums to the MSPE**

The content of the original MSPE will not be modified except to correct factual errors. An addendum may be added at a later date to reflect new information about student performance, either academic or professional, or student progress in the program that has occurred after the initial release. Prior to the Match, EVMS will submit the following to residency programs: MSPEs with addendums in cases of Elective phase failures, adverse action(s) imposed on the student by EVMS, changes in graduation date, lapses in professional behaviors, and/or improvements in professional behaviors previously noted on the MSPE to be deficient. In these instances, students will be required to notify program directors of the programs they were invited to and/or interviewed with, by the SPC-specified deadline, of MSPE addendum updates. They will also be required to submit documentation of communication with the program director to the Vice Dean for Academic Affairs and the Associate Dean for Educational Assessment and Evaluation. Similarly, after the match but prior to graduation, EVMS may provide a post-Match MSPE or other communication to the residency program(s) of any MD student(s), detailing Elective phase failures, adverse action(s) imposed on the student by EVMS, changes in graduation date, lapses in professional behaviors, and/or improvements in professional behaviors previously noted in the MSPE to be deficient.

For students who are entering the Match as graduates of EVMS, MSPE addendums will include available Elective Phase narrative comments and updates on professional behaviors. Graduates have the option to approve the addition of this addendum in full or to decline the addendum. No partial addendums will be included. No addendum is included for the purposes of the Supplemental Offer and Acceptance Program.

### **MSPE and Addendum Appeals**

Enrolled students may appeal to request another MSPE writer or may appeal narrative component(s) of their MSPE or any addendum that they feel have not been fairly composed or written. Students may not, however, use the Appeal and Complaint Procedures Policy to appeal Clerkship Phase grades or narrative summary comments that were not timely appealed at the time they were issued.

The appeal must be filed within four (4) business days of notification that the MSPE is available for review in order to meet the deadline for the MSPE. Late appeals may result in late submissions of the MSPE.

An appeal to an addendum for currently enrolled students must also be filed within four (4) business days of notification that the addendum is available for their review. Individuals who are entering the Match as graduates of EVMS do not have the right to appeal an addendum, as they only approve or decline its inclusion as outlined above.

### **Transcripts**

EVMS submits the transcripts for all students participating in the Match prior to the residency application deadline. Updated transcripts may be resubmitted at the student's request or at the program's discretion due to elective course failures or changes in academic status. A final transcript will be uploaded after the Match upon graduation.



## **VII. RELATED POLICIES**

Appeal and Complaint Procedures Policy  
Compliance Reporting/Anti-Retaliation Policy  
Clerkship Phase Assessment and Grading Policy  
Elective Phase Assessment and Grading Policy  
Pre-clerkship Phase Assessment and Grading Policy  
Professional Learning Environment and Appropriate Treatment of Medical Students Policy  
Standards for Advancement and Graduation Policy  
Student Non-Academic Complaint and Formal Grievance Policy  
Student Progress Committee Structure and Function Policy  
Technical Standards  
USMLE Procedures Policy

## **VIII. HISTORY OF APPROVALS AND UPDATES**

The following list documents policy approvals and updates by oversight authority, date, and summary of changes. This policy is housed on the MD Student Handbook webpage.

- On June 8, 2022, the Medical Education Committee approved this policy.
- On December 14, 2022, the Medical Education Committee approved this policy specifically for MD 2024.
- On May 25, 2023, the Medical Education Committee approved this policy specifically for MD 2025 and 2026 to update responsible parties, include class rank, clarify aspects of the narrative edited by the MSPE specialist, and the individual responsible for reviewing and signing MSPEs.
- On November 13, 2024, the Medical Education Committee approved this policy specifically for MD 2026 and 2027 to align with the new academic tier reporting system. MD 2027 was included so that they have the opportunity to opt out of reporting their tier as the reporting mechanism was changed mid-way through their tenure.
- On December 11, 2024, the Medical Education Committee approved the inclusion of MSPE content language, previously found in the General Assessment & Evaluation Principles policy.
- On May 22, 2025, the Medical Education Committee approved this policy with the removal of cohort years and updated language to the MSPE Addendum section.
- On July 24, 2025, the Medical Education Committee approved this policy to revert to class rank reporting to align with the Class Rank Policy and to maintain the opt out clause for the class of 2026 only.