

Ventura County Community College District
Unlawful Harassment/Discrimination Complaint Form for Students

This form is to be completed by either the Complainant or the Unlawful Harassment Intake Facilitator.

Name: _____ **Date:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

I am A: Student **at:** Moorpark College Oxnard College Ventura College

I wish to complain against:

Location: Moorpark College Oxnard College Ventura College District Administrative Center
 Other location- Where? _____

Is this person a: Student Employee Other: _____

Alleged Harassment/Discrimination based on: Ethnic Group Identification Disability Color
 Race Unlawful Harassment Gender (*includes harassment*) Retaliation Religion
 Other (please provide explanation): _____

Have you tried an informal resolution? Yes No **Date:** _____

If so, how? _____

Summary of alleged unlawful harassment/discrimination complaint: (*Attach additional pages as necessary.*)

Date(s) on which alleged unlawful harassment/discrimination occurred: _____
(*Complaints must be filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation of unlawful discrimination.*)

Other employees, students, or others who witnessed the allegations (name, address, phone):

Who did you tell these allegations to? _____

When? _____

To your knowledge, what corrective action, if any, has been taken?

Have you filed a grievance or complaint with any other agency? Yes No

If yes, with whom? _____

When? _____

I understand the District will conduct an investigation of this complaint including, but not limited to, interviewing me, the alleged harasser, witnesses, and others as deemed necessary.

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

Student Compliant Signature: _____ Date: _____

Facilitator Signature: _____ Date: _____

Submit Form via Email to:

Oxnard College: ocobian@vcccd.edu

Ventura College: dpena@vcccd.edu

Moorpark College: mgarcia4@vcccd.edu