

**Form DCE-G5**

**DIVISION OF CONTINUING EDUCATION**  
**STEP TWO MEDIATION REQUEST**

To be completed by the grievant and forwarded to the Office of the General Counsel for the Community Colleges within twenty (20) days after receipt of the Step One Decision (DCE-G4) or within fifty (50) days after the receipt by the President of the Step One Grievance Form (DCE-G1), whichever is sooner [see Art. 7.05(B)].

For the Board: \_\_\_\_\_  
Year: \_\_\_\_\_  
Board No.: \_\_\_\_\_

TO: Office of the General Counsel for the Community Colleges  
[MCCCDCEmediationrequest@middlesex.edu](mailto:MCCCDCEmediationrequest@middlesex.edu)

GRIEVANT: \_\_\_\_\_  
GRIEVANT'S ADDRESS: \_\_\_\_\_

INSERT COLLEGE NAME: \_\_\_\_\_  
DATE OF DECISION OF PRESIDENT: \_\_\_\_\_

Please be advised that I am hereby submitting notice of my election to proceed to Step TWO, Mediation, of the grievance procedure.

REMEDY SEEKING: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Date

cc: MTA Field Representative/Organizer  
[mcccteam@massteacher.org](mailto:mcccteam@massteacher.org)  
President of the College  
College Human Resources Office