

Overview of the Learning Environment Reporting and Receipt Process

1. 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.
2. LEO Consultant will email student to schedule a meeting, for a time that is convenient for the student.
3. LEO Consultant and student will discuss how best to resolve the situation. This conversation is confidential.

Additional follow up by the LEO consultant, as needed.

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

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.



Medicine
Phoenix

Effective: 9/2025

[Click Here to view expanded LEO Reporting and Receipt Process](#)