

**REQUEST FOR MEDICAL STUDENT PERFORMANCE
EVALUATION (MSPE)/DEAN'S LETTER
Class of 2012**

The "Classic" term for this letter has been the "Dean's Letter". The new term is the Medical Student Performance Evaluation (MSPE). You will hear people using these terms interchangeably.

To Request a MSPE/Dean's Letter, please print your name, sign, and return to us in the Office of Academic Affairs. Fill in your specialty interest if you are willing to do so. Do not write in the shaded section.

I formally request that the University of Arkansas College of Medicine at UAMS send Medical Student Performance Evaluations and transcripts to the residency programs to which I am applying either on paper or through ERAS. If I need these letters and transcripts sent to programs on paper, I will supply a list of addresses.

Name: _____
(Please print)

Signature: _____

It is sometimes helpful in writing your letter to know your specialty interest. If you do indicate your interest below we will try not to reveal it in your letter. Knowing what you may want to do just helps us to make sure we include the correct information from your clerkship comments.

Specialty Interest #1

Specialty Interest #2

Do not write in this section

Date: _____

Student Number: _____

Dean's Letter/MSPE Information

Deadline: September 1, 2011. If you turn in this request after September 1, 2011, we will still generate your letter for you, but we will not guarantee that your letters will be sent by October 1, 2011.

We will not put USMLE Scores in the MSPE, and we cannot notarize scores. If you wish to send USMLE scores to the residency programs you will either need to do so through ERAS, or request that a transcript of your scores be sent by the National Board of Medical Examiners directly to the programs (<http://www.nbme.org/>).

The MSPE will not contain information on extracurricular interests, hobbies, awards, volunteer experiences, family matters, etc. If you wish to convey this information to the residency programs, you will need to include it in your applications. For those of you using ERAS, we suggest that you place any extracurricular activities for which you were paid under the section "Work Experience(s)" and that you place any extracurricular activities for which you received no compensation under the sections "Volunteer Experience(s)", "Research Experience(s)", "Hobbies and Interests", or "Other Accomplishments", just depending on the activity.

What will be in your MSPE? The Content of the MSPE is dictated by the Association of American Medical Colleges' model to which we subscribe. In brief, your MSPE will contain: Your name and the fact that you are a fourth year medical student in our school, your cumulative class rank at the end of your junior year and your class rank for the junior year alone, your date of initial matriculation and your expected date of graduation, a brief explanation of any extension, leave, gap, or break in your medical school career, a statement as to whether or not you had to repeat any courses and a brief explanation if you did, a statement as to whether or not you were the subject of any disciplinary action by the school and an explanation if you were, and comments from your clinical clerkships (as well as any senior electives you have completed at the time of the writing of the letter, if any). Your grades from the first three years are presented, along with graphs showing the distribution of the grades in those three years. Finally, the MSPE contains some information about the school and our requirements.

Please be aware that we will attempt to get all junior grades into your letter, even if they come in late, and we will recalculate everyone's ranks after as many of these are in as possible and just before we send out the letters but we can't guarantee that all junior grades will be in the letter.

You are welcome to review your MSPE after it has been generated. You will not be allowed to take it out of the office or have a copy of it before November 1st, but you can come by and review it. In fact, we want you to come by and review it to make sure it doesn't contain any factual errors. Since we need a little time to get it loaded into ERAS, you can review it up until September 15, after which no more changes will be accepted.