

# UNLAWFUL DISCRIMINATION COMPLAINT FORM

(To be filed with the community college district involved in your allegations)

**Name:** \_\_\_\_\_  
Last First

**Address:** \_\_\_\_\_  
Street or P.O. Box City State Zip

**Phone:** \_\_\_\_\_  
Home/Cell Email

**I am a:**  Student  Employee  Other: \_\_\_\_\_

**I wish to complain against the following individual(s):**

**Name(s):** \_\_\_\_\_

**District:** \_\_\_\_\_ **College:** \_\_\_\_\_

Student  Employee  Other: \_\_\_\_\_

**Date of most recent incident or alleged discrimination:** \_\_\_\_\_

*(Non-employment complaints must be filed within one year of the date of the alleged unlawful discrimination. Employment complaints must be filed within 180 days of the date of the alleged unlawful discrimination.)*

**I allege discrimination based on the following protected categories:**

<input type="checkbox"/>	Age	<input type="checkbox"/>	Military/Veteran Status
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	National Origin
<input type="checkbox"/>	Color	<input type="checkbox"/>	Physical/Mental Disability
<input type="checkbox"/>	Ethnic Group	<input type="checkbox"/>	Race
<input type="checkbox"/>	Gender Expression	<input type="checkbox"/>	Religion
<input type="checkbox"/>	Gender Identification	<input type="checkbox"/>	Retaliation
<input type="checkbox"/>	Immigration Status	<input type="checkbox"/>	Sex/Gender
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Other Protected Class (Explain):

\_\_\_\_\_

**What would you like the District to do in response to your complaint?**

\_\_\_\_\_

Clearly state your complaint. Describe each incident of alleged discrimination separately.  
For each incident provide the following information:

- 1) date(s) the discriminatory action occurred;
- 2) name(s) of individual(s) who participated in discriminatory conduct;
- 3) location of incident;
- 4) what happened;
- 5) witnesses (if any);
- 6) why you believe the conduct was motivated by your protected classification;
- 7) if applicable, explain why you believe you were retaliated against for filing a complaint or asserting your right to be free from discrimination on any of the above grounds.

*(Attach additional pages as necessary.)*

**I certify that this information is correct to the best of my knowledge.**

\_\_\_\_\_  
*Signature of Complainant*

\_\_\_\_\_  
*Date*

**Name of individual documenting verbal complaint:** \_\_\_\_\_

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*

**OFFICE USE ONLY**

**Date complaint received:** \_\_\_\_\_

\_\_\_\_\_  
*Received by*

\_\_\_\_\_  
*Title*

Students: Submit form to Student Services  
Employees: Submit form to Human Resources