

University Policy Number: UP-01-03		Effective/Revision Date: July 28, 2023
Subject	Limited English Proficiency	
Authority	Executive Order 13166; 42 USC §2000d	
Applicability	Employees	
Related		

I. POLICY PURPOSE AND INTENT

In accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, Florida A&M University (University) is committed to providing persons with Limited English Proficiency (LEP) with equitable and meaningful access to University programs and activities.

The purpose of this Policy is to make reasonable efforts to eliminate or reduce barriers to University programs and activities for persons who have a limited English proficiency. Departments are responsible for providing meaningful access to LEP persons as outlined in the procedures.

STATEMENT OF POLICY

The University will take reasonable steps to ensure that LEP individuals have meaningful access to University programs and activities. To that end, the University will provide quality language assistance services in a timely manner and make available appropriate alternative language formats to LEP individuals upon request. All interpretation and translation services needed to comply with this Policy shall be provided free of charge to the LEP individual needing such service.


II. DEFINITIONS

- A. **Limited English Proficient Individual:** Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English can be limited English proficient, or “LEP,” entitled to language assistance with respect to a particular type of service, benefit, or encounter.

- B. **Interpretation and Translation:** Interpretation involves oral communication and the immediate communication of meaning from one language into another. An interpreter conveys meaning orally. Services can also be provided using translation or interpretive software/technological tools. From the standpoint of the user, a successful interpretation is one that faithfully and accurately conveys the meaning of the source language orally, reflecting the style and cultural context of the source message, without omissions, additions, or embellishments on the part of the interpreter. Professional interpreters are subject to specific codes of conduct and should be trained in interpretive skills, ethics, and subject-matter language. Translation involves written communication from one language to another. Translation services do not occur in real-time.

III. PROCEDURES

- A. LEP individuals are responsible for requesting interpretation and translation services when needed. Individuals should contact the University department providing the service or the Office of Equal Opportunity Programs for assistance. Departments should provide services, as prescribed by the Office of Equal Opportunity Programs.
- B. All University employees, including faculty members, staff members, student employees and administrators should report concerns regarding alleged misconduct related to this policy to the University’s Office of Equal Opportunity Programs. Such reports can also be submitted through the University’s Compliance and Ethics Hotline.


Larry Robinson, Ph.D.
President


Date


Rica Calhoun
Chief Compliance and Ethics Officer

August 8, 2023
Date

Attachments:	
Hyperlink Addresses:	https://www.lep.gov/translation#toc-language-identification-and-i-speak-cards