

Coming... January 1, 2012.....

A NEW LOOK in the College of Business



You never get a second chance...to make a first impression

One never knows when a hiring executive will visit the College of Business (COB). Whether you seek employment with a major corporation, small business, or non-profit organization, business students must present themselves as professionals.

Your attire frames your professional presence, which impacts your overall Brand. *To ensure that students in the COB are always prepared to make a strong first impression, effective **January 1, 2012**, the College will implement a new Business Casual dress code.*

While each professional workplace may have its own unique requirements for business casual and business professional work wear, some standards apply. These new guidelines were developed to empower students in the College of Business to begin dressing today for the success they seek tomorrow.

BUSINESS CASUAL ATTIRE

ACCEPTABLE includes...

- Button-down shirts and dress shirts
- Polos, sweaters and blouses
- Turtlenecks, cardigans and vests
- Suit jackets and blazers
- Dresses and skirts no shorter than 2 inches above the knee
- Properly fitting pants, khaki slacks and jeans
- Loafers, tie-ups, flats, mules and boots; heels with heights not exceeding 4 inches

INAPPROPRIATE includes...

- Mini-skirts/dresses, shorts and skorts
- Spandex
- Tank tops and midriff tops
- Athletic shoes, flip-flops, slippers and stilettos
- Hats, unless for religious or cultural purposes



BUSINESS CASUAL

Business Casual attire reflects professionalism without the formality of pant suits, skirt suits and ties. **Button-down shirts, polos, dress shirts, sweaters, blouses, and turtlenecks** are **acceptable** business casual attire. *Inappropriate clothing includes tank tops, sweatshirts (unless bearing the CSU logo), midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops, tops with bare shoulders, and t-shirts unless worn under another blouse, shirt, or jacket.*

Slacks similar to suit pants in cotton, synthetic or wool material are acceptable. *Inappropriate slacks include cargo pants, sweatpants, exercise pants, shorts, Bermuda shorts, overalls, leggings and any spandex.*

Dresses in cotton, synthetic, wool or silk are appropriate. Pencil, a-line, and fit and flare skirts in cotton, synthetic, wool or silk are also

appropriate. Dress and skirt length should be no more than two inches above the knee. *Mini-skirts, skorts and beach dresses are inappropriate in the COB.* Spaghetti-strap dresses sundresses must be worn with a jacket or sweater.

Loafers, lace-ups, slip-ons, boots, sandals, flats and pumps are acceptable. *Athletic shoes, flip-flops, slippers, and stilettos are not appropriate for class.*

Most suit jackets or sport jackets are acceptable for the classroom. Cardigans and vests should button flat and lay nicely when worn open.

Tights and stockings are acceptable leg coverings. Bare legs are appropriate when legs are hairless and moisturized. Hats are not appropriate in the workplace or in the classroom. Exceptions include hair covering for religious or cultural traditions.



BUSINESS PROFESSIONAL

Interviews, internships and special events require business professional clothing. This includes suits, dresses and skirt suits in cotton, wool or synthetic material.

Suits should be paired with tailored shirts, tailored blouses and closed-toe shoes. Men should also wear ties. Suit jackets and blazers should have three buttons or less.

Students that cannot afford professional tailoring (some dry cleaners provide affordable tailoring services) should purchase items that are well-fitted -- not too tight and not too loose.

No more than two center front buttons should be unbuttoned at one time.

All business clothing should be neatly pressed. As a general rule, all-leather belts and shoes are the typical standard for formal business and business casual attire.

Questions? Contact the Dean's Office in BHS 602.



JEWELRY, MAKEUP, PERFUME, COLOGNE, BODY PIERCING AND TATTOOS

should be worn in good taste. In the pursuit of internships and full-time employment opportunities in the corporate world, it is important to be aware that visible body piercing other than pierced ears, and visible tattoos may not be considered appropriate. Strong fragrances can be offensive; jewelry and makeup should be simple and understated.