



## Campus Guidelines

### A. Introduction

Pursuant to § [24-74.1-102, C.R.S.](#) the University shall “adopt and implement a policy for employees and a policy for children, students, patients, patrons, parents, guardians, relatives, and the general public, or amend an existing policy, that aligns with the requirements” of § 24-74.1-102, C.R.S.

### B. Statement

It is the [policy](#) of CU Denver not to collect the following information, except as required by federal or state law, as necessary to perform duties, or to verify a person’s eligibility for a government-funded program if verification is a necessary condition of government funding or participation:

- (a) Place of birth;
- (b) Immigration or citizenship status; or
- (c) Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.

Notwithstanding the above, CU Denver may release an above-listed record if pursuant to:

- (a) A subpoena, order, or warrant issued by a federal judge or federal magistrate; or
- (b) The consent of the student or the student’s parent or guardian through a valid release of information.

### C. Procedures

CU Denver maintains the following procedures to provide:

- (a) [Personal identifying information \(PII\) of a current or former student, or of a parent, guardian, or relative of a student](#);
  - i. [Registrar’s Release of Confidential Information](#)
- (b) PII of an employee
  - i. [Privacy Policy](#)
  - ii. [Employment Verifications and Personnel File Requests](#)
- (c) Access or consent to access non-public areas
  - i. [Auraria Higher Education Center Policy 7.7: Immigration Enforcement](#)
  - ii. [Access Control and AHEC ID Station](#)
- (d) Information required by state or federal law in response to a subpoena, order, or warrant issued by a federal judge or federal magistrate.
  - i. [Student Records](#)
  - ii. [Employee Records](#)
  - iii. [Physical Access](#)

**D. Designation of Responsible Employee.**

Denver designates the following responsible employees to be notified if information or access is requested for federal immigration enforcement:

- (a) [University Registrar](#);
- (b) [Director, International Student and Scholar Services](#);
- (c) [Auraria Higher Education Center Police Department Chief of Police](#); and
- (d) [Managing Associate University Counsel](#)

CU Denver shall request and document the following information from the federal immigration enforcement authority requesting federal immigration information:

- (a) [The first and last name, employer, and badge number of the person leading the federal immigration enforcement](#); and
- (b) [A copy of the subpoena, warrant, or order issued by a federal judge or federal magistrate to allow access](#).

CU Denver shall promptly share information, as appropriate, about a federal immigration authority's request for information or access to the student who was the subject of the request, or to the parent, guardian, or relative of the student.

**E. Notes**

1. Cross References/Appendix

- [§ 24-74.1-102, C.R.S.](#)
- [Campus Administrative Policy 3008: Online Privacy Policy](#)
- [CU Denver Office of the Registrar, Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Registrar's Release of Confidential Information](#)
- [Employment Verifications and Personnel File Requests](#)
- [Auraria Higher Education Center Policy 7.7: Immigration Enforcement](#)
- [Access Control and AHEC ID Station](#)