

# Enforcement of Tobacco Policy

## First Offense

Any student observed smoking or using tobacco products will be asked in a non-confrontational manner to obey the college policy and to stop using the products. Faculty or staff members will identify themselves to the student and ask to see the student's identification card to verify their student status and to identify the name of the student. Students without a student identification card should produce some form of official picture identification (e.g. driver's license) and shall be instructed to take the necessary steps to acquire an official student identification card. The faculty or staff member will explain the college's tobacco-free policy and the possible consequences for violating the policy and will file a report with the Campus Police giving the student's name and the date and time of this policy violation. The report shall be made as an e-mail or memorandum. The Campus Police will keep a record of violations identifying the student, date, time, and name of the faculty or staff member reporting the violation.

## Second Offense

Faculty and staff members will follow the procedures identified in "First Offense." When the Campus Police determine that this is the second reported offense for a student, the Campus Police will give the student's name to the Dean of Student Services. The Dean of Student Services will send the student a first-class letter and/or Rams mail, if available, warning the student that this is the second violation of the tobacco-free policy and that the student will face suspension or expulsion with any further violations.

## Third Offense

Faculty and staff members will follow the procedures identified in First Offense. When the Campus Police determine that this is the third reported offense for a student, the Campus Police will give the student's name to the Dean of Student Services. The Dean of Student Services will suspend the student for the remainder of the current term. The student may re-enroll, subject to any specific program limitations, following the suspension period. A student who disagrees with the decision may appeal the decision by following the [Student Grievance Process](#).