Reporting a Violation

This chart outlines the College’s procedure for reporting a violation of the Positive Learning Environment & Mistreatment Prevention Policy.

Perceived mistreatment, unprofessional behavior, or academic misconduct witnessed or experienced →
- Consult Student Handbook re: policies;
- Consider debrief with/or counsel from advisor, faculty, mentor, peer, Director of Student Well-being, or the Director of the Learning Environment (DOLE)

Report the incident (decide re: verbal or written)?
- YES → Is this an incident of harassment or discrimination¹?
  - YES → Report directly to the Affirmative Action and Equal Opportunity Office (AAEO)²
  - NO → Report via anonymous/confidential reporting route
- NO → Student decides not to pursue reporting (i.e. discussion with involved parties)
- OR → Describe incident on clerkship or course evaluation form
- OR → Report to faculty/trusted advisor
- OR → Report to the Associate Dean for Students/DOLE/Director of Student Well-being

See page 2 for how reports are addressed

¹Race, color, sexual orientation, marital status, disability, gender identity, etc.
²Consult the Medical Student Handbook for additional information regarding the AAEO Process; If the incident occurred at an affiliated clinical site and involved an employee of the affiliate institution, the violation must also be reported to the Chief Medical Officer (CMO) and VP of Human Resources, at that site.