

**How to Support Students Facing Immigration Crises:  
Suggested Policies and Best Practices  
for UCI Schools**

Prepared by

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On behalf of the

**UCI Committee on Equity and Inclusion for  
Undocumented Students (CEIUS)**

## **Background:**

Established in 2015, CEIUS is a campuswide committee of faculty, staff, and administrators who work closely with UCI's undocumented student community, and/or conduct research on the experiences of undocumented people in the U.S. Beginning in January 2017, we anticipate changes to current federal immigration policies that may expose our undocumented student community—the second largest in the UC system—to an increased threat of detention, deportation, and/or increased economic hardship. Of particular concern is the likely expiration of the DACA (Deferred Action for Childhood Arrivals) administrative relief program in the new year; should this occur, the majority of UCI undocumented students will lose their employment authorization and protection from deportation. Additionally, members of the UCI community who are documented/US citizen students who have undocumented family members may also confront significant personal and familial upheaval in the coming months and years.

In order to promote UCI's mission to "provide a world-class education to the most talented young people, regardless of background," and irrespective of their citizenship or immigration status, we outline below a list of suggested policies and best practices that may assist in supporting students confronting immigration crises. These policies and practices are not intended to offer special treatment to any individual student. Rather, they seek to guarantee equal access to a UCI education to those of our students who, because of their membership in an identifiable social group, are facing a potential threat to their academic success and wellbeing.

**These suggested policies and best practices have been reviewed by UCI Office of Campus Counsel and are consistent with the UCOP *Statement of Principles in Support of Undocumented Students*, which is available at:**

<https://www.universityofcalifornia.edu/sites/default/files/Statement-of-Principles-in-Support-of-Undocumented-Members-of-UC.pdf>

## How to Support Students Facing Immigration Crises:

### School Level Policies and Best Practices

1. Be aware of the wide range of people affected by proposed changes to immigration policy. Nationwide, there are 11 million undocumented immigrants, about a fifth of who are undocumented youth and young adults who arrived to the United States as children. Further, 16.6 million individuals live in mixed-status families, where at least one member is undocumented. Additionally, many UCI students, staff and faculty, have close professional and personal relationships with undocumented friends, co-workers, and community members. These issues also impact individuals from a wide range of ethnic, racial, and national origins. 23% of the national undocumented population is *not* of Latina/o origin; at UCI, 29% of our undocumented students are of Asian/Pacific Islander origin.
2. **Do not share student information with anyone except authorized UCI employees. Refer any requests for information from ICE/law enforcement agencies to UCI Police Department and UCI Office of Campus Counsel. Please note that this is a mandated UC-systemwide policy.** Communicate this policy, as well as contact information for the UCI Police Chief (949-824-7797) and campus counsel (949-824-83843) to all faculty/staff in your School. Designate a senior school administrator to promptly respond to any staff/faculty who receive information requests from law enforcement agents.
3. **Do not grant *or* deny access to campus space to law enforcement agents.** Communicate to faculty and staff that our first law enforcement point of contact is the UCI Police Department. Should any law enforcement agency other than UCI PD (i.e., ICE, FBI, etc.) request access to campus space, faculty/staff should immediately request that agents contact/coordinate with UCI PD, inform the Dean's Office and UCI Campus Counsel, and await further instructions. If presented with a search warrant, faculty/staff

should still indicate the need to obtain legal advice and contact both Campus Counsel and PD immediately. Law enforcement may –but is not required to—wait for that consultation. If law enforcement insists on immediately accessing campus space/executing a search, faculty/staff should move out of the way, and then contact campus counsel and UCI PD.

4. Communicate to all faculty/staff in your school the following procedures for reporting and documenting hate speech and threatening incidents on campus:
  - a. To report an emergency, call 911; otherwise, call UCI Police Dispatch: (949) 824-5223
  - b. To report an incident via UCI PD’s “Silent Witness” Form: <http://www.police.uci.edu/services/silent-witness/silent-witness.html>
  - c. To report an incident via UCI’s Hate/Bias Reporting Site: UCI [https://ucsystems.ethicspointvp.com/custom/ucs\\_ccc/](https://ucsystems.ethicspointvp.com/custom/ucs_ccc/)

*\*More information, including definitions about what constitutes hate speech, is available on UCI’s Campus Climate website, at [https://ucsystems.ethicspointvp.com/custom/ucs\\_ccc/](https://ucsystems.ethicspointvp.com/custom/ucs_ccc/)*

5. Maintain student confidentiality and privacy by not referring to their citizenship or immigration status in public conversations or written communication. Only do so when necessary and only with the student’s permission (written if possible), such as when helping them identify resources or explaining their personal background in letters of recommendation.
6. Use appropriate terminology when discussing immigration issues. The terms “illegal immigration” and “illegal immigrant” are offensive to many people. More accepted terms include “undocumented,” “unauthorized,” “AB-540 student,” or “DREAMer.”
7. Explore alternative ways of providing internships, stipends, emergency financial aid, etc. to provide financial support to undocumented students, regardless of their employment authorization. *Note: Undocumented students who are DACA recipients currently work in*

*many UCI Schools/units; they face the loss of their work authorization should the DACA executive order be allowed to expire.*

8. Explore alternative ways of providing financial support to currently enrolled undocumented graduate students and to those currently applying for admission to graduate programs. Take precautions to avoid discriminating against undocumented graduate school applicants despite current uncertainties about their access to funding.
9. Consider donating to the UCI Undocumented Students Scholarship Fund. More information is available at: <http://dreamers.uci.edu/donate/>
10. Designate an academic counselor/advisor as point person for any undocumented student or student from a mixed-status family to go to for assistance in the event of an immigration related crisis; ask this person to complete the four hour AB540 Informational and Ally Training course (for more information, contact UCI Dreamers Coordinator Ana Miriam Barragan at [ambarrag@uci.edu](mailto:ambarrag@uci.edu)). Provide them with additional resources as needed to effectively fulfill this role. Communicate contact information for this person to School faculty/staff, students, and to CEIUS.
11. Ask your School academic counselors/advisors/administrative staff to make all possible accommodations for currently enrolled undocumented students who, fearing a potential threat of deportation or loss of immigration status/work eligibility, want to take a course overload in order to more quickly complete requirements for their majors/degrees. Make similar accommodations for undocumented students to extend their enrollment (i.e., into a fifth year) should they wish to remain in school. Similarly explore ways to allow matriculated students to complete courses remotely if they are compelled to suspend their studies mid-quarter.
12. Ask academic counselors/advisors to exercise all possible understanding and flexibility to students in immigration crises, regarding the accrual of Incomplete grades and/or the need for flexible or alternative enrollment options.

13. Should a student in immigration crisis be placed in deportation procedures or otherwise be forced to suspend their enrollment due to circumstances beyond their control, instruct School academic counselors/advisors/staff to contact the Registrar to arrange to have their UCI Net ID remain active, in order to provide them with continued access to library and other university resources, and to facilitate their smooth resumption of studies at UCI if it becomes possible in the future.
14. Create policies/procedures for maintaining contact by email with any detained/deported students to maintain their relationship with UCI, to update them on School news and events, and to reaffirm that we await their return as soon as it becomes possible.
15. Explore the possibility of creating/offering free online (non academic and non credit) courses and/or MOOCs, in order to allow any detained/deported student to maintain a relationship with UCI and continue their education. For assistance in developing these kinds of courses, please contact Michael Dennin, Dean of the Division of Undergraduate Education/Vice Provost for Teaching and Learning ([mdennin@uci.edu](mailto:mdennin@uci.edu)) and/or Registrar Bea Han in the Division of Continuing Education, Distance Learning and Summer Session ([Bea.Han@unx.uci.edu](mailto:Bea.Han@unx.uci.edu)).
16. Circulate the accompanying statement on “Department/Faculty Suggested Policies and Best Practices” to all Department Chairs in your School, and ask them to distribute and discuss with faculty at an upcoming department meeting.

*We invite Deans of Schools to respond to these suggested School level policies and best practices by:*

1. Discussing this list with your leadership team in order to reach a consensus about which policies you will adopt; informing us and providing details on how those policies will be implemented. **Please note: item #2 above is a mandated UC-systemwide policy, as detailed in the UCOP Statement of Principles in Support of Undocumented Students.**
2. Informing CEIUS of any additional protective policies and practices you have adopted/will adopt
3. Providing us with contact information for the School Academic Counselor/Advisor, as well as any additional School personnel to whom we should direct further communication
4. Encouraging Department faculty and staff to complete the AB540 Ally Training

**Please send questions and comments to:**

**ceius@uci.edu**