

Your Clinical Asst Dean

- Donald Gerber MD
- Marcia Gerber MD
- Jason Lazar MD
- Jeanne Macrae MD
- Robert Schulze MD

3rd and 4th year advising

Writing the MSPE (deans Letter)

Signing off on 4th year curriculum

What is the MSPE

- It is a letter of evaluation, it is NOT a letter of recommendation.
- It contains information about the medical school as well as a student's individual record

Content of MSPE

- Identifying Information
- Unique Characteristics
- Academic History (dates, etc)
- Academic Progress
- Summary

Identifying Information

- Name of student, medical school

Unique Characteristics

- This includes “significant” involvement in campus or community activities, services, or research that occurred DURING medical school. It may also include unusual hardships or unique challenges that the student overcame.

Academic History

- Gaps in medical school education must be included.
- Dates of enrollment, and expected graduation.

Academic Progress

- Narrative information for first two years
- Any repeated courses, test, years, etc MUST be mentioned.
- Clinical Rotations- Comments used from evaluations with MINIMAL editing.
Negative comments cannot be removed.

Summary

- Summary comments on each student
- AOA status
- Class grouping (based on first three years)
- The final descriptive sentence is generally determined by the student's grouping.

School

- School Demographics
- Grade Distributions
- Grading Policies
- Other Class Information

Ground Rules!!!!

- ALL DEANS FOLLOW THE SAME RULES!!!
- All clerkship evaluations will be included
- Elective evaluations received on or before the deadline will be used.
- USMLE scores are not mentioned
- Exam grades are not included unless they are exceptional.

Student Responsibilities

- Contact and arrange meetings with your dean so we can get to know you. Provide information for the unique characteristics
- Review all of your evaluations within 30 days of receipt by the registrar.
- Your CAD cannot adjudicate any negative comments