Digital Millennium Copyright Act (DMCA) Takedown Notice Procedure

1. **Takedown notice** is received by the School.

2. Notice is archived.

3. Notice is forwarded to CCIT. Name is matched with IP address and forwarded to Office of Student Life.

4. User is required to submit signed letter assuring the school they "are not now and will not in the future make copyrighted material available without the copyright holders permission".

5. **First Notice?**
   - **No**
     - **Employee Or Student**
       - Provost or appropriate V.P. is notified and expected to take appropriate action.
   - **Yes**
     - **Student**
       - **Second Notice?**
         - **No**
           - Student is referred to Judicial Affairs.
         - **Yes**
           - Student meets with Associate Dean of Students.