Procedure Number: 247	**Effective Date: 1 Jan 2013**
Title: Tobacco-Free Campus Enforcement	**Revised: 18 August 2016; 16 Sep 2019**
Approval Date: 6 June 2012; 16 Sep 2019	**President Signature on File**

Purpose

To establish steps governing enforcement of Board of Governors Policy 47, Tobacco Use and Guidelines.

Provisions

1.1 Enforcement of BOG Policy 47 will depend on the cooperation of all members of the campus community, both to comply and encourage others to do so. Faculty, staff, and students who see individuals smoking or using tobacco products or tobacco-like substitutes are asked to inform these individuals in a professional and courteous manner that the use of all smoking tobacco products, simulated tobacco products (electronic cigarettes, etc.), natural/artificial tobacco-like substitutes, devices (Hookah, etc.), smokeless tobacco, or tobacco-like substitutes (particularly, spit-and-chew varieties) is prohibited. The enforcement actions will be enacted as appropriate by the Dean of Enrollment and Student Services/Registrar, the Vice President of Human Resources, or Campus Police.

1.2 A first policy violation will be addressed with a verbal reminder. The individuals concerned will be offered an opportunity to receive education materials and/or assistance in addressing his/her individual tobacco use.

2.1 For students – a second violation will be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and the student judicial and disciplinary policy. If required, student expulsion will be the final means of disciplinary action.

2.2 For all employees – a second violation will be considered a written warning with a copy placed in the employee's personnel file. Further violations will result in additional disciplinary action up to and including termination of employment.

2.3 Contracted service personnel, vendors, and contractors are required to comply with BOG Policy 47 as a contractual obligation.

2.4 Visitors who violate the policy will be informed that West Liberty University is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off the campus. Belligerent conduct and/or littering could result in arrest of the individual.