



Academic City University College

ACITY Grooming Standards

In Academic City's bid to create future-ready leaders, attention must be placed on how we present ourselves because this creates a lasting impression in the world we seek to impact and the respect we draw to ourselves. Therefore, we expect all members of our community to uphold this philosophy, to show courtesy to themselves and to others by maintaining a clean and sanitary environment on campus, and to dress appropriately. Students at Academic City University College should dress as befits future leaders of Africa and the world. Thus, the way that one does not wear sweatpants or bikinis to the workplace, students should not dress for classes as though they were going to a nightclub. Sexually provocative or untidy clothing is generally disapproved at Academic City University. Clothing meant for sleeping or lingerie-type clothing is prohibited on the administrative and academic side of the campus. The way you carry yourself is reflective of your values and self-esteem both now and when you graduate to become an alumnus. There is no second opportunity to create a first impression. Remember, you only get one opportunity to make a first impression. In the academic and administrative areas, the following are the allowed forms of dressing.

For Men

1. Shirts

- Dress shirts are recommended, and they may be either long or short sleeves.
- T-shirts or Lacoste tops are permitted. However, they should not have any profane languages or obscene images inscribed on them.

2. Trousers/Shorts

- The length of Shorts should be below the knee level
- Jeans trousers should not be tattered or reveal underwear when seated

3. Shoes

- Lace-up leather shoes, clean and polished are best; boots, tennis shoes, hush puppies, canvas are allowed
- Crocs and slippers (normally called slides) are NOT allowed.

4. Jewelry & Accessories

- Belts that are worn out and torn are not allowed

- Jewelry is to be kept to a minimum; a watch and one ring are good enough
- Absolutely no tongue rings are allowed

For Women

1. Skirts, Dresses, and Trousers

- Dress and skirt length should be no shorter than two inches above the knee and not revealing.
- Trousers should not be form-fitting. Shorts, and tight skirts that ride halfway up the thigh are inappropriate and should be avoided.
- Mini skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate.
- Casual dresses and skirts that are split at or below the knee are not acceptable.

2. Shirts, Tops, Blouses, and Jackets

- Casual shirts, dress shirts, sweaters, and suit jackets are acceptable.
- Avoid all form-fitting, revealing, sleeveless, strapless, or backless shirts, tops or blouses
- Crop tops or blouses that reveal the waist or stomach are highly prohibited.

3. Jewelry and Accessories

- One ring per hand in addition to the set of marriage rings are allowed.
- Absolutely no multiple earrings, multiple chain necklaces or tongue rings
- For seminars, conferences, and workshops, regular business casual wear with or without jackets is required.

4. Cosmetics and Facials

- Should be moderate and appropriate for skin tone.

5. Shoes

- Preferably flat shoes, sandals or canvas
- No crocs, bathroom slippers, flip flops or slides are permitted.

Other Specific Requirements

- a. **Hats and head covering:** Hats, caps, and hair bonnets are not acceptable. Head covers or scarfs, which are required for religious purposes or to uphold cultural tradition are allowed.
- b. **Slogans or pictures on shirts:** Profanity and nude or semi-nude pictures printed on shirts are inappropriate attire and prohibited. Political slogans, advertisements for products, and suggestive cartoons or drawings are inappropriate and prohibited.
- c. **Torn pants/slacks or jeans:** Tears in clothing are unacceptable attire and inappropriate. Jeans should not be form-fitting. Torn, dirty, or frayed clothing is unacceptable.
- d. **“Baggy” shorts or pants:** “Baggy” refers to over-size shorts or pants/slacks or jeans. It is considered inappropriate if underwear shows above baggy pants/trousers. This is therefore prohibited.
- e. **Jogging suits or sweat suits:** A City dress-down attire does not include jogging suits and sweat suits. Sweaters are only acceptable during cold and rainy days.
- f. **Revealing attire:** Revealing means exposing the tummy, waistline, chest, breast, waist beads, and exposure of underwear. Clothes such as shorts, crop tops, tank tops, and clothes made of see-through materials, laces, or clothes that expose areas of the body usually covered in the workplace are highly prohibited. Low-cut pants/slacks should be worn with tops long enough not to reveal the waistline when hands are raised.
- g. **Undergarments:** Clothing should not be transparent enough to make undergarments conspicuous; such clothing is considered disruptive and inappropriate.
- h. **Slacks, Pants, and Suit Pants:** Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, and business-looking slacks are acceptable. Inappropriate slacks or pants include sweatpants, exercise pants,

shorts, Bermuda shorts, leggings, and any spandex or other form-fitting pants such as bike clothing.

- i. **Shoes:** Loafers, flats, clogs, dress heels up to four inches, and deck shoes are acceptable preferably in black or brown shades and should be clean. Thongs, flip-flops, slippers, and the like are not acceptable.
- j. During class presentations or any other school presentations, students must be appropriately dressed i.e. formal or smart casual.

Violations of dress code

- 1. Any student who violates the standard dress code prescribed will be asked to leave academic and administrative areas.
- 2. Any student who refuses to leave the academic and administrative areas or acts rudely after being found inappropriately dressed will be subject to disciplinary action.

Non-discrimination Policy

Nothing in this policy is intended to restrict or violate rights related to non-discrimination and disability policies and laws or hinder the advancement of diversity at the university. Flexibility in freedom of choice should be shown in relation to religious or ethnic attire.