

Ivy Tech Community College of Indiana

POLICY TITLE

Smoking and Tobacco Use

POLICY NUMBER

9.11

PRIMARY RESPONSIBILITY

Office of Student Affairs

CREATION / REVISION / EFFECTIVE DATES

Created September 2009 / Revised June 2015 / Effective Summer 2015; revised October 2017/effective immediately

PURPOSE

Ivy Tech Community College of Indiana seeks to provide students, faculty, staff, contractors, and guests with a healthy and comfortable learning environment. Ivy Tech recognizes that using tobacco products is harmful to the health of tobacco users and that secondhand smoke poses risks to non-smokers.

And, as a public institution that provides educational programming and that opens its facilities for a large range of students and guests, Ivy Tech Community College of Indiana abides by Indiana Code (IC 7.1-5-12-4) which prohibits smoking in a public place or place of employment.

It is expected that those who choose to smoke and/or use tobacco products will respect those who choose to be smoke- and tobacco-free. Ivy Tech Community College of Indiana relies upon those who chose to be members of the academic community to respect and support the policies and procedures of the academic community.

This policy does not replace or diminish the Code of Student Rights and Responsibilities in which the possession, distribution, and/or use of controlled substances is listed as an act of personal misconduct. Nor does it replace or diminish faculty and employee handbooks in which the *Drug and Alcohol-Free Workplace Policy* and the *Indiana and Federal Laws* guidelines are listed.

Student violations of this policy will be managed by the Student Disciplinary Procedures outlined in the Code of Student Rights and Responsibilities. Faculty and staff violations of this policy will be managed by the procedures outlined in the respective employee handbooks.

ORGANIZATIONAL SCOPE OR AUDIENCE

Students, faculty, staff, contractors, and guests

DEFINITIONS

College: Ivy Tech Community College of Indiana.

Common area: An area within the bounds of College property that is set apart for common use by students, faculty, staff, contractors, and guests

Electronic cigarette: A cigarette-shaped device that may or may not contain a nicotine-based liquid that is vaporized and inhaled; an electronic device used to simulate the experience of smoking tobacco.

Facilities: All academic, administrative, and programming buildings owned, leased, or operated by the College. Grounds owned, leased, or operated by the College.

Grounds: All land owned, leased, or operated by the College.

Parking lots and structures: Surface or raised lots or structures used for the purpose of parking motorized and non-motorized vehicles.

Personal vehicle: A privately owned or leased vehicle registered to the owner or lessee.

Public place: An enclosed area or structure in which the public is invited or permitted.

Religious ceremony: An organized ceremony, ritual, or observance that has a religious meaning and is conducted in accordance to a traditional or prescribed form.

Smokeless tobacco: Any tobacco product that consists of cut, ground, powdered, or leaf tobacco that is intended to be placed in the oral or nasal cavity.

Smoking: The carrying, holding, and/or use of a tobacco or a smoking-related product; inhalation and/or exhalation of a tobacco or smoking-related product or vapor device.

Tobacco and smoking-related products: All tobacco-derived or tobacco-containing products, including, but not limited to cigarettes, electronic cigarettes and vapor products, cigars, cigarillos, pipes, smokeless tobaccos, oral and nasal tobaccos, and any product intended to mimic tobacco products.

Vapor device: A device that converts a liquid or substance into a vapor for the purpose of inhaling; an electronic device used to simulate the experience smoking.

POLICY

The use or selling of tobacco and smoking-related products are prohibited in:

- All College-owned and leased facilities, including academic, administrative, and recreational facilities.
- All common areas inside or outside College buildings, including gathering areas, spectator areas, restrooms, portable units, and temporary structures, including public places under the College's control.
- Parking lots and structures.
- College vehicles owned, leased, or operated by the College, including cars, vans, and chartered buses used by the College for transit.

Keeping in mind that many outlets of Ivy Tech Community College of Indiana are co-located with businesses, organizations, public schools, and private property owners, it is the desire of the College to honor these businesses, organizations, schools, and property owners by assuring a good faith effort to comply with their smoking guidelines. Therefore, we ask all students, faculty, staff, contractors, and guests to demonstrate good citizenship and restraint when seeking areas outside the College to use tobacco or to smoke.

In some cases, however, College facilities and grounds are adjacent to non-College owned or leased areas where smoking may be permitted. Students, faculty, staff, contractors, and guests can inquire with the regional Office of Student Affairs or Campus Safety for guidance regarding these locations.

In general, the use of tobacco and smoking-related products are permissible:

- On public sidewalks, unless otherwise restricted by local ordinance, which are eight (8) feet or more from windows, doorways, entrances, and air intake systems to College facilities.
- As part of a religious ceremony (such as some Native American rituals) that involves the use of a tobacco product and that is sanctioned by the Vice Chancellors for Student Affairs and approved for a specified location. Rituals involving controlled substances are not permitted.

PROCEDURE

Compliance with this policy relies in most part on our students, faculty, staff, contractors, and guests. Organizers of campus events are expected to inform participants of the policy.

Campus Safety Officers ensure that persons using tobacco or smoking on campus are advised and/or reminded of the policy. In most cases, a reminder is sufficient.

Persons who disregard or do not follow the directions of a Campus Safety Officer or other official of the College will be in violation of the conduct expectations as outlined in the Student Rights and Responsibilities, the full-time and part-time employee handbooks, the full-time and part-time faculty handbooks, and the full-time and part-time staff handbooks. Repeated non-observance of the policy will also be considered a behavioral violation.

If an infraction (violation) occurs, the behavioral issue will be managed by the appropriate guiding document. For students, this will be the Student Rights and Responsibilities. For staff, this will be the relevant employee handbook. For faculty, this will be the relevant faculty handbook. For all others, this will be in accordance with administrative procedures and/or local jurisdiction.

REFERENCES

Centers for Disease Control and Prevention. *Smoking and tobacco use: basic information*. Retrieved June 5, 2015 from http://www.cdc.gov/tobacco/basic_information/index.htm

Centers for Disease Control and Prevention. *Smoking and tobacco: quitting smoking*. Retrieved June 5, 2015 from http://www.cdc.gov/tobacco/quit_smoking/index.htm

Indiana General Assembly. *Indiana code IC7.1-5-12-4*. Retrieved June 5, 2015 from <http://iga.in.gov>

National Cancer Institute. *Quit smoking*. Retrieved June 5, 2015 from <http://smokefree.gov>

U.S. Food and Drug Administration. *Stakeholder letter: regulation of e-cigarettes and other tobacco products*. Retrieved June 5, 2015 from www.fda.gov/NewsEvents/PublicHealthFocus/ucm252360.htm