

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-1750**

SUBJECT: Tobacco and Smoke-free Campus Policy

REFERENCE: W. Va. Code §18B-1-6; W. Va. Code §18B-2A-4(a); Centers for Disease Control and Prevention, *Smoke-free and Tobacco-free Policies in Colleges and Universities — United States and Territories*, 2017, Morbidity and Mortality Weekly Report, June 22, 2018, Vol. 67, No. 24

ORIGINATION: January 1, 1988

EFFECTIVE: June 17, 2025

REVIEWED: February 7, 2025

SECTION 1. PURPOSE

- 1.1 To establish a policy that provides employees and students with an environment free from the ill effects of tobacco products. Tobacco and tobacco products are the leading cause of preventable deaths in the United States (U.S.). Providing smoke and tobacco free campuses promotes the health and well-being of students, faculty, staff, administration, visitors, and the community.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 The policy applies to all college-owned, operated, or leased property, including buildings, grounds, and vehicles of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Tobacco Usage – Refers to usage of all forms and types of Tobacco Products and any form of Smoking, including the use of Electronic Smoking Devices and vapor products.
- 3.2 Device – Any product containing or delivering nicotine or any other substance intended for human consumption that can be used by an individual in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distrusted, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.
- 3.3 Electronic Smoking Device – Any non-combustible product containing or delivering nicotine or any other substance that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape and size, that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. Electronic Smoking Devices include any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any vapor product or aerosol cartridge, or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device.
- 3.4 Hookah – A water pipe and any associated products and devices that are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

- 3.5 Smoking – Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or natural plant product, including marijuana or synthetic product intended for inhalation, in any form. Smoking also includes the use of an Electronic Smoking Device.
- 3.6 Tobacco Product – Any substance containing tobacco leaf or any product derived from tobacco or nicotine that includes, but is not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, e-cigarettes, or any products or formulation of matter containing biologically active amounts of nicotine that are manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

SECTION 4. POLICY

- 4.1 All locations of Southern West Virginia Community and Technical College are designated as non-tobacco, smoke-free, usage facilities. This policy applies to all students, faculty, staff, administration, visitors, community members, and other persons on campus.
- 4.1.1 Signs will be posted to inform the general population that tobacco usage is not permitted at each facility of Southern West Virginia Community and Technical College. Tobacco-free zones apply to the grounds around all College facilities whether or not signs are posted.
- 4.1.2 This policy applies to Southern West Virginia Community and Technical College-owned or leased buildings, grounds, and state vehicles.
- 4.1.3 Smoking and the use of tobacco products shall not be permitted in any enclosed place, including but not limited to all offices, classrooms, hallways, restrooms, meeting rooms, community areas, student common areas, theater, or outdoors. Outdoor space includes, but is not limited to, campus property, sidewalks, patios, parking lots, access roads, and lawns.
- 4.1.4 Littering the campus with remains of tobacco products or any other disposable product is prohibited.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Department heads and supervisors will be responsible for adherence to the policy in their specified areas of supervision.
- 7.2 All employees have an obligation to see that the provisions of this policy are followed. Faculty members are to ensure compliance by informing students enrolled in each of their classes, while the campus directors and other campus staff ensure compliance by students in other areas of the campus. Adherence to this policy is the responsibility of all college students, faculty, staff, administration, community, and guests. It is expected that all students, faculty, staff, contractors, and visitors comply with this policy. Members of the Southern West Virginia Community and Technical College community are empowered to respectfully inform others

about the policy in an ongoing effort to enhance awareness and encourage a culture of compliance.

- 7.3 Those members violating this policy will be disciplined according to employee or student disciplinary procedures.
- 7.4 The College will endeavor to provide education and assistance to those students and employees desiring to refrain from tobacco usage.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

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| Board of Governors Chair | Date |
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| President | Date |
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Attachments: None.

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: November 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.

November 2015 – The policy was revised to include E-cigarettes and the definition of E-cigarettes in the policy.

April 12, 2016 – The policy was revised to comply with the tobacco product-free campus resolution adopted by the West Virginia Council for Community and Technical College Education at its January 2013 meeting for the establishment of tobacco product-free campuses at all West Virginia public community and technical colleges of higher education effective June 30, 2014. The policy title was changed from *Tobacco Usage Policy* to *Tobacco and Smoke-free Campus Policy*.

August 26, 2020 – The policy was revised to include definitions and guidelines from the Centers for Disease Control and Prevention, Office on Smoking and Health.

February 7, 2025 – The policy was revised to update definitions and references.