



# University of Maryland University College

## REQUEST FOR MEDIATION FORM

If you are interested in having your dispute mediated through the UMUC Mediation Program, please complete this form and return it to the Office of Diversity Initiatives. 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	UMUC Affiliation (Staff/Faculty/Student)
_____	_____
Phone	UMUC 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.

---



---



---



---



---



---

What relief or outcome are you seeking through mediation?

---



---



---

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

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