

1-1.1.3 Smoking and Tobacco Use

Tobacco use will not be permitted at any time at any Guilford Technical Community College facility. E-cigarettes, other smoking devices, vaping devices, and smoking-related paraphernalia are included in this tobacco ban. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the college. Students who violate the policy are subject to disciplinary action as provided for in the *IV-3.1.1 Student Code of Conduct policy*. Faculty and staff who violate the policy are subject to disciplinary action according to the *V-2.1.2 Performance Improvement and Disciplinary Action Including Termination policy*.

Procedure

1. All members of the college community are responsible for monitoring adherence to this policy. Community members who witness a violation are expected to report it to the Community Standards Office or to Campus Police.
2. Individuals suspected of violating this policy will be referred to their supervisor (for faculty/staff) or Community Standards Office (for students) for disciplinary action. Visitors caught violating the policy will be informed of the GTCC no tobacco policy and asked to cease use of the tobacco product.
3. Disciplinary action: Students who are determined to have violated this policy will receive appropriate sanctions from the Community Standards Office at the conclusion of an investigation as mandated in the *IV-3.1.1 Student Code of Conduct policy*. Employees violating the policy will be subject to probation for the first offense. Employees are subject to dismissal for the second offense.
4. To secure approval to use items for educational purposes which would otherwise be banned under this policy, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate vice president. Requests must be submitted at least seven business days (excluding official holidays and weekends) before the intended use, and must include the following items:
 - Instructor's or leader's name,
 - Rationale for use of the items,
 - How the items will be used,
 - Proposed schedule for using the items, and
 - Any other relevant information.

The appropriate vice president will answer the request, in writing, within four business days (excluding official holidays and weekends) of its receipt.

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Revised	06/16/2005
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