

Bison One Card Production Policies

1. Classification of Individuals at Howard University

- a. Students
 - i. A Student is someone who is registered for classes and also validated (financial responsibility of tuition and fees) at Howard University.
- b. Faculty
 - i. A Faculty person is someone who is an active employee and in an official teaching role at Howard University.
- c. Staff
 - i. A Staff person is someone who is an active employee (primary role) and is working at Howard University.
- d. Retirees
 - i. A Retiree is someone who had been employed by Howard University and has a status of retired with Human Resources.
- e. Contractors
 - i. All university contractors that meet the following guidelines are required to obtain Contractor Bison One Cards. This policy does not apply to firms that make deliveries to campus.
 - 1. A person who, as part of an independent business, provides services to the university on a contracted basis: for more than one (1) business day or; may not be accompanied by a university employee while conducting business on campus.
 - 2. A person who, as part of an independent business, provides recurring contract services to the university and is assigned workspace at the university.
 - 3. Contractor's employers are required to submit background screening clearance information to the Procurement and Contracting
- f. Temporary (Special Programs)
 - i. A special programs participant (which are not Students, Faculty, Staff, Retirees or Contractors) who is approved to participate in activities at Howard University.
 - 1. Summer Programs are identified as a category of special programs. Summer Program participants are approved by the Office of the Provost.
 - a. The university department sponsoring the summer program is responsible for requesting Summer Program ID Card on behalf of the participants.

2. Types of Bison One Cards (which can officially be referenced as "Bison One Card")

- a. Student Bison One Card

- ii. Faculty and Staff Bison One Cards are valid for 5 years or when no longer an active Faculty or Staff, whichever comes first
- iii. Contractor Bison One Cards are valid for 4 years or when no longer an active Contractor, whichever comes first.
- iv. Retiree Bison One Cards do not expire.
- v. Temporary Bison One Cards are set to expire at the end of the agreed/approved programs/services.

4. Re-Issuance of Bison One Cards

- a. Students, Faculty, Staff, and Contractors may get reissued a Bison One Card 30 days prior to expiration, at no cost, if the original card is turned into the Bison One Card Office.

5. Personal Possession of Bison One Card

- a. The Bison One Card must be carried at all times while on university property.
 - i. Failure to do so will be reported to the Department of Public Safety and may result in denial of access to university property and/or services. Additional disciplinary sanctions may be imposed by the Office of the Dean for Special Student Services or the Office of Human Resources (HR) for students and employees, respectively.
- b. The university may revoke the card and/or the functions and services provided by use of the Bison One Card at any time for disciplinary and/or administrative reason.

6. Visible Bison One Card

- a. The Contractor Bison One Card must be worn in such a manner that the photo is clearly visible from the front at all times, while on university property.
- b. The Temporary Bison One Card for Summer Program participants must be worn in such a manner that the photo is clearly visible from the front at all times while on university property.

7. Authorized Confiscation of Bison One Cards

- a. The Bison One Card is property of Howard University and must be presented, upon request, to any authorized university personnel while on university property.
 - i. Authorized Personnel are active employees and contractors of Howard University.
 - ii. Authorized Department Personnel are not limited to, but include Campus Police/Public Safety, Human Resources, and Bison One Card Office.

8. Validating Identity

- a. A valid United States of America (USA) government issued ID or valid Foreign Government Passport must be presented when obtaining a Bison One Card.
- b. It is the discretion of the Bison One Card Office staff to accept or deny identification provided for validating identities.
- c. Acceptable ID's include, but not limited to:
 - i. US or foreign government-issued Passport
 - ii. US Military ID
 - iii. State driver's license

iv. State issued photo ID

9. Changes to Personal Information on Bison One Card

- a. For name, changes on employee or contractor Bison One Cards, the new information must first be submitted to the Office of Human Resources (HR) for update in the Human Resources Information System (HRIS).
- b. For name changes on student Bison One Cards, the new information must first be submitted to the Records Office in Enrollment Management for update in the Student Information System (SIS).

10. Acceptable use of the Bison One Card

- a. The Bison One Card is non-transferable.
- b. All funds, access and other services provided as a function of the Bison One Card are to be used solely by the card holder, to whom the Bison One Card was issued.
- c. The card holder is responsible for any actions and obligations incurred by the use of the Bison One Card unless the card holder reports the card as lost or stolen.
- d. A Bison One Card may be subject to confiscation when it is presented by a person other than the card holder, to whom the Bison One Card was issued.
- e. Unauthorized use of the Bison One Card is considered theft and will be reported to the Department of Public Safety.

11. Collection of Bison One Cards

- a. All employees (Faculty, Staff, and Contractors) that are terminated or separated from the university must return their Bison One Card to the Department of Public Safety, their Department or the Bison One Card Office.
- b. Contractors must return all Contractor ID Cards to the sponsoring department or the Bison One Card Office at the conclusion of the contracted service or when the service has otherwise ended. Sponsoring departments shall then remit the Contractor ID Cards to the Department of Public Safety.
 - i. Final invoices may be withheld to vendors who fail to return all Contractor ID Cards for their employees or pay the card replacement fee for lost/stolen Contractor ID Cards.
- c. Summer Program participants must return all Temporary Bison One Cards to the sponsoring department at the conclusion of the summer program or when the participant has otherwise departed the program. Sponsoring departments shall then remit the Temporary Bison One Cards to the Bison One Card Office.

12. Replacement of the Bison One Card

- i. Bison One Cards may be replaced at no cost to the card holder when normal usage of the Bison One Card results in the magnetic stripe fading, barcode degrading and/or the internal chip not functioning. Bison One Card Office staff will visually inspect and test the functionality of the card to make a final determination. This type of damage is considered “normal wear and tear.”
- ii. Bison One Cards will be repaired and/or replaced at no cost to the card holder if the magnetic stripe has stopped functioning or the internal chip has stopped working, due to normal use of the card.

- iii. Replacement of a Bison One Card voids all previously issued cards and prevents access to funds, access and/or other electronic services with prior lost, stolen or damaged cards.
- b. Lost Bison One Cards**
 - i. Reporting Lost Bison One Cards
 - 1. Students, Faculty and Staff shall deactivate their card numbers on My Bison One Card Accounts website (www.howard.edu/BisonOneCard). Registration may be required.
 - 2. Contractors shall contact the Bison One Card Office (contact information can be found at www.howard.edu/BisonOneCard).
 - 3. Summer Program Participants (Temporary Bison One Card)
 - a. The sponsoring department of the Summer Program must notify the Bison One Card Office by email to onecard@howard.edu of any lost or stolen Summer Program ID Cards.
 - 4. Lost Bison One Cards that are returned to the Bison One Card Office will be stored for 2 weeks and thereafter destroyed.
 - a. The Bison One Card Office will make 1 attempt to email and/or call, if proper contact information is available.
 - 5. **Card Replacement Fee**
 - a. **A \$10 card replacement fee is charged for all lost Bison One Cards.**
- c. Stolen Bison One Cards**
 - i. The replacement fee for a stolen card **may** be waived if:
 - 1. If a police report is provided that states:
 - a. The cardholder was the victim of a crime, in which the Bison One Card was forcibly taken.
 - ii. The \$10 card replacement fee for a stolen card **will not** be waived if:
 - 1. If any documentation (including police report) or cardholder states that card was misplaced or left unattended in an unsecure location.
- d. Damaged Bison One Cards**
 - i. A Bison One Card is considered damaged outside of normal usage when it has been broken into 2 or more pieces, hole-punched, severely bent, defaced and/or exposed to excessive cold or excessive heat. Bison One Card Office staff will visually inspect and test the functionality of the card to make a final determination.
 - ii. There is a \$10 card replacement fee for all Bison One Card holders to replace Bison One Cards that have been lost, damaged (outside of normal usage) or require name changes.
- e. Expired Bison One Cards**
 - i. Bison One Cards will be replaced upon expiration at no charge for active students, faculty, staff and contractors. The current ID must be given to the

Bison One Card Office for this fee to be waived. Otherwise it will be considered a lost card and subject to the \$10 replacement fee.

Bison One Card Privacy Policy

13. Privacy Policy concerning images and personal information

Howard University respects the privacy rights created and protected by the laws of the District of Columbia and the US government. The Bison One Card Office collects, retains and uses information, including images, about individual members of Howard University and related card use in accordance with applicable laws and regulations in order to administrate card and related services. From time to time, it may be necessary to share information with other Howard University departments to conduct official business. At no time with the One Card Office share and/or reveal information and images to unaffiliated third parties.

Online Photo Submission Policies

14. Bison One Card Online Photo Submission

- a. The key requirement for online photo submission is the photo should clearly identify the cardholder. In general, all photos must be a color photo with a frontal view of just and head and shoulders on a solid white or blue background. Please see the information below for additional description of the requirements:
 - i. Frame subject with full face, front view, eyes open
 - ii. Make sure the photo presents full head from top of head to bottom of chin; height of head should measure 1 inch to 1 – 3/8 inches (25mm to 35mm)
 - iii. Center head within frame (see figure 2 below)
 - iv. Make sure eye height is between 1 – 1/8 inches to 1 – 3/8 inches (28mm and 35mm) from bottom of photo
 - v. Photograph the subject against a plain white or blue background
 - vi. Position the subject and lighting so that there are no distracting shadows on the face or background
 - vii. The subject should have a natural expression

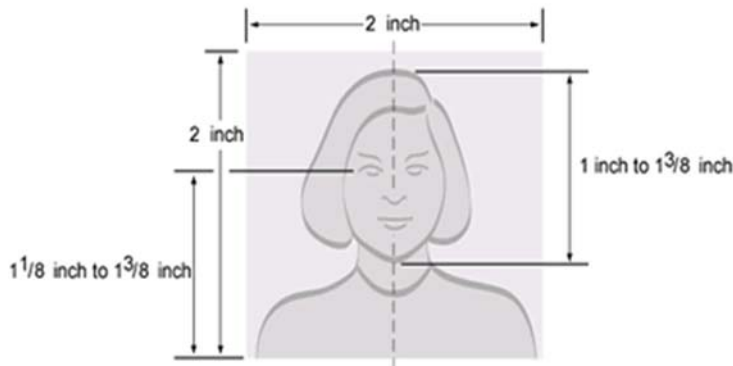


Figure 1. Head Position & Placement



Figure 2. Example of a well Composed Photo

- viii. Prescription glasses may be worn for the photo; however, there should be no reflections from the eyeglasses that obscure the eyes.
- ix. Dark glasses or nonprescription glasses with tinted lenses are not acceptable.
- x. Hats are not allowed.
- xi. Head coverings that are part of a religious practice or belief are acceptable.
- b. Photos submitted to the Bison One Card Office: becomes the property of the university; will be used for official and administrative purposes only and; are not returned.
- c. In order to obtain a card for which the photo was submitted online, the individual must report to the Bison One Card Office in person and provide a valid form of government issued identification (defined in section 1g).

15. Eligibility/Availability

- a. All newly admitted students, who have paid an enrollment fee to Howard University, are eligible to utilize online photo submission prior to their first semester at the university.
- b. This service is available for a period of time prior to the start of each semester to be specified on the student course registration website.