

Evaluation of Tobacco-free Policy in South Dakota Post-Secondary Institutions

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This project completed by



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Executive Summary

Evaluation of Tobacco-free Policies in South Dakota Post-secondary Institutions

Although rates have declined over the past decade, 14.7% of young adults age 18 to 24 continue to report current use of cigarettes.¹ Implementing a tobacco-free policy is an evidence-based practice shown to protect from second hand exposure, reduce tobacco use initiation and promote cessation.³ Post-secondary educational institutions are a target for tobacco-free policy efforts that can directly impact the young adult age group. The purpose of this report is to describe the number and quality of tobacco-free policies in post-secondary institutions throughout South Dakota (SD). Key findings from the report are:

<p>Tobacco-free Policy in SD Post-secondary Institutions</p> 	<ul style="list-style-type: none">• Of the 22 primary post-secondary institutions in SD, most (86%) had a tobacco-free policy.• None of the institutions assessed were using the post-secondary model tobacco-free policy content which includes all of the components of a comprehensive policy.
<p>Tobacco-free Policy Quality</p> 	<ul style="list-style-type: none">• Overall mean scores on policy comprehensiveness were low at 38.1%.• A significant number of institutions (68.2%) allow tobacco use in designated areas.• Many policies had incorporated language into the policy prohibiting the use of vaping products (63.6%).• Post-secondary tobacco-free policies were strong on enforcement, with many outlining consequences of violation for both students (59.1%) and staff/faculty (54.5%).• None of the institutions had a policy that met the CDC's criteria for a tobacco-free buildings and grounds policy.
<p>Administrator Feedback</p> 	<ul style="list-style-type: none">• Enforcement was a concern for 42.1% of administrators surveyed. Enforcement concerns included use of smokeless tobacco, student housing, public property within campus areas, and visitor use.• Many administrators noted that cessation resources are provided to both students and staff/faculty. The most common resources to both groups was promotion of the SD QuitLine.

Background

Overall rates of tobacco use have declined significantly over the last decade. In a six-year period from 2012 to 2017, rates of smoking among adults age 18 to 24 in South Dakota (SD), dropped from 30.0% to 14.7%.¹ This suggests that tobacco control efforts, such as providing evidence-based cessation resources, limiting access and implementing tobacco-free policies, are making a positive impact. However, tobacco use estimates indicate that 12,330 young people ages 18 to 24 in SD continue to use cigarettes.^{1,2}

Strong tobacco-free policies at post-secondary institutions are a way for administrators to protect young adults from exposure and create an environment where tobacco use is discouraged. Comprehensive tobacco-free policies prohibit tobacco use by all persons, at all times, on all institutional property. Enforcement of strong tobacco-free policies is also a vitally important strategy to decrease students' exposure to secondhand smoke. Evidence shows adopting tobacco-free policies and comprehensive tobacco control plans decreases and prevents youth smoking.³

The purpose of this study was to assess the current number and quality of tobacco-free policies in SD's post-secondary educational institutions. Existing tobacco-free policies and supporting materials were collected from post-secondary institutions and a survey of institutional administration was conducted to address the study purpose. Results are intended to aid in the development of educational efforts on the importance of strong tobacco-free policies.

Methods

Participants

Study participants included 44 public and private post-secondary institutions in SD. Among the 44 institutions, 21 institutions were subsidiary locations of a primary institution. All subsidiary locations were covered by the primary institution's tobacco-free policy. Therefore, the subsidiary location was excluded from the analysis, leaving 23 primary institutions.

Instrument

The *Post-Secondary Tobacco-free Policy Assessment Tool* was developed to conduct the assessment of tobacco-free policy comprehensiveness. The development of the tool was informed by previous work assessing K-12 tobacco-free school policies,^{4,5} and national expertise including information from the American Nonsmokers' Rights Foundation⁶ and the American College Health Association.⁷ The final instrument included 28 components, each valued at one point (Appendix A). Higher scores on the assessment indicates a more comprehensive policy.

Procedures

A multi-level data collection method was used for this project. First, direct data collection procedures followed an outlined contact schema. In brief, a letter of invitation with a request for tobacco-free policy materials and a paper and pencil survey (Appendix B) were mailed to each institution's administrator. After 10 days, if policy materials were not received, a series of scripted phone calls and emails were conducted to prompt participation. A total of five attempts were made to collect policy information. In addition, an internet search was conducted of each institution's website to find any tobacco-free policy or supporting materials (e.g., handbooks) to include in the assessment. Materials from both the direct request and the internet search were combined.

Once compiled, policy materials were de-identified to assure a blind review by the policy reviewers. The tobacco-free policy for each institution was assigned a random code, and all identifiers were removed.

Only selected study staff had access to the identified materials. Two staff served as policy reviewers, along with an additional person who facilitated the policy evaluation process, including training sessions on the assessment instrument. For consistency, all policies were assessed by each reviewer independently. If a discrepancy in scoring was identified, the reviewers met in-person to ascertain a consensus score resulting in a single score for each institution.

A tailored feedback report outlining the institution’s tobacco-free policy assessment results was provided to the institution’s administrator by mail (see examples in Appendix C). A copy of the model post-secondary tobacco-free policy was also provided (Appendix D). For institutions with multiple locations, a feedback report was sent to the primary institution as well as all subsidiary locations. Tobacco-free policies, policy materials, and feedback reports were uploaded into the SD Department of Health’s Catalyst application within the Policy Monitoring section.

Data Analysis

Data analysis was conducted using IBM® SPSS Statistics Version 25. Descriptive statistics and t-tests were utilized to compile data on tobacco-free policies, total scores and policy subscales.

Results: Policy Assessment

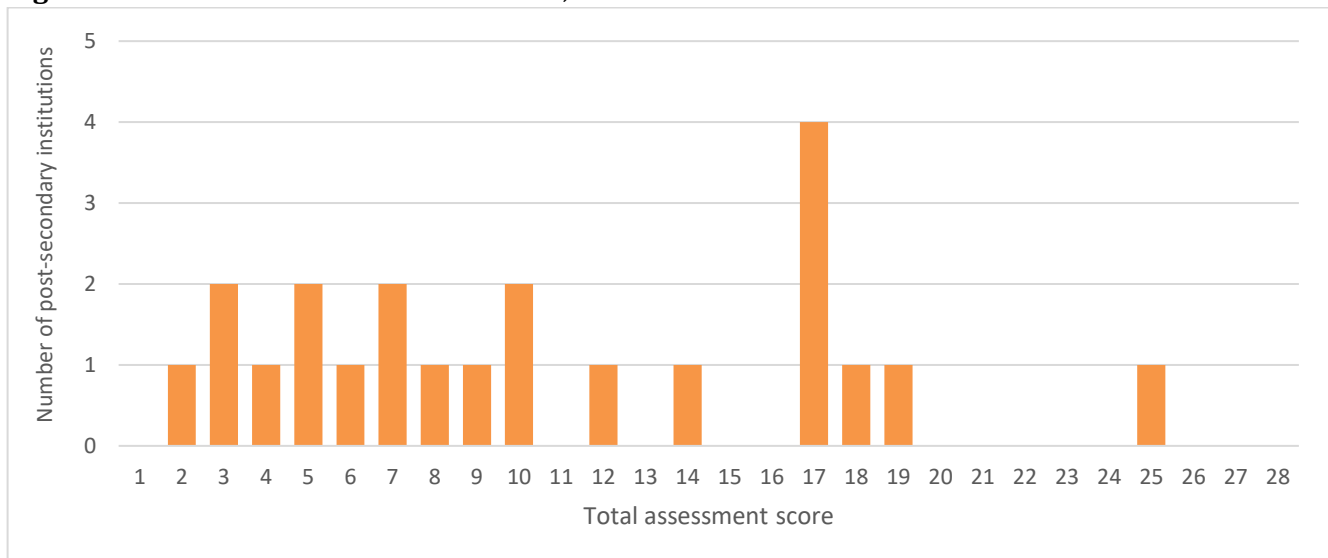
Participants

Tobacco-free policies were reviewed for 22 of the 23 primary institutions (a response rate of 96%). One institution did not provide any tobacco-free policy or handbook materials, nor was a tobacco-free policy or any information prohibiting use of tobacco products found on the institution’s website. Among responding institutions, 86% (n=19) provided a tobacco or smoke-free policy and 14% (n= 3) provided supporting materials (e.g., handbooks). All materials, whether deemed as policy or supporting materials were scored using the assessment tool.

Overall Policy Scores

As outlined in Figure 1, policy scores ranged from 2 to 25 (7% to 89%). None of the post-secondary tobacco-free policies assessed included all components of a comprehensive tobacco-free policy.

Figure 1. Distribution of Raw Overall Scores, 2019



None of the districts are currently using the model post-secondary tobacco-free policy content. The Centers for Disease Control and Prevention (CDC) advises the implementation of a tobacco-free buildings and grounds policy that prohibits use of tobacco products for all persons, at all times, to effectively protect from tobacco exposure.⁸ Compliance with this recommendation is assessed using six items on the assessment tool, including:

- 1.1 – Prohibits use in institution buildings indoors for all persons
- 1.2 – Prohibits use on institution campus/grounds (outdoors) for all persons
- 1.5 – Policy applies 24 hours a day, 365 days a year (or at all times) for all persons
- 1.6 – Does not designate area for smoking/tobacco use
- 1.9 – Prohibits smoking for all persons
- 1.10 – Prohibits tobacco use for all persons

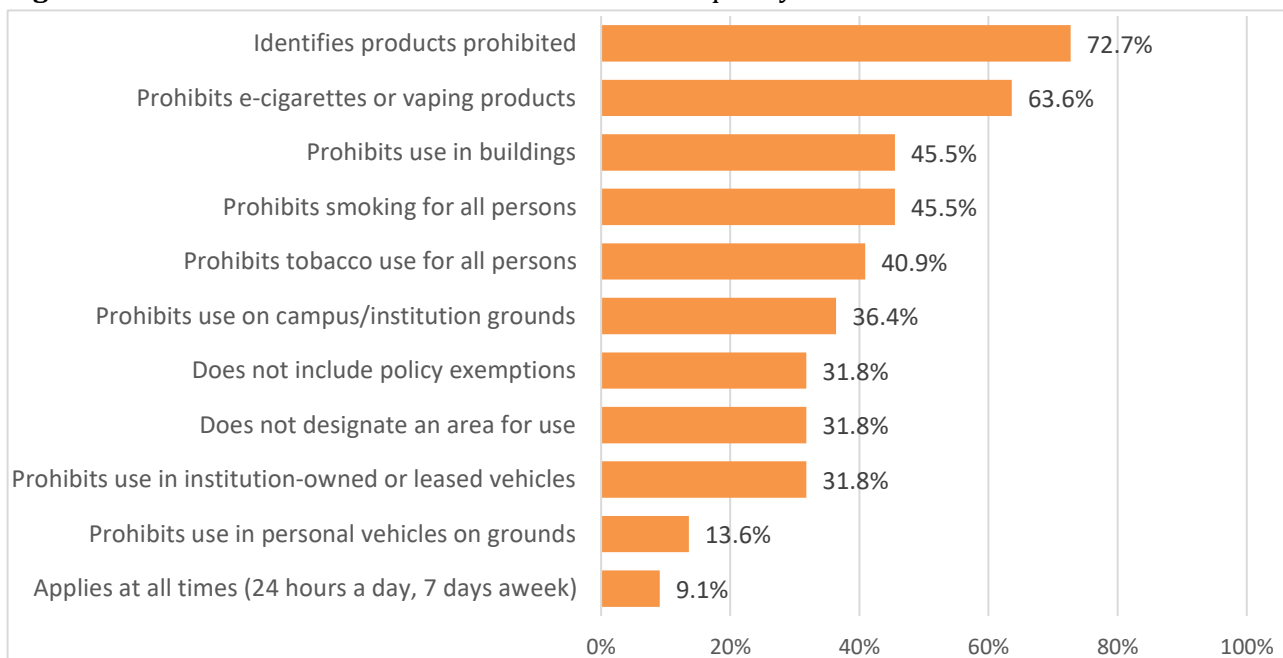
None of the post-secondary institutions assessed met these criteria for a comprehensive tobacco-free buildings and grounds policy.

Assessment of Policy Components

Scores for individual items on the assessment instrument are reported as each reflects a tobacco-free policy component recommended by the CDC.⁸ Figures 2, 3, 4, 5, and 6 list the 28 tobacco-free policy components and the percent of institutions that addressed the item. No item was addressed by all of the post-secondary institutions.

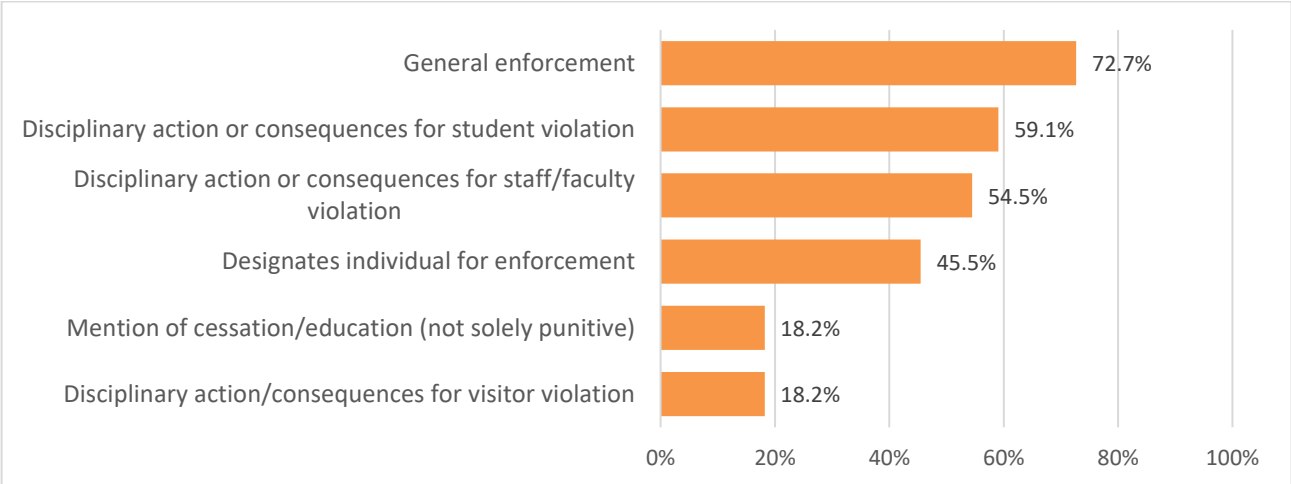
The first area of the assessment tool included items related to a tobacco-free environment (Figure 2). Few policies (9.1%) applied at all times. Many (68.2%) of the written policies designated an area where tobacco use is allowed on institutional grounds (just 31.8% did not have this within the policy). Although all policies prohibited smoking, most did not apply to all persons, resulting in just 45.5% of policies prohibiting use in buildings and only 36.4% on institutional grounds. Very few policies prohibited use in personal vehicles on institution grounds (13.6%). Many of the policies have incorporated vaping products as one of the prohibited products (63.6%).

Figure 2. Tobacco-Free Environment Subscale Item Frequency



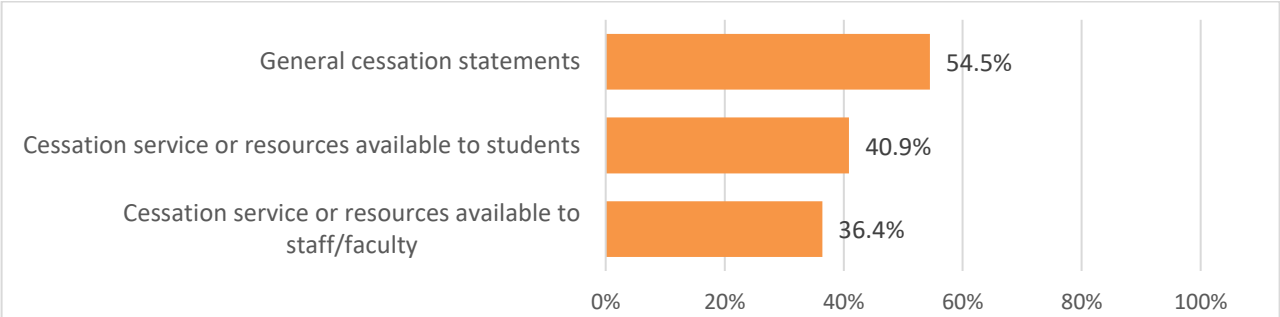
Section 2 of the policy assessment tool reviews enforcement. General enforcement for violations of the policy was addressed in 72.7% of policies. Many outlined consequences for students (59.1%) and staff/faculty (54.5%) who violated the policy (Figure 3).

Figure 3. Enforcement Subscale Item Frequency



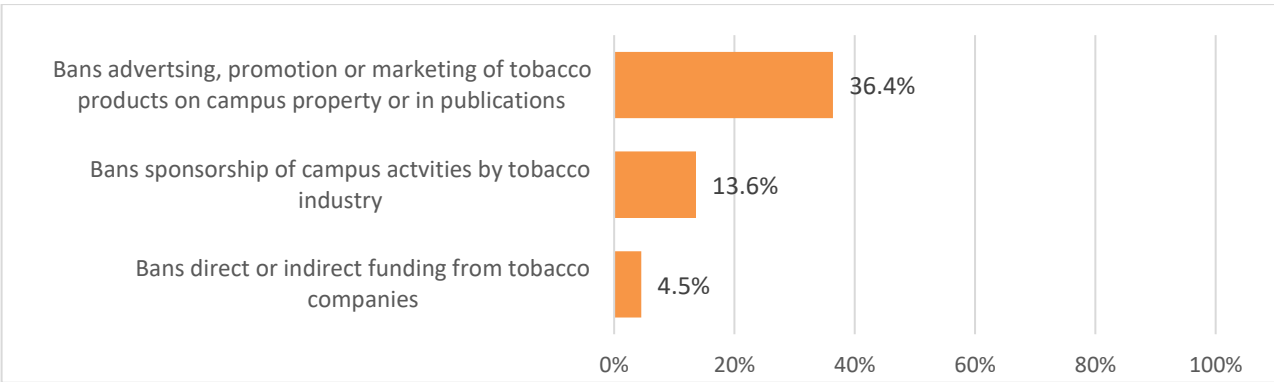
Cessation services is the focus of Section 3 of the assessment tool. Over half of the policies included general statements about tobacco cessation, with 40.9% offering specific resources to students, and 36.4% cessation resources to staff/faculty (Figure 4).

Figure 4. Cessation Services Subscale Item Frequency



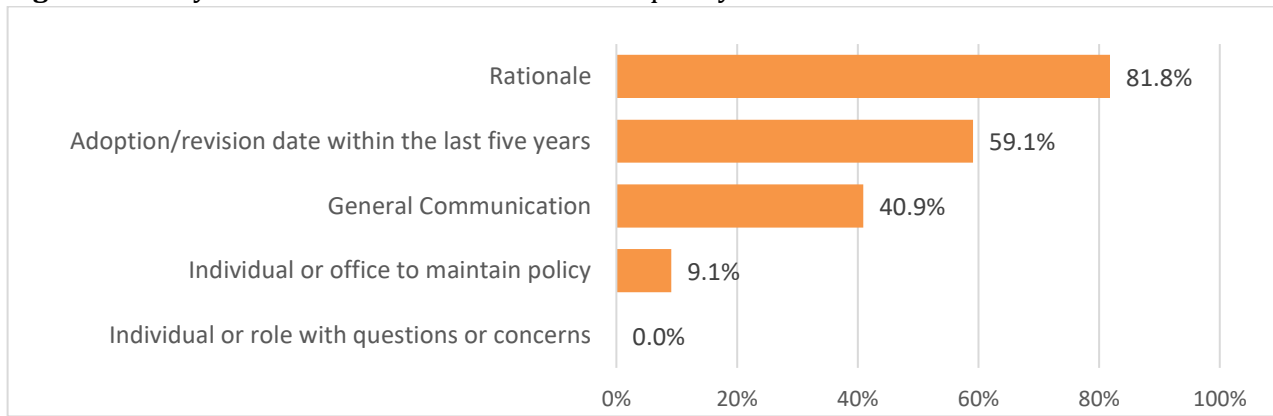
Tobacco-industry relationships are the focus of section 4 of the tool. Prohibiting promotion of tobacco on campus was the most common item within the policies (Figure 5).

Figure 5. Institution Relationship with Tobacco Industry Subscale Item Frequency



The final scored section of the tool includes components of policy communication. Most policies (81.8%) provided a rationale for implementation. None of the policies indicated who to contact with questions or concerns. Over half (59.1%) had a revision date in the past five years.

Figure 6. Policy Communication Subscale Item Frequency



Finally, three additional unscored items are included on the assessment tool to determine the portion of institutions including specific components in policy content. Signs, or language referring to posted information to inform students, staff and visitors of the policy, was included in 31.8% of policies. Allowing use of FDA approved nicotine replacement therapy was included in just 13.6% of policies. Finally, prohibiting distribution of tobacco and vaping products was included in 27.3% of policies assessed.

Comparison of Results by Institution Type

Policy scores were examined by institution type. Of the 22 participating institutions, nine were private institutions and 13 were public institutions. No difference was found in overall policy scores by institution type (Table 1).

Table 1. Mean Tobacco-free Policy Comprehensiveness Score by Institution Type

Institution Type*	Total Score Mean (SD)
Public (n=13)	40.4% (23.7)
Private (n=9)	34.9% (22.6)
Total (n=22)	38.1% (22.9)

*No statistical significance was in overall percentage score by institution type p=.594.

RESULTS: Administrator Survey

The administrator survey was completed by 19 institutional administrators. Questions on the survey assessed a variety of tobacco prevention and control components including policy exclusions, enforcement concerns and availability of cessation services (Appendix B).

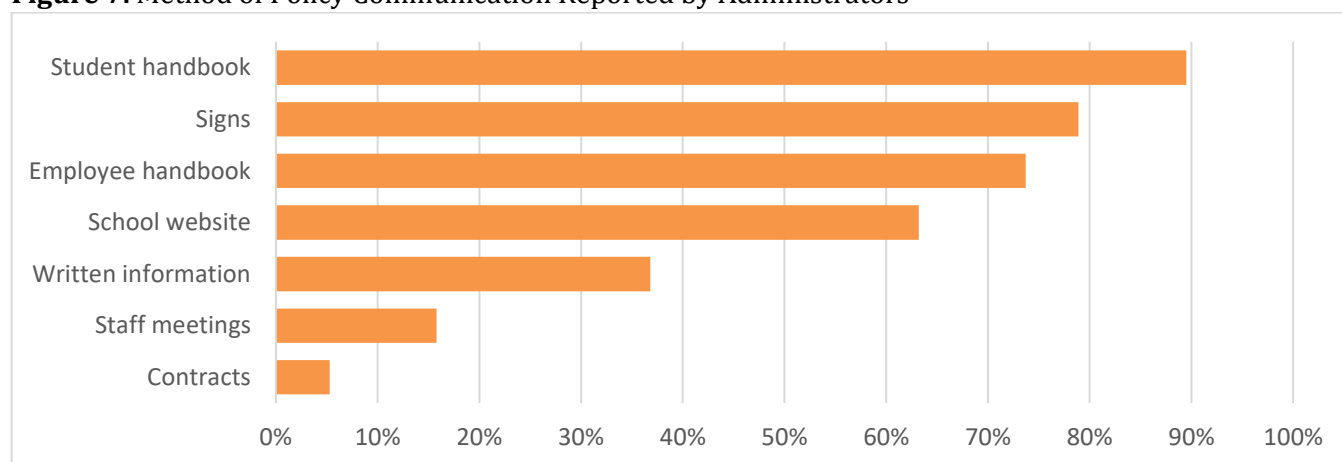
Policy Exclusions

Seven institutions (36.8%) reported a designated smoking area on institution property, matching the number of policies with exceptions in the written policy document review. One institution reported a building or facility excluded from the tobacco-free policy, noting “*student housing – tobacco use allowed outside of the facility*”.

Enforcement

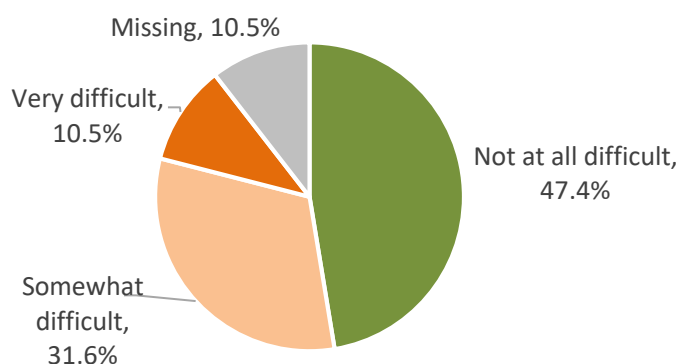
Administrators were asked how students, staff and visitors are made aware of the tobacco policy. Frequency of response is shown in Figure 7 with student handbooks, signs, and employee handbooks as the most common responses. Other write-in responses included *policies on website, posted signs, and student orientation*.

Figure 7. Method of Policy Communication Reported by Administrators



Administrators were asked to note level of difficulty in enforcing the tobacco-free policy. A significant portion of the responding administrators expressed enforcement as a concern, shown in Figure 8.

Figure 8. Administrators' View of Difficulty in Enforcing Tobacco-free Policy



Administrators were asked to describe any problems with enforcement, with ten providing comments:

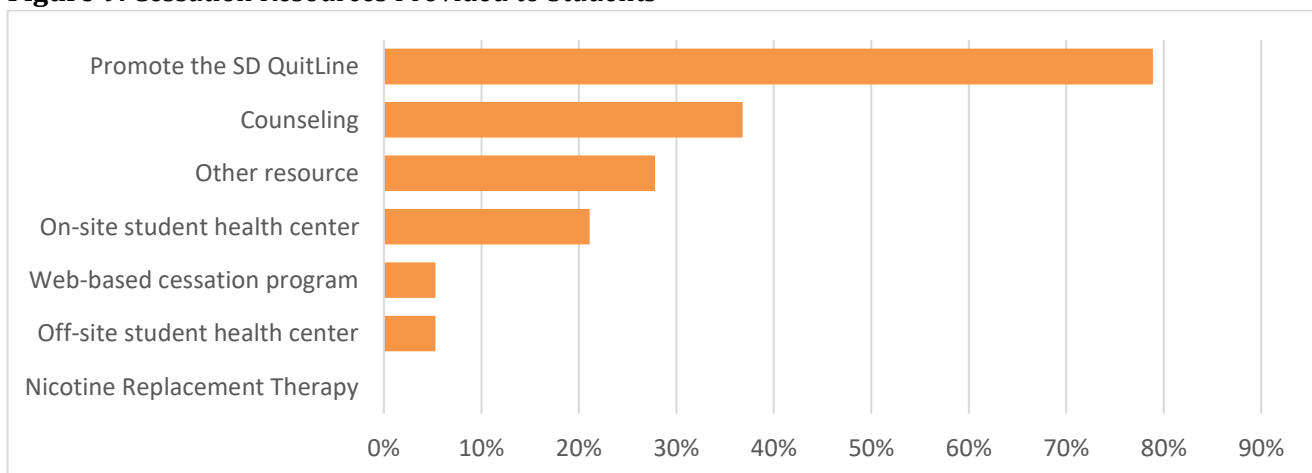
- *As this is self-policing, the tendency with humans are not to communicate with other humans when they have witnessed such infractions.*
- *Cleaning crew smoking outside front door. Students who ride the bus or walk stand on edge of property [because] they don't have a car.*
- *Now more issues with E-cigarettes and vaping than traditional tobacco use*
- *Our biggest issue is chewing tobacco especially on our turf field (even though we state it's not allowed).*
- *Students that live on campus that use tobacco products often times want to stand in doorways instead of going to parking [lot] during winter months*
- *Students who believe smoke-less tobacco is exempt from policy*
- *The cold weather*
- *The road running through the campus is public property. Students can go along that road and smoke while standing on the sidewalk.*
- *Visitors smoke in their cars in the parking lot*
- *Visitors who attend outdoor athletic events at times do not comply with the policy. Some athletes are using chewing tobacco. Students using e-cigarettes are also difficult to regulate. We have a low tobacco use rate overall.*

Administrators were asked to identify the number of student tobacco policy violations in the past year. Responses ranged from 0 to 22 violations, with a mean number of student violations reported across institutions at 4.2 (SD 6.4). Zero student violations were reported by 36.8% of responding administrators. Staff/faculty violations were infrequent, with just 10.6% reporting violations. Of these, all had less than five staff/faculty violations in the last year. Visitor violations were also infrequent, with just one institution reporting 20 separate violations by visitors.

Cessation Resources

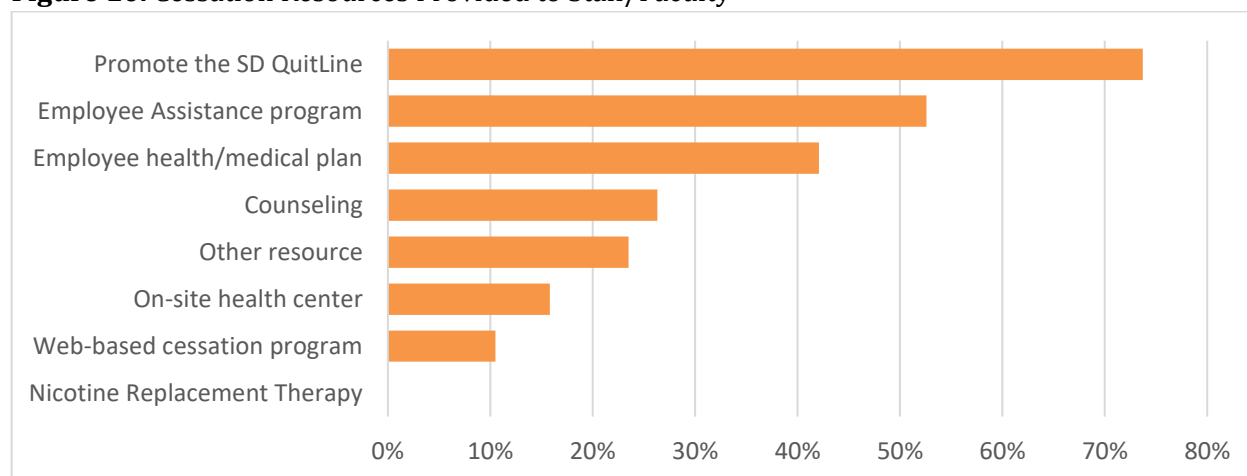
Administrators were asked to identify the types of cessation resources provided to students. Just one institution provided no cessation resources to students. Among the eighteen who indicated providing resources, the most common was promoting the SD QuitLine, as outlined in Figure 9. Other resources included: *links to resources on website, quit kits with quit resources, pamphlets on how to quit, through our success center we assist students who indicate a desire to quit smoking, promote BeFreeSD.com.*

Figure 9. Cessation Resources Provided to Students



Administrators were also asked to identify the types of cessation resources provided to staff/faculty. Two institutions provided no cessation resources to staff/faculty. Among the seventeen who indicated providing resources, the most common was promoting the SD QuitLine, as outlined in Figure 10. Other resources included: *links to resources on website, off-site health center, promote BeFreeSD.com, and quit kits with quit resources.*

Figure 10. Cessation Resources Provided to Staff/Faculty



Summary and Recommendations

The purpose of this study was to provide an assessment of the number and quality of tobacco-free policies in existence in post-secondary institutions throughout SD. Of the 22 primary institutions that participated in 2019, most (86%) had a tobacco-free policy. The quality of the written tobacco-free policies was assessed, with overall low scores (mean of 38.1%) across institutions, indicating many components of a comprehensive tobacco-free policy were missing. None of the institutions assessed were currently using the model post-secondary policy content. Furthermore, none of the institutions had a policy that met the CDC’s criteria for a tobacco-free buildings and grounds policy.

The assessment instrument examined 28 specific policy criteria within five subscales: tobacco-free environment, enforcement, cessation services, relationship with the tobacco industry and policy communication. Overall, post-secondary tobacco free policies were strong on enforcement, with many outlining consequences of violation for both students (59.1%) and staff/faculty (54.5%). Many had also incorporated language prohibiting vaping products into the policy (63.6%). Rationale for implementation of policies (81.8%), identifying products prohibited (72.7%), and an adoption date in the past five years (59.1%) were also common items found in policies.

A designated area for tobacco use was common, with 68.2% of policies identifying a specific location. Designated smoking or tobacco use areas continue to promote use of tobacco, and lead to difficulty with enforcement of policy.⁶ Prohibiting use in personal vehicles was only found in 13.6% of policies. Important language prohibiting sponsorship by tobacco companies and banning direct and indirect funding from tobacco companies was only found in 13.6% and 4.5% of policies, respectively.

The administrator survey provided insight on a few key policy areas. Enforcement was a concern for 42.1% of administrators surveyed. Enforcement concerns included use of smokeless tobacco, student housing, public property within campus areas, and visitor use.

Many administrators noted that cessation resources are provided to both students and staff/faculty. The most common resources to both groups was promotion of the SD QuitLine. Additional student resources included counseling and on-site health services. Additional resources for staff included employee assistance programs and employee health plans.

The following recommendations are offered to address improving the comprehensiveness of post-secondary tobacco-free policies in SD:

- 1) Continue to work with administrators on improving tobacco-free policy.** The mean policy score was just 38.1%, indicating a significant number of missing components across institutional policies. Many allow smoking in designated areas, an exemption that was also acknowledged by administrators. Consider ways to garner attention toward improving tobacco-free policy at post-secondary institutions. The K-12 community-school partnership coalitions have had success by engaging students in policy work. Consider how a similar model may work with student groups at post-secondary institutions.
- 2) Promote the *Post-Secondary Institution Tobacco-Free Model School Policy*.**⁸ The available model policy has all of the components of a comprehensive tobacco-free policy. Continue to work with the post-secondary institution administrators to emphasize the importance of strong tobacco-free policy in preventing tobacco use initiation and protection of students, staff/faculty and visitors.

References

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Appendix A: Post-Secondary Institution Tobacco-free Policy Assessment Tool

Institution Name: _____ Date: _____ Rater Initials: _____ Overall Score: _____/28

Section 1: Tobacco-Free Environment										Score: _____ /11	
Yes	No	1.1	Institution buildings (indoor) for all persons	Yes	No	1.5	Policy applied 24 hours/day, 365 days/year, or at all times for all persons	Yes	No	1.8	Identifies products prohibited
Yes	No	1.2	Outdoors on institution grounds for all persons	Yes	No	1.6	Does not designate an area for smoking/tobacco use on institution property	Yes	No	1.9	Prohibits smoking for all persons
Yes	No	1.3	Institution-owned or leased vehicles	Yes	No	1.7	Does not include policy exemptions other than approved ceremonial use or use in controlled laboratory settings.	Yes	No	1.10	Prohibits tobacco use for all persons
Yes	No	1.4	Personal vehicles on institution grounds					Yes	No	1.11	Prohibits the use of e-cigarettes and electronic nicotine delivery systems
Section 2: Enforcement										Score: _____ /6	
Yes	No	2.1	General enforcement	Yes	No	2.3	Specific consequences, or disciplinary actions, for <u>faculty/staff</u> violations	Yes	No	2.5	Designates individual(s) to enforce the policy
Yes	No	2.2	Specific consequences, or disciplinary actions, for <u>student</u> violations	Yes	No	2.4	Specific consequences for <u>visitor/contractor</u> violations	Yes	No	2.6	Mention of cessation and/or education, not just punitive measures for violation by students
Section 3: Cessation Services										Score: _____ /3	
Yes	No	3.1	General cessation statements								
Yes	No	3.2	Cessation services or resources available to students: <input type="checkbox"/> SD QuitLine <input type="checkbox"/> Student health center <input type="checkbox"/> NRT <input type="checkbox"/> Counseling center								
Yes	No	3.3	Cessation services or resources available to faculty/staff: <input type="checkbox"/> SD QuitLine <input type="checkbox"/> On-site wellness center <input type="checkbox"/> NRT <input type="checkbox"/> Health Plan/Benefits								
Section 4: Institution Relationship with Tobacco Companies										Score: _____ /3	
Yes	No	4.1	Bans sponsorship of campus activities by tobacco or tobacco-promoting companies.								
Yes	No	4.2	Bans advertising, promotions, and/or marketing on campus property or publications.								
Yes	No	4.3	Bans direct or indirect funding from tobacco companies.								
Section 5: Communication of the Policy										Score: _____ /5	
Yes	No	5.1	General communication of the policy	Yes	No	5.3	Designates individual or office responsible for maintaining the policy	Yes	No	5.5	Adoption or revision within the last five years
Yes	No	5.2	Rationale for the policy is given	Yes	No	5.4	Designates individual or role for questions or concerns regarding the policy				
Section 6: Unscored Items											

Yes	No	6.1	The policy allows for use of FDA approved nicotine replacement therapy on campus	Yes	No	6.3	Banned distribution or sampling of tobacco and vaping products on all institution owned or leased property and at institution sponsored events, regardless of venue.
Yes	No	6.2	There are signs advertising the policy.				

Recommendations Score:	
Current Tobacco Use Policies:	Enforcement:
Relationship with Tobacco Companies:	Communication of the Policy:
Programs and Services:	<u>Notes:</u>

Instrument was developed using tobacco-free policy criteria from the American College Health Association and the American Nonsmokers' Rights Foundation.

Appendix B: Post-Secondary Institution Tobacco-free Policy Survey

Please complete the below questions regarding your institution's tobacco-free policy and practices. If you are unable to respond to a specific question, please feel free to refer the survey to the appropriate staff. If you have any questions about this survey, contact Callie Molengraaf, Project Coordinator, at callie.molengraaf@sdstate.edu, or by phone at (605) 688-6412.

1. Are any buildings or other institution owned facilities excluded from your school's tobacco use policy?

- No
- Yes, please clarify:

2. How are students, staff, visitors and contractors made aware of the tobacco policy:

- | | |
|--|---|
| <input type="checkbox"/> Student handbook | <input type="checkbox"/> Written information |
| <input type="checkbox"/> Employee handbook | <input type="checkbox"/> Announcements at school events |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> School website |
| <input type="checkbox"/> Signs | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Staff meetings | _____ |

3. Do you have a designated smoking area on institutional property?

- No
- Yes

4. How difficult is it to enforce your institution's tobacco free policy?

- Not at all difficult
- Somewhat difficult
- Very difficult

5. Describe any problems your institution faces in enforcing the current tobacco policy (e.g., visitors smoking at football field).

6. Please estimate the number of tobacco policy violations your institution had in the 2017-2018 school year:

- a. Students: _____
- b. Staff: _____
- c. Visitors/Contractors: _____

7. Are e-cigarettes prohibited by your institution's policy?

- No
- Yes, in our tobacco/smoke-free policy.
- Yes, in our drug free policy.
- Yes, in both the tobacco/smoke-free policy and drug free policy.

8. What type of resources (if any) does your institution provide to support students interested in quitting tobacco?

- | | |
|---|---|
| <input type="checkbox"/> No resources provided | <input type="checkbox"/> Nicotine replacement therapy |
| <input type="checkbox"/> On-site student health center | <input type="checkbox"/> Web-based cessation program |
| <input type="checkbox"/> Off-site student health center | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Promote the SD QuitLine | _____ |
| <input type="checkbox"/> Counseling | _____ |

9. What type of resources (if any) does your institution provide to support employees interested in quitting tobacco?

- | | |
|---|---|
| <input type="checkbox"/> No resources provided | <input type="checkbox"/> Employee health/medical plan |
| <input type="checkbox"/> On-site health center | <input type="checkbox"/> Support through an Employee Assistance Program |
| <input type="checkbox"/> Promote the SD QuitLine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Counseling | _____ |
| <input type="checkbox"/> Nicotine replacement therapy | _____ |
| <input type="checkbox"/> Web-based cessation program | _____ |

Thank you for completing the survey!

Appendix C: Example Post-Secondary Institution Feedback Report

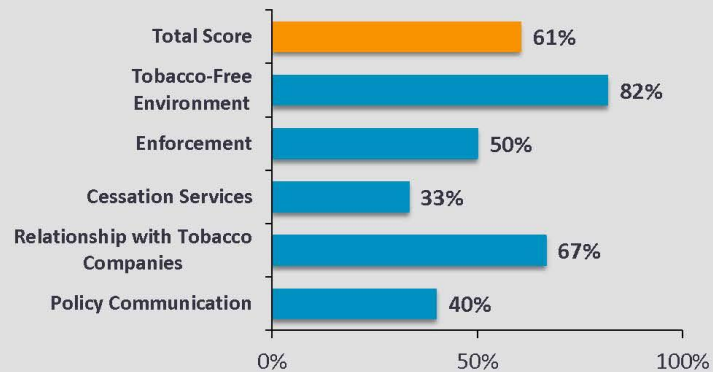
Tobacco-Free Policy Evaluation [Example] University

Thank you for providing your institutions tobacco-free policy. A comprehensive tobacco-free policy is recommended for all institutions to prevent tobacco initiation and to protect from second-hand exposure.

Score Overview

The policy materials provided and found on your institution's website were reviewed using a policy assessment tool to examine key components of a comprehensive tobacco-free policy. The scores provided reflect the content included in your district's policy.

2019 Scores



Strengths

The current institution's policy includes the following components that work to build a comprehensive tobacco-free policy.

- Prohibits smoking for all persons.
- Prohibits all tobacco products, including e-cigarettes.
- Does not designate a smoking area.
- Bans sponsorships of campus activities by tobacco or tobacco-promoting companies.
- Bans promotions, advertising, etc. by tobacco or tobacco-promoting companies.

Recommendations

The following revisions will strengthen the current institution's policy to better protect students, staff, and visitors from the adverse health effects of tobacco use and secondhand smoke.

- Expand policy to be applied at all times.
- Expand policy to include specific disciplinary consequences for visitor violations.
- Designate individuals to enforce policy.
- Include statement on how policy will be communicated.
- Be more specific regarding who is offered cessation services and where.



Thank you for participating in the Tobacco-Free School Policy assessment conducted by the South Dakota Department of Health and the Population Health Evaluation Center at South Dakota State University! This information is provided solely as a resource. Technical assistance is available on a voluntary basis from the SD Tobacco Control Program. For a copy of the full report, or assistance in developing and implementing an effective policy contact the Tobacco Control Program at 605-773-3737.



Appendix D: Post-Secondary Institution Tobacco-free Model Policy

Purpose

This policy and its procedures set forth the University's protocols related to tobacco and smoking on University property in order to provide a safe and healthy learning and working environment for students, faculty, staff, and visitors in conformity with SDCL Ch. 34-46 and other applicable federal and state laws.

Definitions

1. Smoking: inhaling, exhaling, burning, operating, or carrying any lighted or heated Tobacco Product or Vapor Product, as defined herein.
2. Tobacco Product: any item made of tobacco intended for human consumption, including cigarettes, cigars, pipe tobacco, and smokeless tobacco. Tobacco Product also includes Vapor Product. Tobacco Product does not include traditional tobacco.
3. Vapor Product: any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor 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. The term, Vapor Product, does not include any product approved by the United States Food and Drug Administration for sale as tobacco cessation products and marketed and sold solely for that purpose.
4. Traditional tobacco (Čanśaśa): The cuttings or shavings of plants in their natural form such as red willow bark, sage, and sweet grass. Traditional tobacco has no additives and is used for medicinal purposes, ceremony, prayer, and social gatherings.
5. University Property: includes, but is not limited to, parking lots, athletic fields and courts, playgrounds, facilities, vehicles, and any other indoor and outdoor areas under the control of the University, whether owned or leased, including inside any vehicle or private conveyance located on University Property.

Policy

1. University Property is smoke-free and tobacco-free. Smoking and the use of Tobacco Product and Vapor Product, as defined in this policy, are prohibited on University Property.
2. This policy applies 24 hours/day, 365 days/year for all University students, faculty, staff, visitors, vendors and to all University Property, regardless of location.
3. Smoking and the use of Tobacco Product and Vapor Product is prohibited in any enclosed place, including but not limited to, all offices, classrooms, hallways, community areas, performance venues, and residential spaces within University housing.
4. Smoking and the use of Tobacco Product and Vapor Product is prohibited on all University Property, including but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums.
5. No advertising or sponsorship related to Smoking, Tobacco Product, or Vapor Product shall be permitted on University property, at University-sponsored events, or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by the University and which is lawfully sold, bought, or distributed on University Property.

- a. This section applies to the use of a Tobacco Product or Vapor Product brand or corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of Tobacco Products or company which manufactures Tobacco Products.
 - b. No indirect/direct funding from a Tobacco Product or Vapor Product brand is allowed.
6. Exceptions to this policy must be approved by the President's designated University official in advance of use.
- a. Controlled laboratory research or other mission-related controlled activities must be approved in advance by the President's designee. Such use must also be preceded by reasonable advance notice to the public, educational, or research group.
 - b. Specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act (42 U.S.C. sections 1996 and 1996a) handled in accordance with University protocols are exempt from this policy.

Traditional Tobacco Use

In respect for the traditional tobacco use of American Indians, traditional tobacco used in the practice of cultural or religious activities will be the exclusive exception to this policy. Use of traditional tobacco for ceremonial purposes is permitted and must be approved in advance by the [designated individual or department] prior to use.

Dissemination

All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy.

1. "Smoking and Tobacco-Free Campus" signs shall be posted at all University building entrances and parking lots, and no ashtrays shall be provided at any location on University Property.
2. All staff, faculty, students, visitors, vendors, and other individuals on the University Property who are in violation of the policy shall be reminded of the policy and asked to immediately comply.
3. Employees and students who refuse to comply with this Policy may be subject to disciplinary action applicable to their student or employment status. Third parties who refuse to comply with this Policy may be subject to ejection from campus and refused re-entry in accordance with University policies.
4. Copies of this policy shall be distributed to all students, faculty, and staff through appropriate electronic or print mediums.

Enforcement

1. Students who refuse to comply with this policy should be reported to the Dean of Students, or designee, who will follow up with the student regarding the policy and tobacco use cessation support resources available through the campus. Continuing violations will result in appropriate disciplinary action in accordance with the Student Conduct Code.

2. Employees who refuse to comply with this policy should be reported to their immediate supervisor, who will follow up with the employee regarding the policy. Continuing violations will result in appropriate disciplinary action in accordance with the policy applicable to the employee's status at the University.

Tobacco Cessation Opportunities

1. The University Wellness Center will provide access to counselors specially certified in tobacco cessation and is available to assist students or employees who wish to quit Smoking or using Tobacco Products, if requested.
2. Tobacco cessation information is also available from the South Dakota QuitLine number 1-866-SD-QUITS (1-866-737-8487), or by visiting the website at www.SDQuitLine.com.

Responsible Administrator

The Vice President for Student Affairs, successor, or designee is responsible for annual and ad hoc review of this policy and its procedures. The University President is responsible for the approval of this policy [Administration position] is designated to answer questions or concerns regarding the policy.

Effective Date

The policy set forth above is effective [date] for [institution name and location] and was last updated [date].