



South Dakota Department of Health

Tobacco-Free Postsecondary Policy Evaluation Guide

The attached guide and rubric serve as an internal scoring tool for postsecondary institutions to evaluate their existing tobacco-free policies in their respective districts. The resource closely mirrors tools referenced by South Dakota State University's 2015 policy evaluation guide¹ and follows close consideration provided by the Centers for Disease Control². The overall policy score was determined by taking the sum of all sections and dividing by 5, with 5 being the maximum score given to a policy.

To access the South Dakota Department of Health's recommended tobacco-free policies, please visit <https://quittobaccosd.com/resources/advocacy-tools/policy-support-materials>.

For more information or permission to use this attached guide, please contact Hilary Larsen (Hilary.Larsen@state.sd.us).

¹ <https://goodandhealthysd.org/wp-content/uploads/2013/08/HealthcareModelTFPolicyAssessmentTool.pdf>

² https://www.cdc.gov/tobacco/stateandcommunity/tobacco-control/pdfs/evaluation_toolkit.pdf

Tobacco-Free Postsecondary Policy Evaluation Guide

School District Name/Code: _____ Date: _____ Scorer: _____ OVERALL: _____/20

Section A. Product Coverage

A1. E-cigarette/vapes? <div style="text-align: right;">YES or NO</div>	A2. Synthetic nicotine? <div style="text-align: right;">YES or NO</div>	A3. Smokeless tobacco? <div style="text-align: right;">YES or NO</div>
A4. Traditional tobacco exceptions? <div style="text-align: right;">YES or NO</div>	A5. Cessation product exceptions? <div style="text-align: right;">YES or NO</div>	
SECTION: ____ / 5		

Section B. Facilities

B1. All university grounds? <div style="text-align: right;">YES or NO</div>	B2. Students, staff, and visitors? <div style="text-align: right;">YES or NO</div>	B3. Off-campus/school-sponsored events <div style="text-align: right;">YES or NO</div>
B4. Personal vehicles on campus grounds? <div style="text-align: right;">YES or NO</div>	B5. No tobacco sponsorships on campus? <div style="text-align: right;">YES or NO</div>	
SECTION: ____ / 5		

Section C. Consequences

C1. Consequences clearly listed? <div style="text-align: right;">YES or NO</div>	C2. Chemical education offered? <div style="text-align: right;">YES or NO</div>	C3. Alternative to suspension? <div style="text-align: right;">YES or NO</div>
C4. Referral to SD Quitline, or another appropriate cessation tool? <div style="text-align: right;">YES or NO</div>	C5. Exceptions to policy adhere to American Indian Religious Freedom Act? <div style="text-align: right;">YES or NO</div>	
SECTION: ____ / 5		

Section D. Communication/Implementation

D1. General communication of policy? YES or NO	D2. Signage about policy? YES or NO	D3. Available in student handbook? YES or NO
D4. Designates individual/office responsible for policy? YES or NO	D5. Revised within past five (5) years? YES or NO	
SECTION: ____ / 5		

Section E. Other Considerations – NO POINTS ASSIGNED

E1. Does the policy require staff training on enforcement and how to support students in cessation efforts? YES or NO	E2. Does the policy list appropriate student health/counseling services for students? YES or NO	E3. Does the policy prohibit tobacco waste on school grounds? YES or NO
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STRENGTHS
WEAKNESSES

SECTION SCORING SPECIFICS & EXPLANATIONS

Section A: Product Coverage

Section A. Product Coverage		
A1. E-cigarette/vapes? YES or NO	A2. Synthetic nicotine? YES or NO	A3. Smokeless tobacco? YES or NO
A4. Traditional tobacco exceptions? YES or NO	A5. Cessation product exceptions? YES or NO	
SECTION: ____ / 5		

Rationale:

This section assesses the comprehensiveness of the policy in addressing various tobacco and nicotine products. Effective tobacco control policies should clearly define the scope of regulated products to avoid loopholes and ensure consistency in enforcement. A strong policy should cover a broad range of products, including emerging nicotine delivery systems and exceptions for cessation products where applicable.

Instructions:

For each product category, indicate **YES** if the policy explicitly includes it and **NO** if it does not.

- **A1. E-cigarette/vapes:** Does the policy regulate e-cigarettes and vaping devices?
- **A2. Synthetic nicotine:** Does the policy cover synthetic/analog nicotine used in products like pouches or lozenges?
- **A3. Smokeless tobacco:** Does the policy include products like chewing tobacco, snus, and dissolvable tobacco?
- **A4. Traditional tobacco exceptions:** Does the policy make exceptions for specific traditional tobacco products (e.g., ceremonial or cultural use)?
- **A5. Cessation product exceptions:** Does the policy exclude FDA-approved cessation products (e.g., nicotine patches, gum, lozenges) from restrictions?

Each "YES" answer earns **1 point**, with a total possible score of **5 points**.

Section B: Facilities

Section B. Facilities		
B1. All university grounds? YES or NO	B2. Students, staff, and visitors? YES or NO	B3. Off-campus/school-sponsored events YES or NO
B4. Personal vehicles on campus grounds? YES or NO	B5. No tobacco sponsorships on campus? YES or NO	
SECTION: ____ / 5		

Rationale:

A comprehensive tobacco-free policy should apply to all campus areas, individuals, and events to create a healthier learning environment. This section evaluates whether the policy effectively restricts tobacco use across all relevant university spaces and prevents tobacco industry influence on campus.

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark "YES" if the policy explicitly includes the measure and "NO" if it does not.

- **B1. All university grounds:** Does the policy prohibit tobacco use on all campus property, including buildings, outdoor spaces, and athletic facilities?
- **B2. Students, staff, and visitors:** Does the policy apply to everyone on campus, including students, employees, and visitors?
- **B3. Off-campus/school-sponsored events:** Does the policy extend to school-sponsored activities held off-campus, such as academic conferences, athletic events, or student organization trips?
- **B4. Personal vehicles on campus grounds:** Does the policy prohibit tobacco use inside personal vehicles while on campus property?
- **B5. No tobacco sponsorships on campus:** Does the policy prohibit tobacco industry sponsorships, partnerships, or advertising at campus events, in research funding, or through student organizations?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.

Section C: Consequences

Section C. Consequences		
C1. Consequences clearly listed? YES or NO	C2. Chemical education offered? YES or NO	C3. Alternative to suspension? YES or NO
C4. Referral to SD Quitline, or another appropriate cessation tool? YES or NO	C5. Exceptions to policy adhere to American Indian Religious Freedom Act? YES or NO	
SECTION: ____ / 5		

Rationale:

An effective tobacco-free policy should outline clear consequences while prioritizing education and cessation support over punitive measures. Postsecondary institutions should also ensure that any exceptions align with federal protections for Indigenous cultural practices. For more information on supported cessation education and resources, please review the [South Dakota Department of Health model policy for Post-Secondary Institutions](#).

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark "YES" if the policy explicitly includes the measure and "NO" if it does not.

- **C1. Consequences clearly listed:** Does the policy clearly define enforcement measures for violations, ensuring consistency in application?
- **C2. Chemical education offered:** Does the policy provide educational resources on the risks of tobacco and nicotine use?
- **C3. Alternative to suspension:** Does the policy include disciplinary alternatives, such as educational interventions, counseling, or community service, rather than solely punitive measures?
- **C4. Referral to SD Quitline or another appropriate cessation tool:** Does the policy connect violators with evidence-based cessation resources, such as the SD Quitline or campus health services?
- **C5. Exceptions to policy adhere to the American Indian Religious Freedom Act:** Does the policy allow for exceptions in accordance with the **American Indian Religious Freedom Act (AIRFA)**, ensuring that ceremonial tobacco use is respected and protected?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.

Section D: Communication/Implementation

Section D. Communication/Implementation		
D1. General communication of policy? YES or NO	D2. Signage about policy? YES or NO	D3. Available in student handbook? YES or NO
D4. Designates individual/office responsible for policy? YES or NO	D5. Revised within past five (5) years? YES or NO	
SECTION: ____ / 5		

Rationale:

A tobacco-free policy is only effective if it is clearly communicated, consistently enforced, and regularly updated. This section evaluates whether the policy is accessible to students, staff, and visitors and whether there is accountability for its implementation and review.

Instructions:

Review the policy and determine whether it includes each of the following elements. Mark "YES" if the policy explicitly includes the measure and "NO" if it does not.

- **D1. General communication of policy:** Is the tobacco policy actively communicated to students, staff, and visitors through multiple channels (e.g., orientation, email, websites, or campus events)?
- **D2. Signage about policy:** Are visible signs posted across campus to indicate that tobacco use is prohibited?
- **D3. Available in student handbook:** Is the policy included in the student handbook or another easily accessible institutional document (e.g., faculty/staff policies, campus health resources)?
- **D4. Designates individual/office responsible for policy:** Does the policy specify a department, office, or staff member responsible for its enforcement and oversight (e.g., Student Affairs, Campus Health, Public Safety)?
- **D5. Revised within past five (5) years:** Has the policy been reviewed and updated within the last five years to align with current best practices and emerging tobacco/nicotine trends?

Each "YES" response earns **1 point**, for a maximum of **5 points** in this section.