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PROFESSIONAL CONDUCT AND APPEARANCE

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**POLICY:** It is the expectation of Michigan State University's College of Osteopathic Medicine in Southeast Michigan that all program faculty, staff and students conduct themselves in a professional manner and promote a professional and business-like appearance. In addition to being neat and clean, attire should not be hazardous, distracting, or offensive to students, faculty/staff, or the general public and in the case of the Detroit Medial Center site (DMC), to patients, families, medical staff, and DMC employees given that our location is within a professional medical setting. It is also expected that all faculty, staff, and students will utilize specialized safety equipment/attire as required per academic course instructors.

Clothing

All personal clothing should be neat and clean and of appropriate size and fit.

The following are NOT permitted while faculty/staff are on duty or while students are in structured classroom instruction, or when any faculty, staff, or student is conducting MSUCOM related business:

"Army fatigues"	Cutoffs or shorts
Exercise apparel	Exposed midriffs
Jogging suits	Mini skirts or mini-dresses above mid-thigh
See-through or revealing clothing	Skirts slit above mid-thigh
Stretch pants	Sweat pants
Tank or tube tops	

Apparel such as jeans and sweatshirts/t-shirts (without holes) may be worn by students and on select occasions with approval of the Associate Dean by faculty and staff.

Shoes and Leg Wear

Appropriate shoes must be worn. Open-toed shoes are acceptable; however, slippers are not permitted. Bare legs/feet are not permitted.

Badges and Pins

The MSU provided identification badge must be worn at all times and in full view, at or above mid-chest level, with full name and photo visible.

Personal Electronics

Headphones may be used in study areas. Personal cameras, including cell phones with camera capability, may not be used on the premises without permission of the Associate Dean. Personal beepers and phones may be carried, but must be kept on inaudible alert mode in classrooms and study areas.

Weapons

Weapons of any kind are not allowed on the premises at any time.

Off-site Functions

This Professional Conduct and Appearance Policy should be adhered to when faculty, staff, or students are representing MSUCOM of Southeast Michigan at any outside conferences, community outreach functions and other professional and/or educational events.