

# Orangeburg-Calhoun Technical College

## Statement of Procedure

Title: Tobacco Free Campus

Number: 6.001.01

Page: 1 of 2

Department of  
Responsibility: Vice President for Business Affairs

Authorization:

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President

Date Approved: November 8, 2006

Last Revised: June 21, 2022

Last Reviewed: May 20, 2025

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### I. Purpose:

This procedure implements Policy 6.001 of the same name.

### II. Procedure

#### A. Definition

“Tobacco Products” include, but are not limited to, cigarettes (including clove, bidis, kreteks), cigars, cigarillos, pipes, chewing tobacco, snuff, or any other form of smokeless tobacco products or substitutions; electronic cigarettes, other vaporizing devices, or any other device intended to simulate smoked tobacco, water pipes (hookahs), and all other technologies or devices allowing for ingestion, combustion, inhalation, or other use of tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco.

#### B. Policy Coverage

The provision of this policy applies 24 hours a day, seven days a week and includes students, staff, faculty, contractors, vendors and visitors.

#### C. Enforcement and Compliance

Enforcement of the policy is the responsibility of all members of the College community. Faculty, staff and students are expected to uphold and enforce the policy for health and safety of our campus. Anyone seen violating the policy should be reminded of the policy or reported to Campus Police.

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Page: 2 of 2

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Anyone who violates the policy may be issued a ticket and fined \$15 per violation. Repeated violations of the policy may result in disciplinary action.

- A. Students observed using tobacco products on campus will be issued a **\$15 ticket**. Tickets must be paid within 7 days of issuance. Restrictions will be placed on student accounts if fines are not paid. Students with outstanding tickets will not be allowed to receive grades, obtain transcripts or register for subsequent classes until fines are paid.
- B. Students who receive a second ticket will be referred to the Student Services Office and disciplined in accordance with the OCtech Student Code of Conduct. Employees who use tobacco products on campus will be referred to their supervisor/dean or to the Human Resource office and disciplined in accordance with SBTCE Procedure 8-5-100.1 Disciplinary Action. Visitors and other individuals will be reminded of the tobacco free policy. If they persist, the incident will be reported to the Campus Police for enforcement. They may be asked to leave the College Property and may be issued a Notice of Trespass.