

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

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**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:

Suggested Department/Faculty 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. Be aware of 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 a non-emergency incident of harassment/hate speech via UCI PD’s “Silent Witness” Form: <http://www.police.uci.edu/services/silent-witness/silent-witness.html>
- c. To report a hate/bias related crime via UCI’s Intolerance Report Form: UCI 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/*

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. Understand that this is an especially stressful time for many impacted students, and be sensitive to the challenges they are experiencing. Communicate to students that you are

aware, that you care about them, and that UCI is committed to the academic success, wellbeing, and safety of all students, regardless of their citizenship/immigration status.

8. When possible, advise students in advance before initiating classroom discussion of immigration issues, especially if these discussions are not listed from the syllabus. Ask students to frame their contributions to the discussion in a way that is respectful of different experiences and opinions. Avoid ‘spotlighting’ individual students according to their citizenship/immigration status during class discussions.
9. Explain how immigration-related emergencies will be treated in your policies for attendance, late work, and extensions in all course syllabi. Add a statement that students experiencing immigration crises that may impact their performance in your class should contact you, UCI Dreamers Coordinator Ana Miriam Barragan (ambarrag@uci.edu), and/or their School academic counselor/advisor, as soon as possible, to request reasonable accommodations in fulfilling attendance requirements or completing coursework.
10. When appropriate, if a student’s work is of passing quality but is incomplete for “good cause,” meet with the student to discuss assigning them an “Incomplete” grade. If you have never assigned an Incomplete before, consult your department/school academic counseling staff for sample language to use when drawing up a ‘contract’ for completing the coursework within twelve months, or prior to the end of the quarter immediately preceding graduation (whichever comes first).
11. Offer healthy snacks, such as granola bars, during meetings with students. A recent survey found that 63% of UCI undocumented students have experienced food insecurity during the past academic year. Financial hardship is likely to increase if DACA is suspended, as undocumented students who are currently authorized to work will lose their employment eligibility. Students experiencing financial hardship/food insecurity

should also be referred to the SOAR Center's food pantry for emergency food relief. More information is available at: <http://soar.uci.edu/food-pantry/>

12. When possible, put course readings on Library reserve, allowing students to dedicate money for book purchase towards their other expenses.
13. Encourage anxious or distressed students to seek out mental health services on campus. Refer them to Dr. Karina Ramos, Senior Staff Psychologist at the UCI Counseling Center (949) 824-6457—she has extensive training and experience with undocumented students. They can also be referred to UCI Dreamers Coordinator Ana Miriam Barragan at (949) 824-6390 or ambarrag@uci.edu, for information about additional resources.
14. Recognize your limitations – if a student asks questions you don't have answers for, don't speculate. If they need legal advice or assistance, encourage them to contact the Dreamers Coordinator for a referral to the UC Undocumented Legal Services Center (<https://law.ucdavis.edu/uc-undocumented/>).
15. Complete UCI's AB540 Informational and Ally Training course (4 hrs); for more information, contact Ana Miriam Barragan at ambarrag@uci.edu
16. Consider donating to the UCI Undocumented Students Scholarship Fund. More information is available at: <http://dreamers.uci.edu/donate/>

We invite Department Chairs and Faculty to respond to the suggested Department/Faculty policies and best practices by:

1. Discussing this list at your next department meeting, and inviting individual faculty to consider adopting these policies/practices; OR consider voting/deciding via normal departmental procedures, to voluntarily adopt these as department-wide policies and practices. **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. Encouraging Department faculty and staff to complete the AB540 Ally Training

Please send questions and comments to:

ceius@uci.edu