

**Austin Peay State
University**

Limited English Proficiency (LEP)

POLICIES

Issued: March 25, 2017

Responsible Official: Director of Equal Opportunity and Affirmative

Official: Action

Responsible Office: Office of Equal Opportunity and Affirmative
Action

Policy Statement

Austin Peay State University will take reasonable steps to provide access to persons with Limited English Proficiency (LEP) as required under Title VI of the Civil Rights Act of 1964, as amended.

Purpose

The purpose of this policy is to outline the procedure regarding the provision of interpreter/translator services for persons who have Limited English Proficiency (LEP).

Definitions

The Department of Justice defines persons with LEP as “those individuals who have a limited ability to read, write, speak, or understand English.”

Procedures

APSU may encounter LEP persons in the form of international students, faculty, staff and other individuals seeking service and access to programs. There are specific APSU policies that deal with the ability to read, write, speak or understand English before admission to the University and before being hired by the University.

These procedures below apply to other situations involving persons with LEP. APSU will

1. Post services available to LEP persons in highly visible areas.

2. Identify the language of the language and communication needs of the LEP person who makes himself or herself known to the institution.
3. Have options to address the LEP person’s needs which may include:
 - a. Using language identification cards (or “I speak cards”) or posters to determine the language;
 - b. Maintaining an accurate list of available employee interpreters, if applicable;
 - c. If necessary, obtaining an outside interpreter.
4. The Title VI Coordinator will regularly assess the efficacy of these procedures.
5. Individuals who believe they have not been provided reasonable access to LEP services may file a complaint with the Title VI Coordinator within 180 days after the last incident.

Title VI Coordinator
 Browning Building
<http://www.apsu.edu/affirmative-action/title-vi-civil-rights-act-1964>
 (931) 221-7178

Revision Dates

APSU Policy 6:002 – Issued: March 25, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file