

Counseling Procedures for Students in Violation of Smoke-Free Campus Policy

Passed at the Expanded Administrative Council Meeting on May 25, 2009

1. These procedures were established to put the concept of preventing smoking into practice on campus, create a non-smoking campus and maintain the physical and mental health of faculty members and students, in accordance with University Sanitation Regulations, Children and Youth Welfare Act, Tobacco Hazard Prevention Act, Chun Hui Anti-drug Project and Student Merit and Demerit Procedures.
2. These procedures are implemented through promotion, execution and counseling service.
 1. Promotion:

Promotion films produced by government agencies or public interest organizations will be used to develop students' correct concepts. Some of the promotion methods are listed below:

 1. In cooperation with Chun Hui Anti-drug Project, the university holds various promotional activities to help students gain a better understanding of the harm of smoking to health and the environment.
 2. Promotion will be implemented through activities held by each unit, club leadership training workshops, class meetings, MC Weekly, MCU Television Station, MCU Radio and Noiseless Broadcast, etc.
 3. In accordance with the recommendations of the local health authority, no smoking signs will be posted around campus.
 4. Class advisors shall assist first-year students to sign the Joint Declaration on Tobacco Hazard Prevention (see Attachment 1) and send the signed declaration to the Military Training Office for record and review.
 5. Areas of responsibility will be designated according to the locations of buildings (see Attachment 2) for each administrative unit, Department and School to supervise.
 2. Implementation
 1. Faculty members and students are obligated to persuade, restrain and report violators. To ensure that no one smokes in their area of responsibility, each Unit Director shall group the faculty members to enforce the smoking ban.
 2. Any student found in violation of smoking regulations will be reported to the Military Training Office, with his or her name, department, and student number (see Attachment 3 for Non-Smoking Advice Sheet).
 3. Counseling

1. Pre-counseling:

The class advisor and counseling drillmaster of each Department/School shall show concern for students who have a smoking habit and strengthen the counseling of students who have smoking records.

2. Counseling for violators:

- a. First-time violator(s): one 2nd level demerit will be issued in accordance with Student Merit and Demerit Procedures. Punishment of demerits may be reduced by the Military Training Office if the violator attends the Health Promotion Workshop held by the Campus Health Services Section, promotes not smoking to 10 students within a week, and signs the Volunteer Record for Anti-Smoking Promotion (see Attachment 4) and Anti-Smoking Letter of Guaranty (see Attachment 5); signatures of class advisor, counseling drillmaster and Undergraduate Department Chair are also required.
- b. Second-time violator(s): two 2nd level demerits will be issued in accordance with Student Merit and Demerit Procedures. The violator must attend the Health Promotion Workshop and fill out the Volunteer Record for Anti-Smoking Promotion to promote not smoking to 20 students (excludes promotions to 10 students during his or her first violation) within a week. Punishment of demerits may be reduced by the Military Training Office if the violator does not repeat the violation within the month and signs the Anti-Smoking Letter of Guaranty; signatures of class advisor, counseling drillmaster and Undergraduate Department Chair are also required.
- c. Habitual violator(s): Depending on the circumstances, the violator will be reported by the university to the Department of Health in addition to being punished by the school regulations.
- d. Violators must earn proof of attendance at a Health Promotion Workshop to cancel the demerit(s).

3. Division of Responsibility

1. Administrative units and Departments/Schools: Assist in promoting anti-smoking regulations, counsel students in violation of non-smoking policy and manage the promotion, persuasion and reports for designated smoking areas.

2. Campus Health Services Section: Arrange the class time and curriculum design for the Health Promotion Workshop
 3. Student Advising Section: Manage the demerit record(s) (recording/correction/deletion)
 4. Military Training Office: Establish and amend regulations and laws; counsel students in violation of school regulations.
4. General:
1. Health Promotion Workshop is designed by the Campus Health Services Section, assisted by the Military Training Office and Chun Hui Anti-drug Project. The workshop will be opened in accordance with the actual condition in each semester, every time 20 or more violators of the anti-smoking policy are accumulated.
 2. The responsible unit is Military Training Office. Operational staff includes the administrator of each administrative/teaching unit and class advisors. Each Student Government Association and organizational officer shall list Tobacco Hazard Prevention as a major task.
 3. In each academic year, the implementation efficiency will be presented in the Tobacco Hazard Prevention meeting.
5. Upon being approved at the Student Affairs Committee Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.