

## **Digital Millennium Copyright Act (DMCA) Complaint Management Procedures**

DMCA cease-and-desist notices received by any office of Kent State University should be forwarded to the Office of Security and Access Management ([security@kent.edu](mailto:security@kent.edu)) for processing. The complaint will be investigated for proper form and veracity. An internal notice will be prepared by the Office of Security and Access Management and sent to the alleged infringer. Repeat offenses by students will be referred to the Office of Judicial Affairs. Repeat offenses by employees will subject them to appropriate disciplinary action as outlined in the University Policy Register.

When a complaint is received by the Office of Security and Access Management, the director will require that network access for the alleged infringing workstation be blocked until the internal memo from the Office of Security and Access Management is received and acknowledged. Alleged infringing parties will receive their notices via email within two weeks of the receipt of the original complaint.

All alleged infringers are provided due process by both the DMCA and by University policy. If the alleged infringer feels that they have been unjustly accused, they may file a counter notification as outlined in the DMCA.

Within the institution, copyright complaint enforcement actions may be appealed to the Office of Security and Access Management and then to the Dean of Student Affairs. Beyond that, the appeals process will follow the standard procedure chain as provided for all appeals originating from the Office of the Dean of Students. Since the Office of University Counsel serves only to interpret the required actions of the University and cannot in any way legally represent alleged infringing parties, they are not involved in any appellate activities.

All questions regarding this policy should be directed to:  
Office of Security and Access Management ([security@kent.edu](mailto:security@kent.edu)).

Last Updated on 1/9/2009