

Business Casual Attire

Business Casual Guidelines*



Men	Men & Women	Women
Do's	Don't's	Do's
Conservative collared shirt or polo shirt.	Wrinkled or untucked clothing.	Tailored shirt, blouse or knit sweater/sets.
Quality solid-tee or turtleneck, in white or black, with a casual sport coat.	Tee-shirts with wording.	A tailored jacket.
Non-denim tailored slacks such as khakis.	Jeans, sweatpants, shorts, baggy pants or exposed undergarments.	Non-denim pants or knee-length or longer skirt.
Belt, the same color as shoes.	Huge belt buckles.	If applicable, wear a belt, the same color as shoes.
Mid-calf socks, the same color of pants.	Gym socks.	Hosiery should be considered with skirts.
Polished shoes - choose loafer or a rubber soled leather shoe.	Worn-out shoes, sandals, flip flops or athletic shoes.	Polished shoes - closed toe shoes and low heel.
Neatly groomed hair and facial hair.	Avoid the use of cologne/perfume.	Neatly groomed hair.
Jewelry: a conservative watch.	Visible body piercing(s) or tattoos.	Nail polish, makeup, and jewelry should be conservative and not distracting.

***These guidelines do not cover all contingencies. Please check with a Career Advisor if you are uncertain about what is acceptable.**