



Office of the Dean  
School of Medicine

**Policy Title: Policy on Authoring of the Medical Student Performance Evaluation**

**Last Review/Revision/Approval:** February 2025

**Review Cycle:** 4 years

**Body Responsible for Review/Revision:** Office of Student Affairs and Records

**Responsible Dean:** Associate Dean for Student Affairs and Records

**Relevant LCME Element:  
(if applicable)** 11.2

**Policy Statement/Purpose:**

The LSU School of Medicine in New Orleans provides students with a Medical Student Performance Evaluation (MSPE) as an overview of their performance in medical school. The Associate Dean for Student Affairs writes the MSPE. Students have the option to request an alternate individual to write their MSPE.

**Policy Directives:**

Each medical student's MSPE will be written by the Associate Dean for Student Affairs during the summer beginning the final academic year of medical school. The Associate Dean for Student Affairs has no role in summative assessments during medical school.

If a medical student does not want the Associate Dean for Student Affairs to write their MSPE, the student must notify the Associate Dean for Student Affairs of their request by July 1 of the year in which the MSPE is to be written. The Associate Dean for Student Affairs will reassign the writing responsibility to a designated Assistant Dean for Student Affairs and will notify the student of the reassignment.