LIMITED ENGLISH PROFICIENCY (LEP) PLAN

Title VI of the Civil Rights Act of 1964 prohibits recipients of federal assistance from discriminating based on race, color, or national origin by, among other things, failing to provide meaningful access to individuals who are limited English proficient (LEP). Tennessee State University does not discriminate against anyone with LEP, who participates in our programs and/or services. The University has taken steps to ensure that all individuals will be able to communicate, either through written or oral language services, with all members of our staff.

1. Employees will have access to “One Moment Please” cards.

2. Once language proficiency is determined, the following steps should be taken:
   a. If the need is for a document to be translated, the supervisor will have the document translated through Avaza Language Service Corporation as soon as possible. Please contact Tiffany Cox in EEO/AA for assistance with this.
   b. If the need is for language interpretive service, staff will provide the assistance by calling Avaza Language Service Corporation at (615) 534-3405 and following the prompts.

3. If you have any questions, you may contact Tennessee State University’s Title VI Coordinator at: Tiffany Cox, Director- Equal Employment Opportunity/Affirmative Action, McWherter Administration Building, Room 260, (615) 963-7494. You may also contact Bobbie Porter, Specialist - Equal Employment Opportunity/Affirmative Action (615) 963-7438.