



AMERICAN NATIONAL ENGLISH LANGUAGE INSTITUTE



STUDENT CATALOG



1813 E. Main St., Salem, VA 24153

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WELCOME

American National University, since its foundation in 1886, has always striven for excellence and betterment. It is in such framework that our English Language Institute was created in 2011. Throughout these years American National University’s English Language Institute has served many international students from different parts of the world who sought an English program which would enhance their mastery of the English language in the United States and that ultimately will aid them to fulfill the language requirement to obtain admission at a university within the country.

In response to a growing need for English language instruction, a new corporation–American National English Language Institute (ANELI)–was created. Our English Language Institute continues to grow to become American National English Language Institute (ANELI) obtaining institutional accreditation from the Commission on English Language Program Accreditation (CEA) in 2017. What this means to all international students is that they will be able to receive a gold standard education in the field of the English language as well as experience the American culture firsthand.

ANELI’s unique attention to English language instruction as well as to cultural differences which bring a unique asset to our program, make the English training truly special in and out of the classroom as our Roanoke campus is located in the beautiful Blue Ridge Mountains of the gorgeous state of Virginia.

We invite you to contact us and interact with our admissions representatives who will be more than glad to not only assess you but also help you attain your personal goals and allow you to start the path to a better future.

I look forward to the opportunity to work with you as you pursue your career goals.
Sincerely,

Frank Longaker

Chair of the Board of Directors

STATEMENT OF MISSION AND GOALS

FOREWORD

This catalog contains policies and procedures for the information of students attending American National English Language Institute.

MISSION STATEMENT

American National English Language Institute provides comprehensive training at several levels in English Language learning and teaching to meet the needs of students in a competitive global economy. We accomplish this through avocational courses designed to increase English proficiency, prepare students for success in their academic and professional fields and foster immersion of students in American culture to enhance global awareness.

INSTITUTIONAL GOALS

- Offer English language programs to increase student's English Language proficiency for learning or teaching environment.
- Prepare students for a successful transition to a variety of academic settings in learning or teaching.
- Integrate students into American culture to enhance global awareness.

INSTITUTIONAL OBJECTIVES

1. Enhance students' educational experience in English Language through highly qualified faculty and staff using an individualized learning model.
2. Facilitate a learning environment that promotes the development of skills needed for students to be successful in transitioning to various academic settings in learning or teaching using quality curricula, learning resources, equipment, and facilities.
3. Enhance students' experiences by providing cultural immersion activities and opportunities to learn more about American culture.

ACCREDITATION AND APPROVALS

American National English Language Institute is certified by the State Council of Higher Education to operate in Virginia.

American National English Language Institute is institutionally accredited by the Commission on English Language Accreditation (CEA). CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S.

For further information about this accreditation, please contact:
Commission on English Language Program Accreditation (CEA)
1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314
665-3400



www.cea-accredit.org

THE INSTITUTE

HERITAGE

In 2011, American National University' English Language Institute (ELI) was conceived to suit the increasing language needs of international students who wished to obtain a degree from a university in the United States but whose mastery level of the English language jeopardized their personal goals. In 2013, ANU's ELI obtained programmatic accreditation allowing it to receive international students who searched for an English language program that would aid in enhancing their opportunities of being accepted by a university in the U.S.

Following along with the spirit which inspired the creation of American National University and its English Language Institute, in 2017 our English language Institute evolved to become American National English Language Institute (ANELI), obtaining institutional accreditation from the Commission on English Language Program Accreditation (CEA).

What this means for our international community is that our ANELI not only remains fully accredited to serve students and professionals wishing to master the English language in an all-English environment to pursue their personal goals of being admitted by a university in the U.S., but also to train and develop English language instructors with a 21st century methodology in the teaching of the English language allowing them to grow professionally wherever they choose to do so.

STUDENT ACTIVITIES

At ANELI, we understand that learning and mastering the English language cannot be reduced to classroom instruction only. We understand that the English language is a key component of a larger entity, the American culture. Therefore, we offer cultural activities that directly immerse our international students in the culture of this country. We may also offer trips to important cultural sites around the location to allow our students to experience first-hand the culture that embeds the English language they learn in our classrooms.

NOTICE OF NON-DISCRIMINATION

American National English Language Institute admits students of any race, color, national or ethnic origin, religion, creed, sex, handicap, or age to all the rights, privileges, programs, and activities generally accorded or made available to students at the Institute. It does not discriminate on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance in administration of its educational policies, admissions policies, scholarship and loan programs, or other university-administered programs. Title IX of the Education Amendments of 1972 requires that ANELI does not discriminate on the basis of sex in its education programs or activities. No qualified handicapped person shall, on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Institute-related program or activity.

American National English Language Institute is an equal opportunity employer. We are committed to the concept of equal opportunity in our hiring, employment, and personnel practices

and policies. All personnel activities are conducted without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

The Executive Director of American National English Language Institute is responsible for coordinating compliance with its non-discrimination policies. S/he may be contacted by mail at 1813 East Main Street, Salem Virginia 24153, by email at TitleIXCoordinator@an.edu, or by telephone at (407) 232-0588. Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

STUDENT SERVICES

ANELI offers a comprehensive selection of assistance services to aid students in continuing through to graduation and eventually achieving a high proficiency level in the English language that will welcome the opportunity to further their education by applying to a university or college academic program or advance in their career by a better employment opportunity.

The student services offered acknowledges the needs of the diverse student population who we seek an intensive English program for a higher purpose.

The ANELI program endeavors to nurture an atmosphere where students can concentrate on their English courses and can be further developed scholastically and individually.

Orientation

A student commencement program is organized before each term to familiarize new students with ANELI policies and processes.

Academic Support

ANELI offers personal tutoring classes and other academic support to all students. All essential services are free of charge. Should any student need support, they will immediately inform a faculty member, the lead instructor, or the Executive Director.

Tutoring

ANELI offers help to the students outside of class time and at a time that is reciprocally appropriate to the student and instructor.

Library

The ANU Library is available to offer students and faculty the resources and services essential to support the ANELI program's mission. All the resources are available electronically through the library. (<https://library.an.edu/>)

ACCOMODATION POLICY

American National English Language Institute recognizes its responsibilities to provide equal educational opportunities in accordance with state and federal laws and regulations including the Americans with Disabilities Act (ADA) of 1991 and Section 504 of the Rehabilitation Act of 1973

by prohibiting discrimination on the basis of disability. Though ANELI does not provide accommodation to international students, ANELI aids any international student looking for accommodation by contacting them with vetted apartments and assisting them through our International Students Coordinator.

TRANSPORTATION

American National English Language Institute does not provide transportation to and from our campus to the different accommodations our students may have arranged.

INSTITUTE EMAIL ACCOUNT

It is important for students to communicate with one another and work with instructors to improve the learning process. In order to help students communicate and form a strong learning community, the institution has made email available to all faculty and students. Students should keep in touch with instructors and classmates if they need help with an assignment, have questions about coursework, or are unable to attend a scheduled class.

When students are enrolled in our ESL program, they receive information regarding their email address and password which they will activate on the first day of class. Please remember that use of ANELI Mail is a privilege and subject to American National English Language Institute acceptable use policies.

ORIENTATION

All new students are required to attend the orientation session. The objectives of the Orientation are:

1. Understand ANELI's attendance, due date, and sexual harassment policies.
2. Understand how to navigate a course.
3. Identify course communication tools i.e., email.
4. Understand how to utilize Course Information and Assignment tools i.e., posting to Discussion Forums, submitting assignments, taking tests.
5. Learn how to access the library.
6. Understand SEVIS policies and how to stay in status while studying in the US (if applicable).

ACADEMIC TUTORING

During the course of your program, you may find the need for additional assistance with your studies. American National English Language Institute offers a no-cost peer tutoring service. Contact the ANELI Lead Instructor for assistance in locating a tutor. Students may also apply to be a student tutor. A student tutor is a current student who has successfully passed the course that they will become a tutor in with a grade of an A or B. All tutoring is done at ANELI's campus locations. To become a student tutor, complete the Application for Student Tutoring and submit it to a Student Services representative who will process the application for approval. Applications may be requested through Student Services.

CAREER ADVISING

ANELI does not offer advising or placement services.

ADMISSIONS

The first step to getting started is your personal interview with our Admissions staff. Applicants and their parents or spouse are invited to visit the local American National English Language Institute main campus to learn more about our programs, meet our staff and faculty, and tour the facilities.

Those who are unable to visit the campus are urged to call the Admissions Department for a telephone interview. You can call Admissions at 540-986-1800 (Salem, VA) or email InternationalAdmissions@an.edu

ADMISSION REQUIREMENTS

Applicants are required to attest they have completed a high school diploma on the enrollment application. If transcripts are requested, all Foreign Transcripts must be evaluated by a private credential evaluation service who is a member of NACES (National Association of Credential Evaluation Services).

A complete application form is required to initiate the admission process. Please, visit <https://admissions-anui.edular.com/sign-in> to complete the form in its entirety.

A government-issued photo ID is required as well. International applicants must submit a copy of their passport.

Those applying outside the US must provide financial or bank documents to prove their solvency to pay for their tuition. Talk to our International Admissions staff to receive information regarding the minimum amount needed.

PLACEMENT TEST

The ESL Placement Test determines the starting course level in the ESL Program.

Once the Applicant has been accepted to the ESL program, they will be scheduled to take the ESL Program Placement Test.

ANELI PLACEMENT TEST FORMAT

The CaMLA Exam Placement Test is used to determine the level of the student.

Part 1 Listening / Grammar / Vocabulary / Reading

There is a 60-minute time limit, which includes 80 multiple choice questions. Test-takers must manage their time for completing this part of the test.

Listening includes approximately 25 questions. 10 questions in the first section and 15 in the second.

Grammar includes 20 questions.

Vocabulary includes 20 questions.

Reading includes approximately 15 questions.

Part 2: Writing

There is a 60- minute time limit which includes:

Task 1: Students answer three questions about a topic in a short paragraph format.

Task 2: Students write an opinion or position essay on one specific topic.

Part 3: Speaking

It is a 10-minute interview which includes:

Three questions in part 1

Two questions in part 2

The ESL staff will use the results of the ESL Program Placement Test to place students into ESL classes.

There is no fee for the ESL Placement Test and instructions on how to take it will be sent to the applicant's email address by the Student Services office.

RE-TAKING ANELI PLACEMENT TEST

Placement tests results are valid for one year.

Applicants who do not get enrolled in the program by any circumstances upon having taken the test and decide to enroll after a year of having taken it, will have to retake the placement test.

Students who stop studying in the program and decide to resume their studies after a year, will have to retake the placement test as well.

CaMLA Test results are no longer valid after a year.

ESL meets 18 hours per week. Sessions are 10 weeks long. (180 hours total per session)

Our ESL program offers you 180 hours of classes in Academic English during each 10-week session. Classes meet Mondays through Thursdays, with a possible makeup day on Fridays when holidays or weather prevent classes from occurring. Time of classes depend on level and location. Four hours and thirty minutes of ESL instruction each day studying 2 sections.

LEVEL CHANGES

Students are usually placed into the correct level. However, during the first two weeks of having started the level, students who feel they are placed incorrectly can address with the Executive Director, who will review the recommendation and interview the student before making a final decision.

PROGRAM OF STUDY

American National English Language Institute offers a six level English as a Second Language program. The curriculum offers comprehensive training to meet the needs of English Language Learners at various levels. Each level of learning includes training in Reading, Writing, and Grammar as well as Listening, Speaking, and Vocabulary for students who are interested in pursuing admission to American graduate and undergraduate academic programs.

The six levels build upon each other with the following course offerings:

Level	Course Number	Course Name	Hours
Level 1	ESL1111	Beginning English-Reading, Writing, and Grammar	90
	ESL2211	Beginning English-Listening, Speaking, and Vocabulary	90
Level 2	ESL1112	Foundations of English-Reading, Writing, and Grammar	90
	ESL2212	Foundations of English-Listening, Speaking, and Vocabulary	90
Level 3	ESL1113	Intermediate English I-Reading, Writing, and Grammar	90
	ESL2213	Intermediate English I-Listening, Speaking, and Vocabulary	90
Level 4	ESL1114	Intermediate English II-Reading, Writing, and Grammar	90
	ESL2214	Intermediate English II-Listening, Speaking, and Vocabulary	90
Level 5	ESL1115	Introduction to Advanced English-Reading, Writing, and Grammar	90
	ESL2215	Introduction to Advanced English- Listening, Speaking, and Vocabulary	90
Level 6	ESL1116	Advanced English-Reading, Writing, and Grammar	90
	ESL2216	Advanced English-Listening, Speaking, and Vocabulary	90
Total Hours			1,080

ACADEMIC POLICIES

ACADEMIC TERMS

For the convenience of its students, American National English Language Institute operates its classes year-round with a one-week break in between the terms. The ten-week term schedule enables students to complete their English programs and improve their English language proficiency for personal, professional or academic goals. ANELI provides comprehensive training at several levels in English language learning and teaching to meet the needs of students in a competitive global economy. Students may begin their programs at any of the starting dates during the year. For more information, please visit <https://english.an.edu> for exact application deadlines.

Improve your English language skills with confidence. American National English Language Institute's courses are available at six levels of proficiency – offering classes from beginning to advanced levels with emphasis on reading, writing, listening and speaking skills. Our advanced level classes focus on preparing students for success in their academic and professional fields and foster immersion of students in American culture to enhance global awareness. We take a personalized approach to learning, offering small classes, tutoring and provide electronic learning resources, including e-books, research libraries and more to contribute to the learning experience.

GRADE REPORTS

The records of each student are kept on a per-term basis. These complete records show the grade received in each subject. At the end of each term, a summarized per-term grade report on each student is provided to the student. Students are to see the American National English Language Institute Executive Director on final grade issues.

Grade reports provide the following information:

A student's performance will be assessed using a variety of the areas listed below.

Area	Percentage for this Course
Final Exam	30%
Tests/Quizzes	30%
Self-Study/Homework	10%
Mid-Term Exam	30%
TOTAL	100%

Letter Grade	Points	Explanation
A	94-100	Excellent
B	84-93	Above Average
C	74-83	Average
D	64-73	Below Average
F	63 and Below	Failure

*Students must pass all classes with a “C” or better.

TRANSCRIPTS

The official progress record of a student is maintained by the Institute. All qualified students may receive one official transcript without charge. For each transcript after the first one, a charge of \$10 will be made. Requests of transcripts are to be made via the American National English Language Institute.

CREDIT HOUR (ATTENDANCE) POLICY

American National English Language Institute awards no credit hour to any of its courses. However, all students are requested to attend 18 hours of instruction every week during each 10-week term to ensure interaction between students, faculty, and among students. Failure to comply with this policy may result in the student’s cancelation of his/her I-20, therefore, losing their F1 visa status (For international students) or academic dismissal for domestic students.

MATRICULATION

A regular student is considered enrolled when all of the following conditions are satisfied:

1. Application for Enrollment form completed and accepted;
2. Government-issued photo ID is submitted;
3. The applicant has submitted high school or university transcripts (if applicable);
4. Appropriate and updated bank documents have been submitted (if applicable);
5. Application fee is paid (if applicable);
6. Tuition fee has been paid.

ARTICULATION AGREEMENTS

American National English Language Institute has articulation agreements to promote the acceptance of equivalent courses and work together to promote continued educational opportunities for students.

The following are the Institutions that we have articulation agreements with:

- American National University
- American National University Tennessee
- Computer Systems Institute
- Roanoke College

STUDENTS TRANSFERRING FROM AMERICAN NATIONAL ENGLISH LANGUAGE INSTITUTE

The philosophy, purpose, and objectives of ANELI are to prepare students for successful academic performance and professional development through the mastery of the English language. The objective of the institution is to prepare students to successfully enter other academic institutions. Therefore, the curricula, courses, and other policies and procedures of ANELI have been developed to provide the most efficient and effective preparation for language mastery and eventual admissions by any college or university in the U.S.

Students wishing to transfer to other institutions should be cautioned that those institutions have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at American National English Language Institute as transferable. It should also be noted that in any transfer situation, regardless of the institutions involved, the acceptance of prior work is at the discretion of the accepting institution.

DUAL ENROLLMENT

It is designated for students who test at level 6 or higher in the CAMLA (Cambridge Michigan Language Assessment) and reside in the U.S., who have the desire to enroll in an academic program at American National University (ANU). These students will only pay tuition to attend classes provided by ANU, which means that there will not be any tuition cost for their ESL classes). American National University can accept international students into the DUAL enrollment as long as they satisfactorily complete ANELI's level 5 or higher. Please see below:

ANELI Level	CEFR Level	Q: Skills Textbook
1	A1	Intro
2	A1	1
3	A2	2
4	B1	3
5	B2	4
6	C1	5

CODE OF ACADEMIC INTEGRITY

American National English Language Institute, in an effort to promote an atmosphere conducive to intellectual fulfillment, commits itself, the administration, faculty, and students to the maintenance of the highest possible standards of academic integrity. These members of the American National English Language Institute community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the American National English Language Institute community are pledged to academic honesty. As academic honesty is considered to be the keystone of the educational enterprise, any form of dishonesty is considered to be an affront to the entire Institute community. Academic dishonesty is any form of giving, taking, or prescribing of information or material with

intent to gain an unfair advantage in an academic setting. Forms of dishonesty include, but are not limited to, cheating, plagiarism, and aiding and abetting others to cheat or plagiarize.

- I. Cheating is defined as copying another student's answers while completing any class assignment or during in-class and take-home examinations.
 - Using notes, books, or unauthorized aids (i.e., smartphones, iPads, etc.) during an examination.
 - Discussing answers during an in-class examination.
 - Submitting another student's work as one's own.
 - Stealing another student's work.
- II. Plagiarism is defined as submitting a paper or answer in which the language, ideas, or thoughts are identical to published or unpublished material from another source without correctly giving credit to that source.
- III. Aiding and abetting is defined as gaining from or giving assistance to another student in any of the areas described in the above-mentioned categories.

Enforcement of this policy is the responsibility of the appropriate faculty and staff. The Institute reserves the right to take any disciplinary action necessary which is compatible with the interest of the student body, staff, and/or faculty. Disciplinary action may include receiving a "0" on an assignment, expulsion from class, or expulsion from the Institute. The American National English Language Institute Executive Director will determine the course of action, with recommendation from the instructor. The student may submit a written appeal to the Academic Review Committee in order to have action dismissed or to request re-admittance to the Institute. The decision of the committee is final.

WITHDRAWALS

A student who withdraws from a class at or before the end of the fourth week of the term will receive a "W" grade, which will not affect his or her overall grade point average. However, a "W" does count toward total attempted hours.

A student who withdraws from a class after the fourth week of the term will be assigned a "WF." A "WF" is charged as "0" quality points and subsequently affects the student's grade point average adversely, does count toward total attempted hours and can result in the student not meeting a satisfactory Standard of Academic Progress toward his or her goal.

A student who withdraws from one class does not receive a refund of any portion of the classes from which he or she is withdrawn.

REPETITIONS

A student making grades of "A," "B," or "C," has completed the course but may repeat it if desired. Courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for completion and successful course completion.

A student must retake a class in which they have received a "D", "F," "WP" or "WF". However, courses that are taken and then retaken are both counted towards attempted hours for the purpose of the student's maximum time frame for completion and successful course completion.

If a student receives a minimum score of 74, 75, or 76 as a final grade and wishes to retake the level, they must communicate that to the Executive Director to discuss the issue not later than 72 hours upon level completion.

COURSE INCOMPLETES

An “I” will be given when a student is prevented from taking the final examination due to sickness or emergency. The “I” must be approved by the ANELI Executive Director. Such an “I” must be removed within the first 30 days of the next term. During the period an “I” is assigned, the “I” is calculated with “0” quality points. After completion of the final exam, a letter grade is assigned. If the final examination is not taken within the required time, a “0” is calculated into the final grade for the class.

SATISFACTORY ACADEMIC PROGRESS POLICY

The time for completion of the program shall not exceed 1.5 times the normal time required to complete the entire program. If a student exceeds 1.5 times the normal time required to complete the program, the student will be dismissed.

INSTITUTIONAL DISMISSAL APPEAL PROCEDURES

A student may appeal his or her dismissal status by submitting the Dismissal Appeal Form to the chairperson of the Academic Review Committee. The student must submit the Dismissal Appeal Form (available from Student Services) by the fifth week of the term to be considered for re-entry into the following term. The appeal should include any mitigating or special circumstances such as illness, traveling overseas, etc. that may have contributed to not meeting satisfactory academic progress. The student will be advised to repeat courses failed. If after this term the student does not meet the Standards of Satisfactory Academic Progress, the student will be dismissed. A student making SAP after this term will continue as a regular student.

REINSTATEMENT FOLLOWING INSTITUTIONAL DISMISSAL

Students dismissed from ANELI for failing to make satisfactory progress will normally sit out for one term before being readmitted. The Academic Review Committee will make the determination if a student may return. After the student has been approved to return to the institution, they will be placed in probation status. Students will be required to meet with their student services representative to complete the SAP advising form which will outline the course that students need to complete to successfully meet SAP. Upon completion of this requirement, he or she can continue as a regular student. The student must make satisfactory academic progress in their returning term or they may be dismissed.

GRADUATION

In order to graduate from the ANELI program, a student must successfully complete 100% of the total required courses and shall obtain a minimum overall completion rate of 75%. In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate coursework to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all required courses before students are

allowed to walk in the graduation ceremony. Candidates should be present at their commencement exercises. Exceptions may be made at the discretion of ANELI.

Graduation with honors is the meeting of all requirements for graduation, plus the attainment of 96% throughout the entire program. For the distinction of “High Honors,” a student must graduate with 100% throughout the entire program.

All students graduating from level 6 of ANELI’s ESL program will earn a certificate of completion.

ADMINISTRATIVE POLICIES

CONDUCT/DISMISSAL POLICY

Students are expected to conduct themselves with the same standards of behavior as are required in the workplace and in the community at large. Any behavior that is disruptive to the academic environment is strictly prohibited. ANELI expressly prohibits harassment of employees or students based on race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Harassment undermines the morale of the entire ANELI community and our commitment to treat each other with dignity and respect. In general, any behavior that infringes on the rights of privacy, safety, personal enjoyment, or use of ANELI as an academic institution is strictly prohibited. This includes but is not limited to conduct:

- By students, faculty, or staff who use language or behavior that is detrimental to and disruptive within the classroom environment.
- That interferes with the well-being of fellow students and/or faculty and staff members.
- That includes any type of sexual harassment or sexual violence towards members of ANELI community on or off site.
- That causes damage to the appearance or structure of ANELI facility and/or its equipment.
- By students who copy or otherwise plagiarize the assignments/projects of other students or professionals.
- By students, faculty and staff that use ANELI networks to access the internet to visit or view sites that violate copyright/intellectual property or other suspicious/illegal activity. (This includes, but is not limited to, viewing pornographic images, illegal file sharing such as downloading of music/videos, and other actions outlined in the Code of Computing Conduct policy.)

ANELI reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and ANELI. Such disciplinary action may include, but is not limited to, the following possible actions:

- Suspension from participation in a specific course for a specific period of time;
- Suspension from participation in all course activities for a specific period of time;
- Reassignment to a different course section;

- Withdrawal from enrollment in a specific course or all courses due to failure to meet minimum attendance requirements as a result of a suspension;
- Withdrawal from enrollment in a specific course as a result of dismissal from that course;
- Referral to legal authorities;
- Withdrawal from enrollment at ANELI as a result of dismissal from ANELI.

Students may appeal any disciplinary action taken pursuant to this conduct policy by filing a grievance in accordance with the ANELI's grievance policy.

GRIEVANCE POLICY

American National English Language Institute has adopted an internal grievance procedure for prompt resolution of student complaints, including allegations of discrimination on the basis of race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, or receipt of public assistance.

Any student who has a complaint should address it as follows:

1. A complaint should be filed in writing with the Lead Instructor of the ANELI. The complaint should contain the name, address, telephone number, and email address of the student filing the complaint, and a brief description of the circumstances giving rise to the complaint, and written statements from all other persons involved in the complaint who wish to be heard. The complaint should be filed by email to StudentAcademicAppeal@aneli.edu.
 - a. A complaint should be filed within thirty (30) days of an alleged incident or one (1) week after the complainant becomes aware of the circumstances giving rise to the complaint, whichever is later.
 - b. The ANELI Lead Instructor will investigate the complaint, making a determination, and take such action as he or she deems appropriate within 10 days of receiving the complaint.
2. If the complainant is not satisfied with the determination or action of the ANELI Lead Instructor, he or she may make a written appeal within thirty (30) days of the determination or action of the ANELI Lead Instructor to the Executive Director for complaints which relate to academic issues. The appeal should be filed by email to FormalGrievance@aneli.edu.
 - a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the ANELI Lead Instructor to be in error.
 - b. The Executive Director will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.
3. If the complainant is not satisfied with the determination or action of the Executive Director, he or she may make a written appeal within thirty (30) days of the determination or action of the Executive Director to the Chairman of the ANELI. The appeal should be filed by email to FormalGrievance@aneli.edu.

- a. The appeal should contain the name, address, telephone number, and email address of the student filing the appeal, a brief description of the circumstances giving rise to the original complaint, and a brief description of the reason why the student believes the determination and action of the ANELI Executive Director and the respective Chief Administrator to be in error.
- b. The Chairman will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.

Additional Avenues of Resolution

ANELI is certified to operate by SCHEV. Should the issue not be resolved at the University level, the student may at any time contact the:

State Council of Higher Education for Virginia (SCHEV),
James Monroe Building, 10th Floor,
101 N.14th Street, Richmond, VA 23219
(804) 225-2600.

ANELI is accredited by the Commission on English Language Program Accreditation (CEA). Students may also contact CEA should the issue not be resolved to their satisfaction at:

Commission on English Language Program Accreditation
1001 North Fairfax St., Suite 630
Alexandria, VA 22314
(703) 665-3400

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

HAZING POLICY

Definition: “hazing” means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. “Hazing” includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

Prohibition: ANELI seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety, and welfare. Hazing is contrary to the principles upon which the institution is built. Due to the serious nature of hazing and the unique situational pressures to which victims of hazing are subjected, ANELI has a

procedure solely to address allegations of hazing. Aiding and abetting another person who is engaged in hazing is prohibited.

Reporting Hazing Activities: Accounts of hazing can be submitted by any student, faculty, or staff at ANELI. Reports of alleged violations must be prepared in writing and submitted to the Executive Director. In addition, incidents of hazing may also be reported to the President. An incident should be reported within 48 hours, although reports may be accepted at any time. People are encouraged to report incidents as soon after their occurrence as possible, as the passage of time will impede efforts to investigate allegations and gather evidence.

Response to a Report of Hazing: Any allegations of hazing reported to ANELI will be investigated. If the investigation yields evidence of hazing, the institution will then take appropriate disciplinary action against the individuals and/or organizations deemed responsible for the hazing. The Executive Director may hear charges against organizations and individuals. Please note that the Institute will also support any victim of hazing if they want to speak to the local police about the possibility of pressing criminal charges. Hazing poses substantial risks to the safety and well-being of individual students and the Institute community. As such, violations of this policy will result in referral to the Office of the Executive Director and possible disciplinary action which may include, but not be limited to, any or all of the following: suspension or expulsion from the Institute, loss of Institute recognition and privileges, referral to law enforcement, participation in educational programs, and other educational or remedial actions appropriate to the circumstances.

Sanctions for Violations of the Policy: The Executive Director may impose Interim Sanctions, up to and including an interim suspension, immediately upon notice of a charge of violation of the Hazing Policy, where this individual in good faith believes that such Interim Sanctions are advisable to protect property or members of the Institute community or to ensure safety and the maintenance of order on the Institute Premises. Following the hearing, the student or organization will be notified in writing that based on the information present, either:

- Violations of the Hazing Policy have been found; or
- The charges have been dropped.

Upon a finding of in violation, the Executive Director has the authority to impose the full range of sanctions, including expulsion from the Institute or withdrawal of recognition.

SEXUAL MISCONDUCT POLICY

American National English Language Institute recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the ANELI to provide our employees and students with an environment that is free from harassment. The ANELI expressly prohibits harassment of employees or students on the basis of gender. This policy directly aligns with our Non-Discrimination policy to admit, instruct and evaluate students, and to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance.

ANELI has established certain procedures it will follow upon the report of an incidence of domestic violence, dating violence, sexual assault, stalking, or other violation. These procedures are set forth in the ANELI's grievance policy. If an institutional conduct proceeding arises from an incident report, ANELI will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our ANELI community to engage in sexual harassment and it is a violation of policy for any member of the ANELI community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for American National English Language Institute.

Definitions

Sexual harassment is unwelcome conduct of a sexual nature, and can include unwelcome sexual advances, requests for sexual favors, stalking and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed. Sexual harassment can be as blatant as rape or as subtle as a touch.

Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual Violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, domestic violence, dating violence, abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, cartoons or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual's body or dress, sexually explicit jokes and innuendos, and other sexually oriented statements;
7. Stalking;

8. Physical conduct, such as: touching, assault, or impeding or blocking movements;
9. Dating violence, domestic violence, and abusive sexual contact.

American National English Language Institute provides educational programming to students and staff regarding the awareness of and prevention of domestic violence, dating violence, sexual assault, stalking and other inappropriate and/or criminal sexual behaviors. Such programming is provided to new students as part of the orientation process and to staff and students throughout the year. The educational program includes:

Victims' Rights Under Sexual Harassment Policy

1. The victim is aware that criminal charges can be made with local law enforcement officials;
2. The prompt assistance of campus administration in notifying the appropriate law enforcement officials of a sexual assault incident;
3. A sexual assault victim's participation in and the presence of the victim's attorney or other support person at any facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any facility disciplinary proceeding concerning a sexual assault complaint, consistent with laws relating to data practices;
5. The complete and prompt assistance of campus administration at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident;
6. The assistance of campus administration in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding; The assistance of campus personnel, in cooperation with the appropriate law enforcement authorities, at a sexual assault victim's request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative classes.

SEXUAL MISCONDUCT GRIEVANCE PROCEDURES

In addition to the general procedures set forth above, the institution is required by Title IX of the U.S. Code, the Violence Against Women Act, and Department of Education regulations to establish specific procedures in the event of complaints involving gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking.

1. Definitions.
 - a. Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Some examples of sexual harassment include, but are not limited to:
 - i. Physical assault;
 - ii. Unwanted sexual advances, requests for sexual favors or propositions of a sexual nature;
 - iii. Direct or implied threats that submission to sexual advances is a condition for employment promotion, good grades, recommendations, etc.
 - iv. Unwelcome verbal or physical conduct of a sexual nature which an individual regards as undesirable or offensive, including, but not necessarily limited to, sexually explicit jokes, statements and questions or remarks about sexual activity or experience.

- b. Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including a completed nonconsensual sex act (i.e., rape), an attempted nonconsensual sex act, abusive sexual contact (i.e. unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victims who do not consent, or who are unable to consent or refuse to allow the act.
2. Complaint or Allegation of Sexual Violence or Misconduct.

Any individual who believes they have been subjected gender-based or sexual discrimination or harassment, sex or gender-based misconduct, a sex offense, domestic violence, dating violence, sexual assault, or stalking is strongly encouraged to report such occurrence. A report should be filed in writing with the Title IX Coordinator. S/he may be contacted by mail at 1813 East Main Street, Salem, Virginia 24153, by email at [TitleIXCoordinator@an.edu.](mailto:TitleIXCoordinator@an.edu), or by telephone at (540) 769-8200.

 - a. Upon receiving a report, American National English Language Institute ("ANELI") will respond promptly, equitably, and thoroughly.
 - b. A student or employee who reports an incidence of prohibited activity, whether the offense occurred on or off site, will be given a written explanation of his or her rights and options. Victims of sexual offenses are strongly encouraged to examine all options available to them.
 - c. Victims wishing to confidentially report an offense for inclusion in the annual security report should go to the Anonymous Reporting of Crime web address: <http://www.an.edu/documents-library/about/consumer-disclosure/crime-tip/>.
 - d. In addition, ANELI will take steps to prevent the recurrence of the alleged sex and gender-based misconduct and correct its effects, as appropriate.
 - e. Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the local authorities. The ANELI system and police/legal system work independently from one another. Individuals can file reports with ANELI, or with local authorities, or with both systems. If requested, the Title IX Coordinator may assist in the notification of local law enforcement authorities if the victim so chooses. Similarly, the victim may choose to decline such a notification.
3. Retaliation

Any attempt by a member of the ANELI community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is prohibited. Any person who believes that he or she has been the victim of retaliation for reporting discrimination or harassment or cooperating in an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or cooperation in an investigation will be in violation of policy and will be subject to the appropriate discipline process.
4. Interim Measures

During the investigation and until resolution of the matter, interim measures may be issued, including but not limited to restrictions on contact between the Complainant and the Respondent, bans from areas of ANELI, and/or appropriate changes in academic or

employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

5. Preservation of Evidence

It is important to preserve evidence (if applicable) of the offense as it may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, stalking, or in obtaining a protection order.

6. Evidentiary Standard

The Title IX Coordinator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the Coordinator is convinced based on the information provided that a violation of policy was more likely to have occurred than not have occurred.

7. Determination

The Coordinator will render a prompt, fair, and impartial investigation and resolution and issue a decision within fifteen (15) business days following the delivery of the investigative materials. To ensure fairness, the Title IX Coordinator shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking along with how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If the Coordinator determines that a violation has occurred, they will then determine the appropriate sanctions in consultation with ANELI's Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, ANELI safety concerns and any other information deemed relevant.

Once a decision has been made, both the accuser and the accused shall be simultaneously informed, in writing, of the outcome, the procedures for both the accused and victim to follow to appeal the results of the decision, any change to the decision that occurs prior to the time that the results become final, and when the results become final.

8. Potential Remedies and Sanctions

Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy is subject to disciplinary action, up to and including termination.

Students are subject to disciplinary action, up to and including dismissal. Remedies may include reassignment of work duties or location; reassignment of class meetings; restrictions on contact with Complainant; access restrictions to ANELI property and/or events, disciplinary probation, or dismissal.

Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from ANELI, ban from ANELI, and/or termination of contractual arrangements.

Vendors or other agencies in contract with ANELI will be promptly notified if any of their employees are alleged to have violated policy, and such employees may be banned from any or all ANELI properties and may also be subject to action deemed appropriate by their respective employer.

9. Sources of Counseling, Advocacy, and Support

ANELI's primary concern is with the health, safety, and well-being of the members of the community. If you or someone you know may have experienced any form of gender-based misconduct, we urge you to seek immediate assistance.

Questions regarding Title IX may be referred to the Title IX Coordinator or to the Office of Civil Rights at the U.S. Department of Education.

Title IX Coordinator – (540) 769-8200

U.S. Department of Education, Office for Civil Rights <http://www.ed.gov/ocr>

New York—Region II

32 Old Slip, 26th Floor

New York, NY 10005 Telephone: 646-428-3800 Email: OCR.NewYork@ed.gov

U.S. Department of Justice, Office on Violence Against Women <http://www.ovw.usdoj.gov/>

CODE OF COMPUTING CONDUCT

Educational Computing Facilities (ECF) are intended to support the academic mission and the administrative functions of American National English Language Institute. This Code of Conduct states the principles regarding the use of ECF. They complement and supplement rather than replace other policies concerning appropriate conduct of staff and students.

The policies controlling acceptable behavior at the institution are implicitly extended to cover the use of the ECF. The impersonal aspect of computers should not be taken as an excuse or reason for people's interactions with others to be anything but well-mannered, ethical and legal.

For example, if it is unacceptable to display a sexually explicit poster in a public room, it is similarly unacceptable to display such an image on a publicly visible computer screen.

Unsolicited, wide distribution of mail or messages should be carried out only if there is a reasonable expectation of interest from the recipients. Even in those cases, care must be taken to ensure that the messages do not overwhelm systems.

Educational Computing Facilities include any computer, computer-based network, computer peripheral, operating system, software, or any combination thereof, owned by the institution or under the custody or control of the institution.

The ECF includes stand-alone workstations and network-attached systems as well as central servers. This Code also specifically applies to access to ECF via telephone lines, the internet, or other remote access mechanisms.

The following principles apply to all of the institution and institutional staff, institutional students and other users of the Educational Computer Facilities. Users shall:

1. Be responsible for using these facilities in an effective, ethical and lawful manner.

This policy states that individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible such actions and may be held accountable for all results and repercussions of such actions.

Be aware that wasteful or inefficient use of resources may incur significant expense for the institution or result in a reduction in service to other users.

2. Use only those facilities for which they have authorization, whether these facilities are at the institution or at any other location accessible through a network.

Normally, ECF systems require explicit authorization. Authorization based on the provision of false or misleading information is not valid.

3. Take all reasonable steps to protect the integrity and privacy of the ECF including software and data. In particular, users shall not share with others the access codes, account numbers, passwords or other authorizations which have been assigned to them.

Users are encouraged to report any violations of this policy and any information relating to a flaw in or bypass of computing facility security, to the appropriate Instructor, ANELI Executive Director, and Department Head or to the ANELI Support Information Technology Department. Such security “holes” must not be "tested" without proper authorization. Turning a blind eye to potential violations or system flaws may allow your privacy or access to be jeopardized.

In this and the following sections, "access code" represents the username, account, sign-on ID, password, or whatever system-dependent mechanisms are used to gain access to particular facilities.

By allowing your access code to be used by others, you risk compromising the security and integrity of the ECF. As described in several later sections, much software which the institution utilizes requires that all actions be identified and traceable. For these reasons, if you do allow your access code to be used by others, you are responsible for all usage and activities carried out with the code.

Allowing unauthorized access to ECF indirectly is similarly prohibited (such as allowing access to a private computer at home, where this computer in turn provides access to ECF). A computer or terminal logged on and unattended in an accessible location is particularly vulnerable.

Some system management functions require that all those responsible for such functions share a single access code. Similarly, specific access codes are at times allocated to allow several people performing a common function to receive email. The use of such shared codes must be restricted to the intended purpose. Other usage by the same people should be through single-user access codes.

4. Respect the copyrights of the owners of all software, media, and data they use.

Most of the programs made available on the ECF are copyrighted. Copyright law specifically prohibits copying of any software except as explicitly allowed in the usage agreement.

Copyright law also provides similar protection for data and text.

Unless the software explicitly states otherwise, ALL software is copyrighted, even those normally referred to as shareware or freeware. Individual license agreements detail the exact rights and limitations.

Media files such as music and video files are also subject to copyright protection. Unauthorized downloading of such files, including unauthorized peer to peer sharing of copyrighted material is specifically prohibited.

Unauthorized use, sharing or distribution of copyrighted material may subject the user to criminal and civil penalties, including fines, incarceration, money damages payable to the copyright owners, and attorneys' fees. In addition, the institution may take disciplinary action against users who violate these prohibitions which may include suspension or termination of employees, and suspension or disenrollment of students.

5. Respect the policies established by the administrators of external networks such as GAPS, COD, ED Connect, WestLaw, and various virtual library networks when using such networks. They shall also respect the policies established by the administrators of local computing facilities at the institution.

The use of networks external to the institution must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. This Code of Conduct hereby specifically incorporates these external policies. Adherence to this code ensures compliance with the policies of our associated networks.

6. Respect the privacy of others. This includes, but is not limited to, respecting the confidentiality of email, files, data and transmissions.

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights & Privacy Act, 20 U.S.C. § 1232g. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and the institution regulations.

The ability to access information does not imply permission to access it. Specifically, having read-access to a file does not mean that you may read it. You should not browse, view, print, copy or execute someone else's files (either manually or program-assisted) without explicit permission. This also applies to floppy disks and tapes and similar storage media.

There may be cases where supervisors must access an employee's mail or files to get specific job-related materials or conduct business. For example, an urgent memo must be sent, but the staff member who typed it is ill. The need to respond to business-related email is another example. In all cases, unless prior arrangements have been made, a reasonable effort to ask the employee's permission must be made.

Access codes allocated for specific purposes may be designated as "non-private." In such cases, no data stored under the code may be considered for the private use of the individual to whom the code is allocated. Prior notice of such designation must be given.

7. Refrain from using ECF for unauthorized commercial activities.

As with other institution resources, the use of the ECF for private, commercially oriented applications is forbidden without appropriate authorization. Use for institution-related private activities is often permitted. For example, running an unauthorized business, doing tax returns or sending e-mail soliciting donations for a non-institution-related entity are clearly not allowed. On the other hand, use by a student for writing a resume is quite acceptable. If in doubt, check with the appropriate Instructor, ANELI Lead Instructor, or Executive Director.

8. Refrain from using ECF for any unauthorized or illegal purposes. Such purposes might include destruction or alteration of data owned by others, interference with legitimate access to computing facilities or harassment of users of such facilities at the institution or elsewhere, unauthorized disruption of ECF, attempts to discover or alter passwords or to subvert security systems in ECF or in any other computing or network facility.

The law prohibits unauthorized use of computers; unauthorized access to information or programs; destruction or alteration of data or interference with lawful access to data and the use of a computer system with the intent to commit any of the above.

Intentional introduction of any computer virus, Trojan horse, worm or similar software is an explicit violation of this principle.

Any unauthorized action which intentionally denies or obstructs access for another legitimate user to ECF is forbidden.

9. Properly identify themselves in any electronic correspondence and provide valid, traceable identification if required by applications or servers within the ECF or in establishing connections from the ECF.

All transmissions must be identifiable by the institutional staff. That is, they must include your access code. Similar rules are imposed by many external networks. You are encouraged to ensure that your name (in addition to access code) is also attached to all applicable messages. It is specifically forbidden to attempt to mask your real identity or intentionally originate a message masquerading as someone else.

By convention, most systems offering "anonymous FTP" services request that you enter your network address as a password. Users must comply with this convention.

Users do not have a right to privacy when using ECF.

Users do not own accounts on the institution computers but are granted the privilege of use of accounts owned by the institution. Users have no ownership rights or reasonable expectation of privacy right regarding computer communications and data stored on institution computers or accessed through institution accounts.

Institution officials have the right to access electronic files, including e-mail files, for any purpose deemed reasonable by them in their sole discretion.

Any violation of this Code may be prosecuted in conformity with the relevant institution policy (Code of Student Conduct, personnel policies, etc.) as well as applicable criminal and civil laws.

INSTITUTE SECURITY

In accordance with the Higher Education Act of 1965 as amended by Public Laws 101-542, 102-26, 102-325 and 103-208, all related to the Student Right-To-Know and Campus Security Act, ANELI makes available to current students, prospective students, employees, and prospective employees' information about ANELI safety policies and procedures and statistics concerning whether certain crimes took place on site. The latest report is posted on the website and is available upon request by contacting the Executive Director's office or by writing to the ANELI Chief Executive.

In summary, the report indicates the incidence of crimes at the individual locations of American National English Language Institute are very low or nonexistent for all the reportable years. However, any incident is a cause of concern to ANELI. Therefore, students, faculty, and staff are encouraged to report any crimes or suspected crimes to the ANELI Executive Director, who will immediately notify the appropriate local law enforcement agency. In the absence of the ANELI Chief Executive or other official, or in lieu of notifying them, the individual should directly notify the local law enforcement agency.

INCLEMENT WEATHER POLICY

In the event of adverse weather, the following procedures will be followed:

Our first concern is the safety of our staff, faculty, and students. Every effort will be made to hold classes. Each individual must make his or her own decision as to whether or not to travel during inclement weather. Announcements regarding delays or cancellations will be made through the ANU SMS and email system, as well as local television and radio stations, where deemed necessary.

American National English Language Institute participates within the ANU SMS and email system that allows students to receive notifications via text message. Students are automatically added into the SMS and email system upon enrollment to the University.

PARKING POLICY

- 1) Visitors' Parking - Reserved for visitors ONLY. Students may not park in parking spaces identified for visitors.
- 2) Handicapped Parking - Marked and located near campus entrances.
- 3) General Parking - Open at all times and free to all students, faculty, and staff.

Your assistance is requested in order to ensure that everyone has access to a parking space. Cars should be parked in a courteous manner, using only one space, avoiding yellow areas, and not blocking passages.

DRESS POLICY

All members of the American National English Language Institute community are asked to observe basic standards regarding appropriate dress. These standards are based on principles of neatness, cleanliness, and tasteful modesty for an academic setting. We frequently have businesspeople and guests on site; many of these people are potential employers. We wish their opinion of our general student population to be completely positive.

An American National English Language Institute student should always be neat and presentable. His or her hair style should be kept neat and clean. Shorts may be worn providing the hemline is not excessively short. Jeans are acceptable as long as they are clean and in good condition. In general, any dress that is considered inappropriate for an academic setting is also prohibited. Staff and faculty members may enforce this dress policy as necessary.

When special events are scheduled, such as Career Fairs, official visits by dignitaries, etc., more formal business dress is appropriate and recommended.

Some programs may have a dress code for specific courses.

The dress policy is for all live classes, either in person or on camera.

CHILDREN ON SITE

American National English Language Institute understands that many of our students are also parents and realizes that sometimes parents must bring their children to the campus. Please remember that your campus is an educational environment; whether you are there for class or to conduct other business, you should always refrain from any activity which could be disruptive to your fellow students, faculty, and staff. In particular, children should never be brought into classrooms, labs, or libraries regardless of age. In other non-academic areas of the campus, children should be in the company of a parent and properly supervised at all times.

MOBILE PHONES AND OTHER COMMUNICATION DEVICES

Students may possess a mobile telephone or other communication device on the Institute property, provided the device is in silent mode during class. If students are caught using communication devices during class and are causing a disruption, the instructor may and should confiscate the device and return it at the end of class. If the infraction occurs more than once during a term, disciplinary action will be taken for those failing to comply with this policy.

TOBACCO POLICY

All American National English Language Institute locations are entirely tobacco-free environments, including all inside spaces and external grounds. This prohibition includes any form of tobacco product or surrogate tobacco product, such as cigarettes, cigars, pipes, electronic cigarettes, personal vaporizers, electronic nicotine delivery systems, or smokeless tobacco. This tobacco policy is enforced at all locations and in video-conferencing meetings and classes where faculty, students, or staff appear on camera.

SUBSTANCE ABUSE PREVENTION PROGRAM

American National English Language Institute (“ANELI”) is committed to protecting the safety, health, and well-being of its students, employees, and all people who come into contact with the ANELI community. The abuse of alcoholic beverages, drugs, intoxicants, or other controlled substances (“substance abuse”) poses a direct and significant threat to this goal. Substance abuse can, among other things, impair thinking, reading, comprehension and verbal skills, produce mood swings, panic, and violent and bizarre behavior, and result in loss of physical control or death.

In an effort to create and maintain an environment free from such substance abuse, ANELI established its substance abuse prevention program. The program is consistent with the applicable sections of Federal Regulations 34 CFR Part 84 (Drug-Free Workplace) and Part 86 (Drug and Alcohol Abuse Prevention) and is set forth for students and employees alike. It consists of two primary parts. First, ANELI developed this Substance Abuse Prevention Program disclosure (the “Substance Abuse Disclosure”), which includes detailed information on a wide range of topics relating to substance abuse, including standards of conduct, institutional and legal sanctions, health risks, prevention, and treatment options. Second, ANELI put into place a set of policies designed to ensure that the Substance Abuse Disclosure is widely distributed and discussed, and that the effectiveness of the disclosure and distribution protocols is subject to periodic evaluation.

ANELI believes that the benefits of its substance abuse prevention program are manifold. The program provides ANELI community with critical information and resources relating to substance abuse, and implements standards, policies, and procedures that foster a healthy environment for students and employees alike. The program also serves to ensure our continued reputation and quality of service, to protect ANELI’s property and operations, and to enhance the safety of the general public.

ATTENDANCE POLICY

Attendance Policies

- **12 Hours missed at any time during the term**
 - Warning letter sent to student and placed in student file
 - Meet with ESL Teacher(s)
- **24 Hours missed at any time during the term**
 - Warning letter sent to student and placed in student file
 - Meet with Student Services Office
- **36 Hours missed at any time during the term**
 - Warning letter sent to student and placed in student file
 - Meet with ESL Executive Director
- **48 Hours missed at any time during the term**
 - Student dismissed
 - I-20 terminated

Full attendance and regular participation in classes are essential. I-20’s will be terminated immediately after 48 class hours are missed, but the following actions will take place before a student reaches 48 hours. Any work associated with any day that is missed for any reason may not be made up. This should motivate students to stay in class and keep up with all class work.

At 12 hours missed, a warning letter will be sent to the student and placed in the student’s file, and a conference will be set up with the student and teacher(s) to discuss how to improve attendance. At 24 hours, a second warning letter will be sent to the student and placed in the student’s file, and a conference will be set up with the student and Students Services Office to warn that a failure to improve attendance and any failing grades can result in being dropped from the program. At 36 hours, a conference with the ESL Executive Director will be called, and a third and last warning letter will be issue to the student and put in the file informing him or her that failure to improve attendance and any failing grades will result in being dropped from the program.

Also, the student must have positive attendance posted for a class by the second week of the term or the student may be dropped.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Eligible students have the right to inspect and review their education records maintained by the school. Schools are not required to provide copies of records for review, unless, for reasons such as great distance, it is impossible for eligible students to otherwise review the records. Schools may charge a fee for copies.

Additionally, eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading or otherwise in violation of the student's privacy rights. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Requests regarding any of the activities described above must be made in writing to the Student Service Office. American National English Language Institute makes the following forms available in the Student Service Office for these purposes - "Student Request to Review, Change or Receive a Copy of Education Records," and "Student Request for Formal Hearing to Change Education Records."

Generally, schools must have written permission from an eligible student in order to release personally identifiable information from that student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR 99.31). Accordingly, it is the policy of American National English Language Institute to release information to these parties:

- American National English Language Institute school officials with legitimate educational interest;
- Other educational institutions that have requested the information and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State Law;
- To persons or agencies requesting "Chief Executive information" (see below);

American National English Language Institute faculty, staff, and certain agencies to which American National English Language Institute outsources institutional services who may require information from a student's education record in order to carry out their official duties. They are considered school officials with legitimate educational interest in those cases.

Students wishing to provide consent of release of their information to a party other than those listed above should complete form "Identity Authentication Process and Student Consent to Disclose Records," available in the campus Student Service Office.

Schools may disclose "Chief Executive" information without consent. Chief Executive information is defined by American National English Language Institute as a student's name, address, telephone listing, electronic mail address, photograph, date of birth, place of birth, major field of study, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time) dates of attendance, participation in officially recognized activities, degrees, honors, awards received, and the most recent institution attended. However, schools must tell eligible students about Chief Executive Information and allow them a reasonable amount of time from the date of the notification to request that the school not disclose their Chief Executive information. American National English Language Institute makes such notification annually, or more frequently in the event of any change to the designation of Chief Executive information, allowing students 10 business days from the date of the notification to request that the school not disclose Chief Executive information. Additionally, students may make a request related to the release of their Chief Executive information at any time by submitting a written request to the Student Service Office. The "Chief Executive Information" form, available in the campus Student Service Office, may be used for this purpose.

Eligible students who believe that the school has failed to comply with the requirements of FERPA may file a complaint with the Department of Education at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

WITHDRAWAL

ANELI reserves the right to at any time require the withdrawal of any student. Any student determined to be unwilling to abide by ANELI rules, regulations or policies may be dismissed and withdrawn from enrollment at ANELI. Any student so dismissed may appeal his or her dismissal by filing a grievance in accordance with ANELI's Grievance Policy set forth on page 14 of this catalog.

LEAVE OF ABSENCE

ANELI students are expected to maintain continuous enrollment from the start of the program until graduation. Students should consult with the Student Services Department if a situation arises requiring them to interrupt their education to take a leave of absence.

- A student could interrupt his or her education by taking a Leave of Absence (LOA) for a term. A student may start the process to request a LOA prior to the term the student is

requesting the leave. The request for the LOA should be received and approved prior to the last day of the Drop/Add period of the term the student is requesting the leave.

- If a student requests a leave of absence with a start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the leave, the leave of absence will be denied.
- The date of return is the official date the student is expected to continue enrollment.

An international student requesting a planned educational leave of absence needs to be aware that:

- Students may request their annual vacation (term break) once they have completed three consecutive terms (an academic year).
 - The length of this break will be for 1 (one) term.
- To request a term break, students must complete a leave of absence request form and return to the Student Services Representative.
 - Forms will be accepted with digital signatures, as scanned copies, or as high-resolution pictures of the completed form.
- Students will be notified of their approval/denial within five business days.
- Students who plan to leave the U.S. during their leave of absence must contact their Designated School Official (DSO) to get their Form I-20 endorsed for travel.
- Students must return to the school by their expected return date, or they will be considered out of status.
 - Upon return, students must be in good standing both academically and financially.

REFUNDS AND ADJUSTMENTS

Students should meet with an administrator prior to withdrawing. In many cases, an exit interview is required.

A student shall be financially obligated for tuition charges once he or she has completed all of the following enrollment steps:

1. Has made application and has been accepted for admission by ANELI;
2. Has accepted a schedule of classes for the academic term; and
3. Has attended any regularly scheduled sessions.

If a student discontinues attendance before the expiration of the period for which tuition has been paid or obligated and notifies ANELI of his or her intent to withdraw, the official date of withdrawal is the day the student discontinued classes. If the student registered for classes but did not attend class, the official date of withdrawal is the date of registration.

Refunds shall be made within 30 days of official withdrawal or 30 days of the date of determination of withdrawal if a student does not officially withdraw. In all instances, the refund shall be based on and computed from the last day of attendance.

REFUND CALCULATIONS PROCEDURES

The enrollment period is based on the number of days in the term, beginning on the first day of classes and ending on the last day of the term, including all periods of examination. A student

who withdraws from one or more classes and is still enrolled in at least one class does not receive a refund of any portion of the classes from which he or she withdraws.

Refund Policy

A student who discontinues his or her studies prior to the end of the term for which he or she is obligated will receive a refund in accordance with the following schedule:

1. If a student withdraws from the institution on or before the first day of classes, or fails to begin classes, the refund shall equal the sum of all amounts paid for tuition or other instructional charges for the period of enrollment or to be paid by or on behalf of the student for the period of enrollment.
2. If after classes have commenced and before expiration of 25% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 75% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
3. If after the expiration of 25% or more but less than 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal 50% of all amounts paid or to be paid by or on behalf of the student for tuition or other instructional charges for the period of enrollment.
4. If after expiration of 50% of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student will be obligated for 100% of the tuition, fees and other charges assessed by the institution.
5. **Official Withdrawals:** A student's withdrawal date is the last day of attendance, determined once the school receives notice from the student that he or she is withdrawing.
6. **Unofficial Withdrawals:** A student's withdrawal date is his or her last day of attendance. The school's determination that a student is no longer in school for an unofficial withdrawal is determined after a total of 48 hours of non-attendance per term.

Order of Refund

If a credit balance exists on a student's account after funds have been returned due to the application of the Return of Funds Policy, or if a refund is payable due to the application of the institution's Refund Policy, any such credit balance or refund will be paid as set forth below:

1. Any amount attributable to the student will be paid to the student up to the amount received for the enrollment period from which the student withdrew.
2. Any amount attributable to private or corporate grants or scholarships will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew, unless directed otherwise by the source of the funds.
3. Any amount attributable to sources other than those listed above will be refunded to the student, up to the amount received for the enrollment period from which the student withdrew.

Refund Procedure

Students should make application for refunds by contacting the ANELI Executive Director and completing a withdrawal form as soon as they become aware that they must withdraw. The student

should note his or her date of withdrawal on the form. The submission of this form by the student will initiate the refund process. If a student does not officially withdraw, ANELI will initiate the withdrawal process when it is apparent by the student’s absences that he or she has withdrawn. The refund policy as stated in the catalog will be implemented in the event of both official and unofficial withdrawals.

Students are obligated to pay their tuition, fees, and other institutional charges on or before the first day of class.

Students withdrawing due to serious illness or injury accompanied by documentation may be entitled to a refund settlement.

A student’s notification of cancellation may be conveyed to the institution in any manner. A student has 3 business days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution.

TUITION, FEES, AND CHARGES

PAST-DUE ACCOUNTS – A 1.5% monthly late fee, which is an annual percentage rate of 18%, may be made on all past-due accounts.

TRANSCRIPT FEE – (No charge for first copy) \$10

RETURNED CHECK FEE – \$25

DIPLOMA REPRINT FEE – \$50

TUITION – The investment of our all-inclusive tuition rate is \$925 per ten-week level. The price of textbooks for each level is included. This does not reflect any scholarships or promotional tuition rates which might be applicable.

ADDITIONAL COSTS – AMERICAN NATIONAL ENGLISH LANGUAGE INSTITUTE

The cost of attending ANELI is not limited to charges that appear on students’ accounts. Additional costs will vary individually, but the following estimates may be helpful for planning purposes. These figures correspond for one academic year (5 terms) in the 2025-26 year.

	STUDENTS LIVING WITH PARENT/GUARDIAN	STUDENTS NOT LIVING WITH PARENT/GUARDIAN
Food/Housing	\$13,080	\$12,324
Transportation	\$3,984	\$3,984
Books/Course Materials, Supplies & Equipment	\$1,188	\$1,188
Personal Expenses	\$6,336	\$6,336

INTERNATIONAL STUDENTS

Government-sponsored or Subsidized Programs

Programs sponsored or subsidized by the United States government are generally not available to international students. International students should consult their country's consulate or embassy for educational benefits sponsored by their home country or obtain a private sponsor before departing for study in the United States.

ACADEMIC CALENDAR

ANELI TERM CALENDAR 2025-2026



TERM		DATES	MAKEUP DAYS*
254	Start Date	July 6, 2025	
	Holiday	September 1, 2025 (Labor Day Observed)	*To Be Determined
	Last Day of Term	September 13, 2025	
	Break	September 14 – September 20, 2025	
256	Start Date	September 21, 2025	
	Holiday	November 27, 2025 (Thanksgiving Observed)	*To Be Determined
	Last Day of Term	November 29, 2025	
	Break	November 30 – December 6, 2025	
258	Start Date	December 7, 2025	
	Holiday	December 25, 2025 (Christmas Observed)	*To Be Determined
	Holiday	January 1, 2026 (New Year's Observed)	*To Be Determined
	Last Day of Term	February 14, 2026	
	Break	February 15 – February 21, 2026	
260	Start Date	February 22, 2026	
	Last Day of Term	May 2, 2026	
	Break	May 3 – May 9, 2026	
262	Start Date	May 10, 2026	
	Holiday	May 25, 2026 (Memorial Day Observed)	*To Be Determined
	Holiday	July 3, 2026 (Independence Day Observed)	*To Be Determined
	Last Day of Term	July 18, 2026	
	Break	July 19 – July 25, 2026	
264	Start Date	July 26, 2026	
	Holiday	September 7, 2026 (Labor Day Observed)	*To Be Determined
	Last Day of Term	October 3, 2026	
	Break	October 4 – October 10, 2026	
266	Start Date	October 11, 2026	
	Holiday	November 26, 2026 (Thanksgiving Observed)	*To Be Determined
	Last Day of Term	December 19, 2026	
	Break	December 20, 2026 – January 2, 2027	

COURSE DELIVERY

American National English Language Institute offer flexibility with distance education courses. Global Meet (Video conferencing) classes are considered distance education. Global Meet classes are offered based on availability and students can connect live from anywhere with a live video instructor and students from any other connected location. All classes are offered through the Canvas Learning Management system. This level of instruction provides students with a culturally and geographically diverse educational experience, which is highly sought after in today's global economy. Students should be prepared to take the courses required for their program of study in the format in which the courses are offered each term in accordance with their program requirements.

Faculty members are the best source of information for questions about course content. Faculty members distribute a syllabus during the first week of each course which lists both telephone and email contact information. Faculty are available outside of class as the times listed on the syllabus to assist students with academic and course advising.

STUDENT PORTAL

It is vital that students keep track of their academic performance. Students can do this by logging into the online Student Portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. Students should check their attendance for each course throughout the term, and students should also log into the Student Portal to review the course outline and syllabus for each of their classes. This will help students to keep track of important deadlines and assignments. Missed deadlines could result in termination of enrollment, so it is important for students to log into the Student Portal frequently. Students can find the login to the student portal [here](#).

Students can access the Student Portal by using the information given by the Student Services office. If students forget their password, they may email studentsupport@an.edu for assistance.

CANVAS LOGIN INFORMATION

Please point your web browser to <https://anu.instructure.com/login/canvas> your login name will be your email address (the whole thing). Your first password will be given to you by the Student Services office.

ADMINISTRATION AND ORGANIZATION

The Officers and Chief Executives of American National English Language Institute Inc., are:

Frank Longaker.....Chairman, Board of Chief Executives

Steven Cotton.....Chief Executive, Board of Chief Executives

Elizabeth Ashy.....Executive Director

Carl Robertson.....Chief Financial Officer

CAMPUS LOCATIONS

American National English Language Institute – Salem, VA – MAIN CAMPUS
1813 East Main Street, Salem, VA 24153
540-986-1800

COURSE DESCRIPTIONS

ESL1111: Beginning English-Reading, Writing, and Grammar

In this class, students will form words into sentences, learn and practice basic sentence construction rules, and complete a variety of introductory writing tasks. Emphasis is on sentence structure, grammar, and vocabulary.

ESL2211: Beginning English-Listening, Speaking, and Vocabulary

In this class, students will participate in simple discussions, form basic questions, and respond to questions and conduct and deliver basic oral presentations This class employs retelling and other comprehension strategies to discuss course content presented in simple listening passages.

ESL1112: Foundations of English- Reading, Writing, and Grammar

In this class, students will improve their ability to write organized paragraphs and identify basic types of sentences. Students will produce a variety of written paragraphs, read basic academic texts, and study foundational grammatical structures. (Prerequisite: ESL1111)

ESL2212: Foundations of English-Listening, Speaking, and Vocabulary

In this class, students will use clear vocabulary in conversations and discussions on topics presented in classroom listening passages. Students will use with increasing accuracy correct verb tenses and complete sentence structures while speaking. Students will construct and deliver organized oral presentations. (Prerequisite: ESL2211)

ESL1113: Intermediate English I-Reading, Writing, and Grammar

In this class, students will write a variety of paragraphs applying specific structure and patterns. Students will show an increasing command of simple, progressive, and perfect verb tenses. Students will read and analyze academic texts appropriate for the level. (Prerequisite: ESL1112)

ESL2213: Intermediate English I-Listening, Speaking, and Vocabulary

In this class, students will demonstrate an increasing ability to follow native speakers in casual conversation, in question-and-answer discussions, and will improve their ability to understand and react to contemporary topics presented in authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures. (Prerequisite: ESL 2212)

ESL1114: Intermediate English II-Reading, Writing, and Grammar

In this class, students will write a variety of paragraphs and essays, applying specific structure and patterns. Students will study various clauses and the passive voice. Students will read and analyze academic texts appropriate for the level. (Prerequisite: ESL1113)

ESL2214: Intermediate English II-Listening, Speaking, and Vocabulary

In this class, students will demonstrate an increasing ability to follow native speakers in academic conversations, in question-and-answer discussions, and will improve their ability to understand, retain, and react to contemporary topics presented in a variety of authentic classroom listening passages. Students will improve their ability to express opinions and facts while participating in classroom conversations and discussions on intermediate topics and construct and deliver well-organized oral presentations using clear vocabulary and grammatical structures. (Prerequisite: ESL2213)

ESL1115: Introduction to Advanced English-Reading, Writing, and Grammar

In this class, students will begin to direct their learning to the needs of the academic classroom. Students will read and analyze academic texts appropriate for the level. Students will write a variety of essays, applying specific structure and patterns. Students will review all verb tenses and modals and develop more advanced skills utilizing the passive voice and relative clauses. (Prerequisite: ESL1114)

ESL2215: Introduction to Advanced English-Listening, Speaking, and Vocabulary

In this class, students will orient themselves to the demands of the academic classroom, specifically delivering longer and more detailed oral presentations on contemporary academic topics, leading and participating in classroom discussions and interviews on relative topics, mastering complex note-taking skills, and comprehending and summarizing lengthy academic lectures and other authentic listening sources. (Prerequisite: ESL2214)

ESL1116: Advanced English-Reading, Writing, and Grammar

Students will practice test-taking skills in preparation for standardized tests. Students will compose a variety of thesis driven essays in response to specific prompts. Responses to more complex reading passages should show insight, original thought, and inference. Students will develop more advanced skills utilizing advanced structures with connectives, conditionals, and adverbial clauses. (Prerequisite: ESL1115)

ESL2216: Advance English-Listening, Speaking, and Vocabulary

In this class, students will continue to focus on the demands of the academic classroom and standardized international English language exams. Students will show an increasing ability to present original thought in college-level classroom discussions, question, and answer sessions, and in longer and more detailed oral presentations on contemporary academic topics, Students will also master complex note-taking skills, and comprehend and summarize lengthy academic lectures and other authentic listening sources. (Prerequisite: ESL2215)