

School of Professional Studies Dress Code Policy September 2021

The School of Professional Studies continues to expect a professional work environment as we return to work on campus. Therefore, **effective September 7, 2021**, SPS staff should be guided by the following updated dress code policy:

While working on campus, all SPS staff are expected to follow a business casual standard of dress. A business casual standard of dress also applies in all video conferences with University colleagues, students and other external parties or any circumstances where staff represent SPS. Business casual dress is defined as follows:

- Tops: All shirts with collars, business casual crew neck or V-neck shirts, blouses, and golf and polo shirts. Examples of inappropriate shirts include athleticwear, T-shirts, shirts with slogans, tank tops, and crop tops.
- Bottoms: Casual slacks, trousers, skirts, dresses, and dark-wash, colored, or white jeans without holes, frays, or wrinkles. Examples of inappropriate pants include shorts, sweatpants, athleticwear, faded jeans.
- Footwear while on campus: Casual slip-on or tie shoes, dress sandals, and clean athletic shoes. Examples of inappropriate footwear include flip-flops and construction or hunting boots.

For school-wide events such as New Student Welcome and SPS Symposium Welcome Reception, SPS follows business professional attire. Business professional attire is also appropriate for University leadership meetings, including Zoom meetings. Business professional attire includes:

- Dress shirt, tie, and sport coat worn with trousers and dress shoes, as well as pantsuits, business-like dresses and coordinated separates.

The following clothing items are prohibited:

- Jeans that are frayed, tattered, ripped, and/or overly distressed or faded;
- Sneakers or athletic shoes that are old and weathered;
- Shirts with slogans or messages;
- Midriff shirts;
- Shorts, sweatshirts and sweatpants, or any athleticwear; and
- Flip-flops/beach shoes

University policy pertaining to staff states that departments and/or schools may set standards of personal appearance and hygiene as reasonable and appropriate for the operation of the department. Please contact your immediate supervisor if you have any questions.