

# ADMINISTRATIVE MEMORANDUM

OFFICE OF THE CHANCELLOR

No. 1-13  
February 14, 2014

*This memorandum supersedes Administrative Memorandum No. 6-07, September 17, 2007, Smoking Policy.*

## **PNC SMOKE / TOBACCO FREE POLICY**

Purdue University North Central is committed to providing a healthy, productive and supportive environment for students, faculty, staff, guests and visitors. In order to promote a healthy learning and work environment, Purdue University North Central is a **total smoke and tobacco free environment**.

Smoking and the use of all tobacco in any form is prohibited. The use of electronic smoking devices in any form is also prohibited. This policy is applicable both indoors and outdoors on all property owned or leased by Purdue University North Central. This policy applies to all Purdue University North Central facilities and vehicles, owned or leased, regardless of location. Furthermore, any smoking, tobacco use, or the use of electronic smoking devices is prohibited in private vehicles parked on PNC property regardless of location.

Appropriate signage will be erected on the campus and posted within the buildings to notify the university community and the public of the policy and the effective date. Thereafter signage will be maintained to reinforce the policy.

Enforcement of this policy is dependent upon all members of the university community complying with the policy and by reminding and encouraging others to comply as well. The Purdue University North Central Police Department is authorized to provide information and warnings to smokers. Repeat offenders will be reported through the appropriate administrative structure and be subject to progressive disciplinary action in accordance with established university policies and practices. Violations by faculty shall be reported to the respective college dean or the Office of the Vice Chancellor for Academic Affairs. Violations by staff shall be reported to the Office of Human Resources. Violations by students shall



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be reported to the Dean of Students and handled under the *Regulations Governing Student Conduct, Disciplinary Proceedings, and Appeals*. Guests and visitors to the campus will be provided information about the policy and requested to comply accordingly.

In further recognition of the incompatibility of Purdue University North Central's educational mission and promotion of tobacco products, effective November 15, 2007, no tobacco-related advertising or sponsorship 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. For the purposes of this policy, "tobacco related" applies to the use of tobacco brand or corporate name, trademark, logo, symbol or 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.

Periodic review of the smoking policy will continue and revisions to this policy may be made at any time through the issuance of appropriate administrative memorandum.



James B. Dworkin  
Chancellor

JBD/deb

CC: All Faculty, Staff & Students