

Learning Environment Reporting and Receipt Process

Student submits a learning environment concern through the Learning Environment Feedback Form online or by contacting the Learning Environment Office (LEO) consultant directly via email.

1. Submission received by the LEO (liaison and consultant* only.)
2. Report is reviewed and assessed within one day of receipt by the LEO liaison and consultant* only.
3. LEO consultant emails student, acknowledging receipt of report and offering a Zoom meeting to discuss further.
4. If student agrees, Zoom meeting is scheduled.

Student agrees to meet

- Student and consultant discuss options for addressing the issue and working toward a resolution.
- Student makes a decision about whether they want to pursue the matter further. *The only exception to this would be if the situation is a mandatory report such as a Title IX violation.*
- Student has the ability to request the timing of any action taken, e.g., after grades have been posted.

Student does not agree to meet

Report is **de-identified** to be discussed with the Learning Environment Workgroup for tracking purposes only to assess trends over time.

De-identified information, in aggregate, shared with chairs and other relevant leadership biannually.

If a situation is critical, such as imminent risk of harm, an emergency meeting of the Learning Environment Workgroup will be scheduled to determine a plan of action. Student will be advised of this by the LEO consultant and they will continue to stay in contact.

If a student does not want the Learning Environment Workgroup to take any further action: Report is **de-identified** to be discussed with the Learning Environment Workgroup for tracking purposes only to assess trends over time. De-identified information, in aggregate, shared with chairs and other relevant leadership biannually.

If the student wishes to pursue the matter: Report is **de-identified** to be discussed with the Learning Environment Workgroup to determine if any action needs to be taken by a member of the workgroup. *No member of the Learning Environment Workgroup is involved in grading students.*

Examples of action could include but are not limited to:

- LEO discussion with faculty member
- Disciplinary steps
- Faculty and staff development
- Remediation plan
- If necessary, removal from the learning environment

Additional follow up by the LEO consultant, as needed.

*LEO liaison and consultant positions are confidential. The liaison maintains confidential document tracking.



**Medicine
Phoenix**
Effective: 8/2024