

**Coast Community College District**  
**Administrative Procedures**  
Chapter 5  
Student Services

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**AP 5017 Use of Information Pertaining to Students' Immigration Status, Citizenship Status, and National Origin**

**References:**

Associated with BP 5015 Residence Determination

Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status, or the citizenship or immigration status of a student's parents or guardians, such as by seeking or requiring documentation or information that indicates a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law requires submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for any other purpose beyond what is legally required. The District is not permitted to use immigration status, citizenship status, or national origin information except as necessary to promote a student's educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement, or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall protect such personal identifiable information and retain the information only to the extent that it is required by law. The District shall avoid the disclosure of information that indicates a student's or their family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Chancellor will enumerate alternative means to establish residency, age, and other eligibility criteria for enrollment or programs, and those alternative means shall include documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver license or California identification card;
- Filing a resident or nonresident California state income tax return;

- Listing a California address on a federal income tax return;
- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California-based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active account at a California bank.

Where the District must determine a student's residency for purposes of non-resident 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 will determine only whether the parent has resided in California for one year.

Ratified April 16, 2025