

# PROCEDURE:

## 5.1.2p7. Uniforms

*Revised: June 18, 2008; June 16, 2010; June 20, 2012; June 19, 2013; June 18, 2014; June 17, 2015; September 21, 2016; June 21, 2017; August 15, 2018; August 21, 2019; June 17, 2020; August 17, 2021*

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*Adopted: June 20, 2007*

### I. **PURPOSE**

Students in various programs may be required to purchase uniforms appropriate to a program of study and to wear them to designated classes, clinicals, practicums, labs, internship sites and/or events.

### II. **RELATED AUTHORITY**

TCSG Procedure 5.1.2p. Business Affiliation Agreements

### III. **APPLICABILITY**

This procedure applies to programs of study which require students to purchase uniforms.

### IV. **DEFINITIONS**

None.

### V. **ATTACHMENTS**

Uniform Request/Change Form

### VI. **PROCEDURE**

The following programs require uniforms: Cosmetology, Culinary Arts, Dental Assisting, Diagnostic Medical Sonography, Echocardiography, Emergency Medical Technician, Esthetician, Medical Assisting, Nurse Aide, Opticianry, Paramedicine Technology, Practical Nursing, Pharmacy Technology, Radiologic Technology, and Veterinary Technology.

#### **New Requests**

Faculty members who desire that uniforms be required for their program must complete and submit the Uniform Request/Change Form to the appropriate Dean for Academic Affairs. All uniforms will be required to meet OSHA standards according to occupational standards. Faculty members may request input from advisory committee members, graduates, and/or current students. If approved by the Dean, the Dean will submit the form to the Executive Vice President for Academic and Student Affairs for final approval. If approved, a request to have the information included in the next catalog or catalog

addendum, and faculty members will place the information in program orientation material and in appropriate syllabi.

### **Revision Requests**

If a uniform change for a currently approved program is required, program faculty must complete and submit the Uniform Request/Change Form to the appropriate Dean for Academic Affairs. Upon approval of the form, the Dean will submit the form to the Executive Vice President for Academic Affairs for final approval. If approved, the revised information will be submitted for inclusions in the catalog, and faculty will share the information with current students. When possible, uniform changes should be implemented at the start of a new class to avoid additional costs for current students.

## **VII. RECORD RETENTION**

All completed forms will be retained in the office of the Executive Vice President for Academic and Student Affairs.