

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>RESPONDING TO IMMIGRATION ENFORCEMENT</b>	<b>Number:</b> <b>AP 5.042</b>
<b>Legal Authority:</b> <b>Education Code Section 70902</b>	

- A. If there is a reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, the       ration order or inquiry.
  
- C. The District personnel shall not discuss the personal information, including immigration status information, or any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.
  
- D. The District shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At a minimum, the list shall include the legal service provider's name and contact number, email address, and office address.
  
- E. If a student is detained or deported, or is unable to attend to his or her academic requirements because of an immigration order, the District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, excused withdrawal from a class or other benefits the student has been awarded or received subject to and in compliance with its policy.
  
- F. The District shall permit a student who is subject to an immigration order to re-enroll if and when the student can return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's enrollment and reacquisition of campus services and support.
  
- G. District personnel should advise all students, faculty, and staff to immediately notify the office of the Chancellor and the General Counsel if he or she is advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purpose. Campus police should also be notified as soon as possible.

5/28/2020




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3. Filing a resident or nonresident California state income tax return;
  4. Listing a California address on a federal income tax return;
  5. Listing a permanent military address or the home of record in California;
  6. A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
  7. Maintaining active resident memberships in California base professional organizations (e.g., the police union, teachers' union); and
  8. Maintaining an active bank account at a California bank.
- Q. Where a District is permitted by law to request a minor student's parent's residency information to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).
- R. Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law this policy, the District procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.
- S. Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the District shall only require documents to determine whether the parent has resided in California for one year (e.g., vehicle registration, lease agreements, etc.).