Dear <Accused>:

I am in receipt of information from the Information Technology Services Department indicating that you were accused of copyright violations. A complaint received from a Digital Copyright Owner (i.e. the Recording Industry Association of America, the Motion Picture Association of America or similar organization) indicates that you are engaging in unauthorized file sharing of copyrighted materials. As you know, this is a violation of the Digital Millennium Copyright Act (DMCA) and University policy. The University sets clear expectations for all students that include being a law abiding and respectful citizen on the BGSU campus as well as on the Internet. Such behavior reflects poorly on you and the University.

While University disciplinary action could be taken in this matter I am choosing to send this e-mail to clarify the University’s expectation. It is essential that you be in compliance with all laws and policies in regards to copyrighted materials. You should be advised that various organizations are filing lawsuits against individuals who violate their copyrighted materials. Should you become involved in any additional violations of this nature, University disciplinary action will definitely be initiated.

You are asked to take this matter seriously and to not engage in similar behaviors again. Behavior of this nature is viewed negatively and therefore reflects poorly on you as an individual and the University as a whole. Your assistance in changing this perception is needed and appreciated. If you feel you received this e-mail in error, please contact either myself at the number below, or <University Official> of Information Technology Services at 419-372-<xxxx>
Should you have any questions, contact me at your convenience.

Sincerely,

On behalf of
XXXXXXX
Associate Dean of Students