

**Texas Tech University Health Sciences Center
School of Medicine
SOP OP 30.09, Educational Record and Grade Appeal Policy
Appendix A**

**Requesting an Alternate Writer for the Medical Student Performance Evaluation
(MSPE)**

Approved date: Curriculum and Educational Policy Committee November 20, 2025

If a student believes that a real or perceived conflict of interest exists, or could reasonably be perceived to exist, with their assigned MSPE (Medical Student Performance Evaluation) writer, it is the responsibility of the student to submit written notification to the Senior Associate Dean for Student Affairs no later than June 1 of the student's fourth (senior) year.

The written notification must clearly identify the area(s) of conflict of interest and describe how such conflict may affect the assigned faculty member's responsibilities in preparing the MSPE.

As outlined in SOM OP 40.13, conflict of interest submissions from students will be reviewed and dispositioned within ten business days by a minimum of three of the following five SOM educational leadership members: Senior Associate Dean of Academic Affairs; Associate Dean for Student Affairs; senior Student Affairs/Medical Educational personnel representing the Amarillo, Covenant Branch, and Odessa campuses.

If, following review, a conflict of interest is affirmed, the student will be assigned to a new MSPE writer. Once rendered, the decision regarding the conflict of interest submission is final. There is no appeal beyond this process.

Failure to submit notification by the stated deadline will result in the student's originally assigned MSPE writer being retained as assigned.