



August 28, 2025

Memorandum for UCCS Faculty, Staff, Students and Visitors

FROM: Jennifer Sobanet, Chancellor

Jennifer Sobanet
Jennifer Sobanet (Aug 29, 2025 12:19:38 MDT)

SUBJECT: Executive Directive for requirements of Colorado SB25-276

INTRODUCTION: Under the authority granted by UCCS Policy 100-001 Campus Policy Process, Section II.I, this Executive Directive outlines the procedures the campus community must follow to comply with SB25-276

EXECUTIVE DIRECTIVE:

I. Authority and Purpose:

- A. To ensure compliance with Colorado SB25-276, “Concerning measures to prevent the violation of the civil rights of persons in Colorado based on immigration status, and, in connection therewith, reducing an appropriation”, by establishing campus procedures for responding to immigration enforcement requests and protecting personal information of students, staff, and faculty.

II. Scope:

- A. This Executive Directive is applicable to all UCCS faculty, staff, students and visitors.

III. Definitions

- A. Immigration Enforcement Agent: Any federal officer or agent acting under Immigration and Customs Enforcement, Customs and Border Patrol, or the Department of Homeland Security.
- B. Judicial Warrant: A warrant issued by a federal judge or magistrate, not an administrative subpoena.

IV. Statement

- A. Collection of Information
 - 1. UCCS will not collect the following personally identifiable information for purposes other than those required in federal or state law, and as necessary to perform its education-related duties, or to verify a person’s eligibility for a government-funded program if verification is a necessary condition of government funding or participation:
 - i. Date of Birth.
 - ii. Immigration or citizenship status; or
 - iii. Information from passports, permanent resident cards, alien registration cards, or employment authorization documents.
- B. Release of Information
 - 1. This information will only be released pursuant to:
 - i. A subpoena issued by a federal judge or federal magistrate.
 - ii. An order issued by a federal judge or federal magistrate.

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- iii. A warrant issued by a federal judge or federal magistrate.
 - iv. The consent of the student, patient, or patron through a valid release of information pursuant to the procedures established in FERPA or HIPAA; or
 - v. The consent of the child's, student's, patient's, or patron's parent or guardian through a valid release of information, in cases where that type of consent is allowed by FERPA or HIPAA.
2. Information under this section will be released according to the procedures outlined in Section IV.C.
- C. Procedures for the release of information
1. In cases where the relevant person has not previously given their consent, all requests for information whose source is one of the documents identified in Section IV.B.1, will be handled as follows:
 - i. The department, unit, staff, or faculty member who receives the request will immediately notify the Office of University Counsel and the UCCS Police Department. They must also share any documents received from the Immigration Enforcement Agent.
 - ii. The Office of University Counsel will assess the document and communicate with the department or relevant stakeholder.
 - iii. The Office of University Counsel will inform the details of the request to the Chancellor and the department or unit within UCCS in custody of the specific information.
 - iv. The Office of University Counsel will create a log or record of the information released, the steps or actions taken and any copy of legal documents attached to the request.
 - v. If the information is stored in an IT Resource, the Office of University Counsel will also contact the Office of Information Technology.
 - vi. The Office of University Counsel will submit the required documentation to the relevant immigration agency or determine other appropriate actions.
 2. In cases where the relevant person has already given UCCS consent to release the information, the release will be performed by the relevant department according to the procedures posted in the department's website.
- D. Access to non-public areas within UCCS
1. For the purposes of this Executive Directive, UCCS will identify on its website all areas not open to the public ("nonpublic areas").
 2. Any Immigration Enforcement Agent will require a valid judicial warrant to enter any nonpublic areas.
 3. Upon execution of a judicial warrant, the department or staff member must immediately notify the Office of University Counsel and the UCCS Police Department, who will also need to follow the steps outlined in Section IV.C.1.
 4. Institutional employees are required to consult with the Office of University Counsel if they have any questions or need guidance on how to approach or respond to an interaction with an Immigration Enforcement Agent at UCCS.
- E. Responsible department at UCCS
1. The Controller's Office will be the department in charge of the implementation of this Executive Directive in coordination with other relevant departments.
 2. UCCS will develop training on SB25-276, the requirements of this Directive, and the policy that will replace it.
- F. Executive Directive Start Date

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1. This directive is effective **September 1, 2025**, and shall remain effective until a new policy on the subject becomes effective.

Mandy Hull

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Executive Directive for SB25-276

Final Audit Report

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