



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](#)