



School of Pharmacy

**SOP OP:** 800.002 **Appropriate Attire and Conduct for Students of the Marshall University School of Pharmacy**

**PURPOSE:** To establish best practices/guidelines for student dress and conduct when on campus or while representing the school

**REVIEW** This OP will be reviewed by September of every even-numbered year  
**Policy/Procedure:** (2012) by the Student Affairs Committee and approved by the Dean and Executive Council

**Last Reviewed December 16, 2019**

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**The following standards for attire apply to all students enrolled in the Marshall University School of Pharmacy.**

**800.002.001 General Personal Care Standards**

- **Hygiene**
  - Student will maintain good personal hygiene to include regular bathing, use of deodorants and oral care.
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- **Hair and Facial Hair**
  - Clean
  - Neatly groomed
  - Secured if close contact with patients is anticipated
  - Non-distracting color
- **Jewelry and Accessories**
  - Must be non-distracting
  - Piercings will be limited to ears
- **Nails**
  - Clean
  - Manicured/neatly trimmed
  - Short, non-acrylic nails may be necessary for patient care activities (including simulated activities)

- **Cologne, after-shave, perfumes, body-sprays, lotions, etc.**
  - Light-scented
  - Keep in mind that many people (patients, students, instructors) are sensitive or allergic to chemical scents and odors. These products may induce headaches, asthma attacks, or adverse reactions.
    - Best practice for healthcare practitioners is to avoid using these products.
  - You may not be allowed to wear any scented products in certain practice settings.

## **800.002.002 – Appropriate Attire Standards**

- **Classroom Attire**
  - All clothing must be clean, free of obvious stains, rips, tears
  - Business casual styled clothing and shoes **OR** Marshall University School of Pharmacy approved scrubs and sneakers/tennis shoes are required for classroom settings, including assessments/examinations, during business hours Monday through Friday unless otherwise stated in this policy.
    - Business casual is defined as:
      - Dress shirts, sweaters, polo-type shirts, suite/sports coats
      - Dress pants, dress khakis, capris
        - Leggings are not permitted
      - Dresses and skirts no more than 3 inches above the knee
        - The slits of dresses and skirts also must not exceed 3 inches above the knee
      - Shoes, loafers, clogs, flats, dress heels, and leather deck-type shoes are acceptable as footwear.
        - Flip Flops and slippers are not permitted
- **Marshall Mondays**
  - On Mondays, students may wear a Marshall logo shirt with jeans and sneakers/tennis shoes
    - Jeans and shoes must be clean, no holes rips or tears
  - Special exceptions to the above rules may be considered
    - Written requests must be submitted to the Associate Dean of Academic and Curricular Affairs at least 2 weeks prior to the date of the requested exception
    - Such requests will be considered by the Executive Council at their next meeting and a final decision upon the request returned immediately thereafter
    - Examples where exceptions may be requested include but are not limited to: Halloween, student training events, departmental retreats, and Marshall University spirit events
    - Fundraiser “dress down day requests must be submitted in writing per fundraising policy at least 5 business days prior to the event
- **Laboratory Attire**
  - Scrubs, lab coats, and or business casual dress as noted above
  - Shoes
    - Non-porous sneakers/tennis shoes acceptable provided that they:

- Have no rips, holes or tears in the shoes
    - Are clean, non skid shoes of reasonable height
    - Are not open-toed
  - Exceptions to this dress code, such as when interacting with standardized patients or compounding, will be noted in the syllabus or via course communications
- **Professional and Pharmacy Practice Experiences**
  - Students are required to adhere to the business casual dress code defined above during the following situations: when representing Marshall University and/or the MUSOP at local, regional, state or national events, while attending professional meetings or seminars, and while participating in community service or academic service or co-curricular learning activities unless otherwise directed.
  - Additionally, students are required to adhere to this dress code while on IPPE and APPE rotations unless a specific rotation site standard is stricter and thus supersedes this policy
  - A clean, short white lab coat must be worn during the situations listed above unless a specific rotation site standard supersedes this policy
  - Student ID badges must be prominently worn/displayed at all time
- **Items not permitted under any condition include:**
  - Hats, caps, bandanas, toboggans, etc.
    - Headgear considered part of religious/cultural dress or in cases of medical need are permitted
  - Any excessively torn or soiled items
  - Denim/jeans of any color (unless otherwise state above i.e. Marshall Mondays)
  - T-shirts or other shirts with lettering (unless otherwise stated above i.e. Marshall Mondays)
  - Shorts, culottes, skorts or mini-skirts
  - Dresses, skirts, and slits higher than three inches above the knee
  - Sweatpants, sweatshirts, pajamas
  - Exercise clothing including running or jogging suits
  - Leggings
  - Any items that expose undergarments or the abdomen
  - Shoes with rips holes or tears
- Any medical condition that inhibits adherence to the appropriate attire standards should be discussed with the Assistant Dean for Student Affairs. The students academic advisor and instructors must also be informed
- **800.002.003 Classroom Etiquette**
- **Food and drink:**
  - Food and drink may be consumed in classrooms during a learning event (not an exam or assessment) provided it is not distracting to other students or the instructor
  - Food and drink are not permitted during an assessment which may include, but is not limited to, IRAT, GRAT, EOCA, Exams and OSCEs
  - Exceptions may be granted pending approval of appropriate medical documentation submitted to the Office of Student Affairs at least one week prior to the assessment

- Areas must be cleaned and free of any food wrapping or waste before leaving the learning environment
- Food and drink are not permitted in labs
- **Electronic Devices**
  - The use of all electronic devices will be limited while in the classroom and laboratory
    - Cell phones, pagers, and PDAs are to be on “silent mode” (not “vibrate”) while class is in session
    - Texting will not be permitted during class periods
- **Classroom Behavior**
  - Students are expected to be prepared for class at the designated start time
    - This includes prompt attendance and pre-downloaded IRAT, GRAT, EOCA, and examinations
  - Students are expected to be attentive during lecture, ALE, or other classroom activities
  - Any behavior determined to be disrespectful to peers or instructors will not be tolerated and may result in the student being dismissed from class and sanctions as discussed later in this policy
  - Individual faculty members reserve the right to be more stringent with the rules for classroom etiquette, provided that the framework for those changes is made know through the syllabus or other communication
- **800.002.004 – Enforcement of Standards**
  - Standards of Attire and Classroom Etiquette are intended to be self regulated
  - Other policies may be implemented as warranted to ensure adherence to these standards
  - Infractions of this policy will be immediately referred to the Office of Student Affairs for review and possible disciplinary action
    - The Office of Student Affairs will maintain documentation of violations and actions taken
    - Additionally the student’s Academic Advisor will be informed of and updated on the details of the violation and sanctions
  - Reporting
    - MUSOP employees (staff, faculty, professors, adjunct professors, preceptors) will have access to an anonymous reporting system
  - Disciplinary Process
    - First Dress Code or Classroom Etiquette Violation:
      - Discussion involving the student and Office of Student Affairs detailing the specific violation, as well as the expectations for future behavior
    - Second Dress Code or Classroom Etiquette Violation of the same infraction:
      - Further discussion of the violation and expectations for future behavior **PLUS** sanctions that may include, but are not limited to PEF
    - Third Dress Code or Classroom Etiquette Violation of the same infraction:
      - Referral to Dean for further sanctioning
    - This process is continuous and cumulative while the student is enrolled at Marshall University School of Pharmacy

APPROVALS:

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Gayle A. Brazeau, Ph. D. Date  
Dean

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Kim Broedel-Zaugg, R. Ph., M.B.A., Ph.D. Date  
Chair of Pharmacy Practice, Administration, and Research

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Eric Blough, Ph. D. Date  
Associate Dean for Academic and Curricular Affairs

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Terri Moran, M. S. Date  
Assistant Dean of Student Affairs

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Robert Stanton, M. B. A, Pharm. D., BCPS Date  
Assistant Dean for Experiential Learning

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Shelvy Campbell, Ph. D. Date  
Assistant Dean for Diversity and Inclusion

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Lisa Nord, R. Ph. Date  
Clinical Assistant Professor, DPPAR

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Jeremy McAleer, Ph. D. Date  
Associate Professor, DPSR

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Karen Doss, M. A.  
Executive Assistant to the Dean

Date

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Christie Chaffin, C. P. A., M. B. A.,  
Director of Finance and Planning

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Holly Dunmore, M. S.  
Director of Academic Information Systems

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Boyd Rorabaugh, Ph. D.  
Chair and Professor, Department of Pharmaceutical Science and Research

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