TENNESSEE STATE UNIVERSITY
LIMITED ENGLISH PROFICIENCY (LEP) PROCEDURE

Tennessee State University does not discriminate against anyone with Limited English Proficiency (LEP), who participates in our programs and/or services. We have 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. These steps are as follows:

1. Employees will have access to “I Speak” cards.

2. Once language proficiency is determined, the following steps are taken:
   a. If the need is for a document to be translated, the supervisor will have the document translated as soon as possible.
   b. If the need is for oral language interpretative services, persons authorized by the area vice president will take appropriate actions to provide the assistance as soon as possible through WorldWide Interpreters 1-800-207-1424.

Any person who they have been discrimination against because of their LEP should contact the university’s Title VI Coordinator, Tiffany Cox, by calling 615-963-7435 or by visiting the Equal Employment Opportunity and Affirmative Action Office located in the Ned McWherter Administration Building, Suite 260.