



**REQUEST FOR MEDIATION FORM**

If you are interested in having your dispute mediated through the UMGC Mediation Program, please complete this form and return it to the Office of Diversity and Equity. You may submit a Request for Mediation at any time during a dispute, however all involved parties will need to agree to mediation before mediation can occur.

Once your request is received a representative from Mediation Services will contact the other party or parties involved in the dispute to explain the mediation process, and seek their agreement to mediate. *Note: Mediation is a voluntary process and no party is required to participate.*

_____	_____	_____
Name	Date	
_____	_____	_____
Title	UMGC Affiliation (Staff/Faculty/Student)	
_____	_____	_____
Phone	Email	UMGC Location

In the space below, please provide a description of the issues you would like to address in mediation. Include a detailed summary of what has occurred, the name(s), the relevant date(s), and the name(s) and title(s) of all individuals involved. Also, describe steps you've already taken to resolve these issues.

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What relief or outcome are you seeking through mediation?

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Please provide the following information for all parties to the dispute.

_____	_____
Name of Party	Names of Additional Parties
_____	_____
Title	UMGC Affiliation
_____	_____
Phone	Email