



# TENNESSEE STATE UNIVERSITY

## Office of Equity and Inclusion

Ned Ray McWherter Bldg., Ste. 260 |  
3500 John Merritt Blvd. | Nashville, Tennessee 37209 | (615) 963-7438

### 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 with limited English proficiency (LEP). Tennessee State University does not discriminate against anyone with LEP participating 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. Staff will have access to “One Moment Please” cards and/or posters to assist them with identifying the language spoken by the individual with LEP.
2. Once language proficiency is determined, the following steps should be taken:
  - a. If the need is for language interpretive service, staff will provide the assistance by obtaining their respective department’s Avaza access code, calling Avaza Language Service Corporation at (615) 534-3405, and following the prompts. Below you will find a listing of where access codes are housed for each major area of the university. Please contact your respective areas to receive your code.
  - b. 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 EO/AA for assistance with this process.**

DEPARTMENT/DIVISION	LOCATION OF ACCESS CODE
Colleges/Schools	Academic Affairs Office
Student Affairs/Police Dept.	VP of Student Affairs
Records/Admissions	Assoc. Provost of Enrollment Services
Bursar/Financial Aid	VP of Business and Finance
Univ./Alumni Relations/Media	VP of University Relations and Development
Athletics	Athletics Director
Avon Williams Campus	Assoc. VP of the Center for Extended Ed.

If you have any questions, you may contact Tennessee State University’s Title VI Coordinator at: Tiffany Cox, Director- Office of Equity & Inclusion, McWherter Administration Building, Ste. 260, (615) 963-7494 or [tcx9@tnstate.edu](mailto:tcx9@tnstate.edu). You may also contact Justin Harris, Assistant Director- Office of Equity & Inclusion (615) 963-7438 or [jharri11@tnstate.edu](mailto:jharri11@tnstate.edu).