

DIVISION OF CONTINUING EDUCATION
MEDIATION APPROVAL REQUEST
STEP THREE

To be completed by the grievant and forwarded to the DCE Grievance Coordinator within ten (10) calendar days after receipt of the Step Two Decision.

For the Board: _____

Year: _____

Board No.: _____

TO: Joe Rizzo, MCCC/ DCE
Grievance Coordinator
44 Governor Dinsmore Road
Windham, NH, 03087

GRIEVANT: _____

COLLEGE: _____

DATE OF DECISION OF PRESIDENT: _____

Please be advised that I am hereby submitting notice of my election to proceed to Step Three of the grievance procedure. I am requesting that my grievance be approved for mediation, by the MCCC/MTA grievance committee.

REMEDY SEEKING: _____

Signature Date

cc: Michelle Gallagher, MTA Consultant for Higher Education, MCCC/MTA, 20 Ashburton Place, Boston, MA 02108.