



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
School of Pharmacy™

## Professional Conduct Code

### *Dress Code*

As a member of the School of Pharmacy, a student's personal appearance is an extension of the School and will reflect on how patients and colleagues view the student, the program, and the profession of pharmacy. Therefore a dress code will be enforced. *Non-compliance with the dress code may result in an unexcused absence and subsequent failure in the course.*

### **Classroom Attire**

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Although more casual attire is permissible for students during their didactic courses, minimal expectations are outlined below. Other courses (eg. laboratory) may have additional expectations for attire as outlined in the respective course syllabi.

**Shirts.** Revealing clothing (e.g., spaghetti strap tops, halter tops, midriffs, work-out tops, muscle shirts) is not permitted, and proper undergarments shall be worn and not visible. Shoulders should remain covered at all times.

**Skirts/Shorts/Dresses.** Skirt and shorts length shall be of an appropriate length and may not be tight fitting. Mini skirts and short-shorts are not permitted. Split skirts are permitted, provided they are not tight fitting and fall within the above guidelines.

**Pants/Slacks.** Pants shall be properly fitting. Athletic wear (including spandex and leggings), pajama bottoms, and sweat suits are not permitted. Pants must be worn properly at the hips. Undergarments should not be exposed in any way.

**Scrubs.** Scrubs are appropriate for the lab setting but are not appropriate for everyday use.

**Shoes.** Shoes must be clean and in good condition. Sandals are acceptable.

**Hair.** Hair should be clean and well groomed. Hair may not be dyed any unnatural hair colors. Facial hair is to be well groomed.

**Nails.** Nails must be neatly manicured (not chipped) and kept at a length that will not interfere with the duties of a pharmacist.

**Head Gear.** Hats, caps, and other head gear are not permitted in the classroom. Only headgear worn for religious purposes and approved in advance by the Office of Student Services is permissible. Bluetooth headsets for phones should not be worn in the classroom setting.

*\* Deviations from the classroom attire policy may be permitted for special occasions or designated "casual Friday" programs.*

## **Professional Attire**

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Professional attire is expected for all the experiential education courses (clerkships) and in all professional settings. Professional settings may include: convocation hour seminars, "Grand Rounds" presentations, professional meetings, community screening events, student interviews, and mentoring roundtable sessions. ***Additional requirements for individual clerkship practice sites will supersede this policy.***

Nametags must be worn at all times (Texas Tech HSC University and Texas State Board of Pharmacy requirement).

In addition to the "casual attire" guidelines provided above, professional attire requires:

- All men to wear a shirt and tie *for clerkships*. Collared shirts and khakis are acceptable for other professional settings.
- Women may wear dresses, skirts and/or pants
- Shoes
  - Heels shall be of reasonable length.
  - No non-dress open toe casual sandals (eg. thong sandals)
  - Canvas sneakers shall not be worn (no tennis shoes are permitted)
- White coats (i.e., hip length, long coats not allowed) are to be worn unless other requirements expected by a clerkship site. White coats should be kept clean and in good condition.
- Skin
  - No tattoos or body piercings (other than earrings) are allowed to be visible. Students with such markings are to conceal them in some manner.

*\* Failure to meet dress code requirements may result in an unexcused absence for any course/event.*

*\* The Professional Attire Dress Code may be required for additional special events held at the School of Pharmacy. Students will be informed of such requirements in advance of the event.*

## Behavior Policy

Disruptive behaviors of any type during the classroom will not be tolerated. Faculty members and staff have the right to ask any student who is disruptive to leave the classroom, and will result in an unexcused absence from the classroom or site. Such incidents will be reported to the Professional Affairs Office.

Cell phones are to be silenced during all course meetings (lectures, clerkships) and during professional seminars. Disruption of a course/seminar may result in a request to leave the site and an unexcused absence.

Behaviors unbecoming of a professional will not be tolerated at the School of Pharmacy. Incidents of behavior which will bring embarrassment to Texas Tech HSC and the School of Pharmacy will not be tolerated. The procedures and sanctions for violation the Professional Conduct Code will follow those outlined in the Academic Conduct Code (TTUHSC SOP Student Handbook).

Any vandalism or defacement of school property, including web sites and bulletin boards is inappropriate. Reports of such activities will not only result in legal ramifications, but academic disciplinary action as well.

Individuals attending events or programs are to behave professionally giving the speaker/presenters attention and respect. Use of laptop computers or other electronic devices during presentations is unacceptable. Excessive talking, sleeping, or any other form of disrespect will result in removal from the setting and reporting to the Office of Professional Affairs and result in unexcused dismissal from the event.

If expected to RSVP for events, students must do so and fulfill such obligations.

## Electronic Communications

Students are to comply with the Information Technology "Acceptable Use" policy # 1.4.1 (<http://www.ttuhschool.edu/it/policy/acceptableuse.aspx>). Any use of email, discussion/chat boards, WebCT forums, or similar TTUHSC School of Pharmacy communications for abusive conduct will not be tolerated. Failure to comply may result in individual temporary or permanent revocation of privileges to these communication tools.

Cautionary note: Although student personal web pages, MySpace, and Facebook sites are beyond the jurisdiction of the School of Pharmacy, students are advised to be cautious regarding the unprofessional postings on such sites.

*Compliance with the School of Pharmacy Professional Conduct Code will be strictly enforced. Complaints against any student should be brought to the attention of the Office of Professional Affairs. Students found in violation of the Conduct Code will undergo review and sanctions as outlined in the HSC Student Handbook.*