

Digital Image Standards for University One Card

Purpose: To set a standard for the digital image used for the university One Card which ensures the easy identification of the card holder while being sensitive to religious, cultural, or medical ordinance, practice, faith or belief. Also, to provide guidelines and standards for staff that are issuing the One Card so that all individuals are treated in a consistent fashion.

- Head must face the camera directly with full face in view.
- Prescription glasses are permitted as long as they do not obstruct the eyes.
 - Prescription sun glasses are not permitted.
- Contact lenses that alter the color of the eyes are not permitted.
- You can not wear a hat or head covering.
 - Exceptions are permitted for religious, cultural, or medical reasons with the following restrictions:
 - Individual must state that they would like an exception for religious, cultural ordinance, or medical reasons.
 - The garment cannot cover the applicant's face, eyes, or forehead.
 - The garment cannot cast a shadow across the face.
 - Example: hat with a brim.
 - If an exception is made it is the responsibility of the staff member to ensure that the garment does not cover the face, eyes, or forehead.
 - If requested by the applicant staff members will be replaced by a staff member of the opposite gender so that they may take the photograph.
 - Every attempt will be made to respect cultural or religious practices including accommodating a private location, out of public view, to photograph an individual with the understanding that, depending on volume and accessibility to equipment, the individual may be asked to schedule an appointment.
 - Baseball caps, knitted hats and general head coverings are not permitted unless permitted as mentioned above.
- Headphones or wireless hands-free devices cannot be worn.