



Student Handbook

2016–2017

Effective February 1, 2016

AU AMERICAN
NATIONAL
UNIVERSITY



National College

A Degree of Difference... Since 1886



Welcome!

We commend you for deciding to prepare yourself for the demands of the changing world in which we live. We are pleased that you have chosen to increase your skills by taking advantage of the opportunities available to you at National College and American National University.

This handbook is designed to familiarize you with various college /university departments as well as our basic policies and procedures. We encourage you to read the enclosed materials.

We are dedicated to helping you achieve the career goals you have set for yourself. Your degree of commitment to your studies will have a positive effect on your success.

Mission Statement

National College and American National University are dedicated to the training and educating of men and women for a full life and a successful career in a number of general and particular fields. These institutions seek to give students a broad competency in a field of specialization and an understanding of and respect for their own and others' ideas and thoughts. Graduates of National College and American National University should understand and practice their responsibilities to their families, their fellow men and their communities by becoming effective and contributing citizens.

As collegiate institutions offering educational credentials, from diplomas to bachelor's degrees, National College and American National University strives to develop their students intellectually, culturally and socially. Each institution is interested in individuals becoming proficient in the disciplines necessary for his or her success, with the training necessary to be self-sufficient and enterprising and with the background necessary to be constantly expanding his or her intellectual and cultural horizons.

Accreditation and Approvals

National College operates as American National University in Virginia, West Virginia, Indiana, Ohio and Kentucky. All references to American National University refer to campuses in the states of Virginia, West Virginia, Indiana, Ohio and Kentucky.

The Roanoke Valley Campus is accredited by the Accrediting Council for Independent Colleges and Schools to award Master's degrees, Bachelor's degrees, Associate's degrees and diplomas. The Bristol, TN; Danville, VA; Harrisonburg, VA; Indianapolis, IN; Lexington, KY; Louisville, KY; Lynchburg, VA; Columbus, OH; Parkersburg, WV; and Princeton, WV campuses are accredited by the Accrediting Council for Independent Colleges and Schools to award Bachelor's degrees, Associate's degrees and diplomas. All other locations are accredited by the Accrediting Council for Independent Colleges and Schools to award Associate's degrees and diplomas.

American National University is authorized by the State Council of Higher Education for Virginia to provide educational programs beyond secondary education in the Commonwealth of Virginia; however, the institution is not subject to the requirements of certification by the State Council of Higher Education for Virginia.

The Kentucky campuses are licensed by the Kentucky Council on Postsecondary Education to operate in Kentucky.

The Akron Area, Canton, Columbus, Cincinnati, Cleveland Area, Dayton Area, and Youngstown campuses have received the Certificate of Registration and Program Authorization from the State Board of Career Colleges and Schools, located at 30 East Broad Street, Suite 2481, Columbus, OH 43215, which can be reached at 877-275-4219. OH reg. no. for the Columbus campus is 08-11-1884B, Canton campus is 11-09-1974T, Cleveland Area campus is 09-07-1905B, Cincinnati campus is 04-05-1718B, Dayton Area campus is 04-01-1700B, Akron Area campus is 07-01-1811B, and Youngstown, OH campus is 07-03-1816B.

The Indiana campuses are regulated by the Board for Proprietary Education, 402 W Washington Street, Room W462, Indianapolis, IN 46204-2767. Advertising Code AC-0054.

The Bartlett, Bristol, Knoxville, Madison, Memphis, and Nashville campuses are authorized for operation by the Tennessee Higher Education Commission, located at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243, which can be reached at (615) 741-3605. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

The West Virginia Higher Education Policy Commission has assigned the Princeton, WV campus of American National University the status of Category II, and the Parkersburg, WV campus the status of Category III, to offer degree programs.

All locations are approved for the training of veterans and vocational rehabilitation students and are authorized under federal law to enroll non-immigrant alien students.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS is located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, and its phone number is (202) 336-6780.

Notice of Non-Discrimination

American National University 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 University. 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 the university 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 University-related program or activity.

Students enrolling in the Medical Assisting program will acknowledge that the student has no known physical or personal limitations that will prevent the student from successfully completing the program.

American National University 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 University's Executive Vice President of Campus Support Operations is the University's Title IX Coordinator and 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 (540) 769-8289. 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.

Section I

General Information

Why National College/ American National University?

- **SMALL CLASS SIZES** - This allows for a more specialized focus and individual attention.
- **FLEXIBLE DAY, EVENING AND ONLINE CLASS SCHEDULES, VIDEO CONFERENCING.** - Our schedule fits yours!
- **CAREER SERVICES** - Students and alumni receive assistance with career planning, career preparation, and connections to employment opportunities.
- **FINANCIAL ASSISTANCE** - Available to those who qualify for help with the cost of tuition.
- **NO-COST TUTORING** - When you need extra help, do not hesitate to ask!
- **REFRESHER COURSES** - As a graduate, you can return to National/ANU at any time to review material from your area of study at no additional tuition cost. Costs such as lab fees, books and supplies are the responsibility of the student.
- **HANDS-ON TRAINING** - You're valuable on the job from day one.
- **THE NATIONAL/ANU VIRTUAL LIBRARY** - Students and alumni have access to our campus-based and online library services.
- **ADVANCED PLACEMENT EVALUATIONS** - These exams allow students to demonstrate their current skill level in specific areas.
- **CAREER PROFESSIONALS AS INSTRUCTORS** - Our faculty brings real-world knowledge into the classroom.
- **DEDICATED STAFF AND FACULTY** - Our staff is always available to discuss any concerns or questions you may have.
- **SMALL-COLLEGE ATMOSPHERE** - More friends, more identity, less pressure.
- **COMPUTERS ACROSS THE CURRICULUM** - Utilize your computer skills in every program!



Academic Honors

The Dean's List

Any full-time student who earns a term's grade point average of 3.5 or higher in an academic program will be placed on the Dean's List, which is prepared at the end of each term. A certificate stating this fact is issued to all qualifying students.

Graduation with Honors

In order for a student to graduate with honors, the student must meet all requirements for graduation and earn a minimum cumulative grade point average (CGPA) as noted below.

- The distinction of "High Honors" requires a CGPA of 3.75 to 4.0.
- The distinction of "Honors" requires a CGPA of 3.5 to 3.74.

Advanced Placement Evaluations

Advanced Placement Evaluations are designed for students with advanced proficiency in selected areas who wish to move beyond basic training offered in entry-level courses. Students with acceptable test scores may advance to classes which will sufficiently challenge them and foster the acquisition of new skills and knowledge. Advanced Placement Evaluations are administered at no cost. For more information, or to schedule an exam, contact Student Services.

Advanced Placement Examinations are available in the following courses:

ACC101	Principles of Accounting I
ACC102	Principles of Accounting II
ACC200	Principles of Accounting III
BUS101	Introduction to Business
BUS225	Business Communication
COM151	Microsoft® Office
COM234	Desktop Applications
COM235	Spreadsheet Applications
KEY100	Keyboarding I
KEY183	Keyboarding II
ENG102	English Composition
MAT110	Business Mathematics I
MAT210	Business Mathematics II
MAT214	Algebra
MED100	Terminology of Body Systems
MED104	Terminology of Body Support
MED261	Systems of Transport and Support
MED262	Body Control Systems

The University has established criteria that will allow students enrolling in the Technology programs to request evaluation of recognized IT industry certifications and receive credit for appropriate courses. Students should contact the Technology Program Director at their campus for more information about this policy.

ELIGIBILITY: Exams are open to all National College/American National University students. Students considering Advanced Placement testing should note the following:

- Each Advanced Placement examination may be attempted one time only and must occur before the student is registered/sitting in the class.
- Advanced Placement Examinations should be taken within the student's first few terms.
- The exam can be scheduled through Student Services.

Credit Granted for Life Experience

The University recognizes the value of experiential learning as a part of the applicant's overall educational experience. Only experience directly related to the course will be considered appropriate. If an applicant desires the university to evaluate life experience for credit, the applicant must:

1. Discuss the experience with his/her Admissions Representative, Campus Director, or Student Services Representative to determine proper procedure for presentation.
2. Submit a completed Life Experience Course Credit Application, which may be obtained from your Campus Director or Student Services Representative.
3. Prepare detailed documentation and substantiation of the experience to be considered (documentation should include duties, responsibilities, seminars, etc., and a list of superiors or co-workers who can attest to the experience).
4. Be prepared to orally defend the experience and its relevance to the coursework being considered. If oral defense is deemed necessary, the student will be contacted by the Life Experience Review Committee.
5. The student must be able to show how all of the Learning Objectives and Intended Learner Outcomes, as found in the Instructional Outline of Syllabus, have been achieved through life experience.
6. All materials must be received by the Life Experience Review Committee by the fifth week of the term in order to be considered for credit the following term.
7. The decision of the committee is final.

Graduation

In order to be eligible for graduation, the student must complete all courses outlined in the program with the required number of credits. To graduate from any program, a 2.0 overall grade point average must be achieved. Additionally, students enrolled in the Bachelor's program must complete a minimum of 56 credit hours after enrollment in the Bachelor's program.

In all cases, students are responsible for ensuring that they satisfy the necessary requirements with appropriate course work to qualify as graduates and participate in the graduation ceremony. All requirements must be completely satisfied, including the completion of all externships and all required courses, before students are allowed to walk in the graduation ceremony.

Candidates should be present at their annual commencement exercises. Exceptions may be made at the discretion of the College/University. The graduation fee, as outlined, is still the responsibility of the student, regardless of whether or not they attend the commencement ceremony. The graduation fee will only be charged once in a three-year period for all degrees earned in that time period.



Graduation with honors from Diploma, Associate's, and Baccalaureate degree programs is the meeting of all requirements for graduation, plus the attainment of a certain cumulative grade point average. For the distinction of "High Honors," a student must graduate with a CGPA between 3.75 and 4.0. The distinction of "Honors" is awarded to a student who graduated with a CGPA between 3.50 and 3.74.

Section II

Policies and Procedures

Attendance Policy

The best interest of the student of the College/University will be served by maintaining the same attitude towards coursework that is required for a career. Therefore, regular attendance will be expected as a necessary part of the student's career training. Good attendance frequently means the difference between success and failure. The importance of regular attendance cannot be overemphasized. Experience indicates that there is a direct relationship between grades and attendance.

The following attendance policies were developed in order to provide allowances for medical problems, personal issues, or other emergencies that may arise. As with all absences, it is the responsibility of the student to make up or learn any missed material. No additional burden is required of the instructional staff toward any student who misses scheduled classes.

One instructional hour equals a 50-minute period. Students should be aware that faculty and/or staff have no authorization to vary from these attendance policies. Concepts such as "excused" or "unexcused" have no relevant bearing on the allowable absences permitted by these policies.

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

Attendance is posted to the administrative software for each class each term. Students have up to 90 days from the last day of the term to dispute any attendance for that term. In order to receive academic credit for a class from which a student was dropped due to lack of attendance, the student will be required to retake the class. See the Campus Director for any attendance issues.

Policy I: Class Hours Missed

- Students taking classes that meet for four hours per week may only miss a total of 14 instructional hours per term.
- Students who are absent more than 14 hours will be automatically withdrawn from the class.
- Students taking classes that meet for five hours per week may only miss a total of 17 instructional hours per term.
- Students who are absent more than 17 hours will be automatically withdrawn from the class.
- Students taking classes that meet for six hours per week may only miss a total of 20 instructional hours per term.
- Students who are absent more than 20 hours will be automatically withdrawn from the class.
- Students taking classes that meet for seven hours per week may only miss a total of 24 instructional hours per term.
- Students who are absent more than 24 hours will be automatically withdrawn from the class.
- Students taking classes that meet for eight and a half hours per week may only miss a total of 28 instructional hours per term.

- Students who are absent more than 28 hours will be automatically withdrawn from the class.

NOTE: The College/University monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the College/University at the point they fail to meet the requirements of either policy.

Policy II: Consecutive Days Missed

After missing 14 consecutive days (including weekends), the College/University will contact the student to determine the student's intentions. The student will inform the College/University that their intention is to return to class(es) or not return to class(es). Students who do not intend to return will be withdrawn from all classes immediately. If the student informs the College/University that they plan to return to class(es), the student will inform the College/University of the date they plan to return. If this date does not exceed the number of allowable absences according to the Class Hours Missed policy, the student may return on that date. If the student does not attend on that date, the student will be withdrawn from all class(es).

NOTE: The College/University monitors attendance using both the Class Hours Missed and Consecutive Days Missed policies. Students are withdrawn from the College/University at the point they fail to meet the requirements of either policy.

Online Attendance Policy

The Attendance Policy as stated beginning on Page 39 of the University Catalogue located at <http://ww.an.edu/documents-library/about/Catalog.pdf> also applies to online classes, with the following addendum -- **a student will be determined to be "present" or "absent" in an online class based upon coursework submitted for that week.**

- For an online class that is considered to be 100% academic instruction, a student must submit at least **two different activities on two different days** to be counted fully present. An activity is making an initial discussion board post, submitting an assignment to a drop box, or taking a test or a quiz.
- For a class that also includes online classroom, a student must submit at least **three different activities on three different days** to be counted fully present. Multiple submissions on the same day will only count as one submission for attendance purposes.

Code of Academic Integrity

National College/American National University, 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 National College/American National University community have the responsibility and obligation to adhere to and uphold the standards of academic integrity outlined below.

The members of the National College/American National University 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 College/University 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 sources.

III. Aiding and abetting is defined as:

- gaining from or giving assistance to another student in any of the areas as described in the above-mentioned categories.

Enforcement of this policy is the responsibility of the appropriate campus faculty and staff. The College/University 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 College/University. The Campus 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 College/University. The decision of the committee is final.

Inclement Weather

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 on e2Campus, as well as local television and radio stations.

Each National College/American National University campus participates in e2Campus, an emergency alert system that allows students to receive emergency notifications via email and text message. Students can sign up for this optional alert system by going to **e2Campus** and clicking "**User Sign Up.**" From there, students can follow the on-screen instructions to register and create an account.

Student Portal

It is also vital that students keep track of their academic performance. Students can do this by logging into the Student Portal, an online student portal. Here, students can check their attendance, grades, class schedule, and financial ledger account information. The Student Portal is also where students must complete their registration process within the published deadlines. 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 access their profile by going to www.national-college.edu (American National University students can access their profile by going to www.an.edu) and clicking on Student Portal from the Quick Links Menu. New users should click on **“Student Portal Homepage”** and then **“Create New Account.”** Students’ usernames will be automatically created, but students will have the option to select their own password. If students forget their password and are unable to reset it using the “forgot password” option on the Student Portal homepage, they may email softwaresupport@national-college.edu for assistance. Students can also access the career services portal, ANU CareerConnect, by logging into the student portal. ANU CareerConnect provides career-related tools and resources essential for career success.

National Mail

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.

Students can go to www.national-college.edu (American National University students can go to www.an.edu) and click on National Mail from the Quick Links Menu to access their email. Students’ usernames will be last name, first and middle initial, followed by a 2-digit number, followed by the appropriate college email domain name (@students.an.edu or @natlcollege.edu) For example: smithrm40@natlcollege.edu. or johnsonkt88@students.an.edu. The first time students log into National Mail, their password will be the first and last initial plus the last four digits of their SSN. For example: rs6799. Students will be asked to change their password the first time they log in. Please remember that use of National Mail is a privilege and subject to National College/American National University acceptable use policies.



Blackboard Login Information

Please point your web browser to <http://an.blackboard.com>. Your login name will be your National Mail address (the whole thing). Your first password will be your last name with the first letter capitalized and the last four digits of your social security number. If your name is Joe Smith and your SSN is 123-45-6789, then your password will be Smith6789.

Grievance Policy

American National University 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, military or veteran status, 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 Campus Director (see page 153 in the College Catalog for address and phone number for your Campus Director). Your 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.
 - 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 Campus Director 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 Campus Director, he or she may make a written appeal within thirty (30) days of the determination or action of the Campus Director addressed to: the Regional Vice President (Virginia Campuses), 1813 East Main Street, Salem, VA 24153:

Tennessee and Indiana Campuses - 900
Madison Square, Madison, TN 37115

Ohio, Kentucky and West Virginia

Campuses - 1837 Woodman Center Drive, Kettering OH 45420.



- 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 Campus Director to be in error.
- b. The Regional Vice President will consider the appeal, make a determination, and take such action as they deem appropriate within 10 days of receiving the appeal.

3. If the complainant is not satisfied with the determination or action of the Regional Vice President, he or she may make a written appeal within thirty (30) days of the determination or action of the Regional Vice President addressed to:
The President, 1813 East Main Street, Salem, VA 24153.
 - 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 Campus Director and Regional Vice President to be in error.
 - b. The President will consider the appeal, make a determination, and take such action as he or she deems appropriate within 10 days of receiving the appeal.
4. Should the issue not be resolved at the college/university level, the student may contact The Accrediting Council for Independent Colleges and Schools at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.

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. SV 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 to 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., or by telephone at (540) 769-8289.

- a. Upon receiving a report, American National University ("the University") 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 campus, 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, the University 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 University system and police/legal system work independently from one another. Individuals can file reports with the University, 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 University 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 campus, 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 the University's Legal Counsel. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, University 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 are 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 College 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 campus, ban from campus, and/or termination of contractual arrangements.

Vendors or other agencies in contract with the University 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 University properties and may also be subject to action deemed appropriate by their respective employer.

9. Sources of Counseling, Advocacy, and Support

The University'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) 769-8289

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/>

Additional Avenues of Resolution

1. Should any grievance not be resolved at the University level, the student may contact The Accrediting Council for Independent Colleges and Schools at 750 First Street, NE, Suite 980, Washington, DC 20002, (202) 336-6780.

2. In addition to the above, the student may submit a complaint to the approval or licensing authority in their home state using the contact information below.

Florida Students: Commissioner for Independent Education, 325 W.Gaines St., Suite 1414, Tallahassee, FL 32399-0400, cieinfo@fldoe.org.

Indiana Students: Indiana Board of Proprietary Education, Commission for Higher Education, 101 West Ohio St., Suite 670, Indianapolis, IN 46204-1984, (317) 464-4400.

Kentucky Students: Council on Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort, KY 40601, (502) 573-1555.

Louisiana Students: Board of Regents, 1201 Third St., Suite 6-200, Baton Rouge, LA 70802, (225) 342-4253.

North Carolina Students: University of North Carolina General Administration, 910 Raleigh Rd., Chapel Hill, NC 27515-2688, (919) 962-4558.

Tennessee Students: Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243, (615) 741-3605.

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

West Virginia Students: West Virginia Higher Education Policy Commission, 1018 Kanawha Boulevard East, Suite 700, Charleston, WV 25301, (304) 558-2101.

Ohio Students: Ohio State Board of Career Colleges and Schools, 30 East Broad St., Suite 2481, Columbus, OH 43215, (614) 466-2752 or (877) 275-4219.

Mississippi Students: Mississippi Commission on Proprietary Schools and College Registration, 3785 Ridgewood Rd., Jackson, MS 39211, (601)-432-6185, <http://www.mccb.edu/program/psDefault.aspx>.

Students Transferring To National/ANU

Prior collegiate work from an institution previously attended by the student is accepted by National College/American National University only when it is demonstrated that this work is in keeping with career and educational objectives of the student's chosen course of study. Transfer credits are accepted on an individual basis after complete evaluation.

Residency Requirement: A student must complete the last 25% of any diploma, Associate's degree, or Baccalaureate degree program coursework at American National University. This requirement means that a maximum of 72 quarter credit hours for an Associate's degree and 135 quarter credit hours of combined upper and lower courses for a Baccalaureate degree may be accepted. The student must complete the last 50% of the coursework for a Master's program in residency at American National University. Advanced Placement exams and Life Work Experience credit do not fulfill the residency requirement. Unless special conditions prevail and prior permission is granted, all of a student's final coursework which applies to a degree or a diploma from American National University must have been earned at the University.

Acceptance of prior collegiate work in any circumstance should not be interpreted as a blanket policy of acceptance in all cases. The academic integrity of the institution requires that each case be judged independently. In addition, the age of the prior coursework and technology changes will need to be considered. The College/University neither guarantees nor assures that any credits taken at any other institution will be applicable to programs at National College/American National University or that credits taken in one program at National College/American National University will be applicable to other programs at National College/American National University. Certain programs offered at specific campuses of National College/American National University are programmatically accredited.



Please see the College/University catalog section on Approvals and Accreditation for additional information on those programs and campuses. Transfer credits for courses designated as part of the Program Core in a program which has been programmatically accredited will only be awarded if the program in which the course credit was originally earned is similarly programmatically accredited. Failing of the Placement Evaluation in Math or English negates the transfer of Business Math I (MAT110) and/or English Composition (ENG102) from prior collegiate work.

To accommodate the mobile nature of military life, the College/University will consider all previous education and training, and grant credit if appropriate for veterans and other eligible students. For veterans and current military students, the residency requirement is waived.

Paralegal Program: Only 16 credits of Legal Specialty courses may be transferred to National/ANU. Legal Specialty courses include:

- BUS223: Sales and Contract Law
- PLG102: Introduction to Paralegal Studies
- PLG207: Legal Research and Writing
- PLG214: Family Law
- PLG215: Torts and Personal Injury
- PLG216: Estate Administration and Elder Law
- PLG229: Legal Office Procedures
- PLG232: Bankruptcy and Collection Law
- PLG250: Pretrial Discovery and Trial Preparation
- PLG252: Real Estate Law
- PLG262: Criminal Law and Procedure
- PLG299: Paralegal Externship

Students Transferring From National/ANU

The philosophy, purpose, and objectives of the College/University are to prepare students for successful careers. The objective of the institution is not to prepare students for transfer to other institutions. Therefore, the curriculums, courses, and other policies and procedures of the College/University have been developed to provide the most efficient and effective preparation for business life and career positions.

Students wishing to transfer to other institutions should be cautioned that those institutions each have their own policies regarding acceptance of prior collegiate work and may not recognize collegiate work at National 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.

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. The University expressly prohibits harassment of employees or students 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. Harassment undermines University morale of the entire 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 the University as an academic institution is strictly prohibited. This includes but is not limited to conduct:

- By students, faculty, or staff that use language or behavior that is detrimental 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 the University community on or off campus
- That causes damage to the appearance or structure of the University 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 University 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.)

The University reserves the right to take disciplinary action compatible with the interests of the student body, staff, faculty, and University. 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 courses 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;
- Or withdrawal from enrollment at the University as a result of dismissal from the University.

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

Sexual Misconduct Policy

American National University recognizes the seriousness of inappropriate sexual behavior and it believes that it is the responsibility of the University to provide our employees and students with an environment that is free from harassment. The University 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.

The university 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 university's grievance policy. If an institutional conduct proceeding arises from an incident report, the university will make appropriate judgments based on the preponderance of the evidence.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College 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 University.

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 University 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 campus facility disciplinary proceeding concerning a sexual assault complaint;
4. Notice to a sexual assault victim of the outcome of any campus 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;
7. 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.

Dress Policy

Dress and personal appearance are an integral part of a career education. National College/American National University maintains a dress code as a means of developing within our students a habit of neat, professional appearance. Professional dress is not something that should be practiced only on special occasions; the College/University is frequently visited day in and day out by members of the local business community and potential employers who will form their first impressions of you at the College/University. In addition, because many of the instructors you will interact with on a daily basis work in the field you're training for, making a positive impression on them can help you in your future career endeavors.

A National College/American National University student should always be neat and presentable. His or her hairstyle 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. The following are specific examples of dress that would be considered inappropriate for wear at any time in campus buildings or during any formal school program off grounds. Informal school programs, such as picnics and casual events, off or on campus, do not require adherence to this policy. Discretion and mature interpretations of this policy are expected on such occasions.

- Neither male nor female students will be permitted to wear hats or other headgear of any kind, except headwear worn for religious purposes.
- Shirts should cover the shoulders and the entire abdomen, including the lower pelvis and the chest, for both men and women. No halter tops, sheer or see-through tops, tube tops, midriff/belly shirts, or tank tops will be allowed. No undergarments should be exposed or visible through clothing.
- No pajama pants or severely stained pants will be permitted. Pants should be no lower than the waistline, with no undergarments visible. If a belt is required to prevent pants from sagging, then it must be worn and tightly cinched around the waist.
- Women's skirt lines and shorts should be modest in length and should not be sheer or transparent.
- Footwear such as house shoes or slippers will not be allowed.
- Unless medical documentation is provided, sunglasses or "shades" will not be worn in the classroom or any type of formal school program.

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.

Students who fail to adhere to dress code requirements will be sent home, have a loss of attendance, and will be welcome to return (provided they have not exceeded allowable absences) when dressed appropriately.

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.

Children on Campus

National College/American National University understands that many of our students are also parents and realizes that sometimes parents must bring their children on campus. Please remember that your campus is an educational environment; whether you are on campus for class or to conduct other business, you should at all times 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 College/University 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 National College/American National University campuses are entirely tobacco-free environments (to include the use of electronic and vapor cigarette products), including internal buildings and external grounds.

National College/American National University is committed to the health, safety, and welfare of all students, staff, and faculty. As part of this commitment, we maintain a strict “smoke-free” environment at all campuses. The dangers, costs, and negative impact of tobacco use, especially smoking, are well documented:

1. Smoking presents a clear health risk to smokers, as well as to non-smokers due to secondhand smoke.
2. Smoking also creates a fire hazard. Designating National College/American National University as a non-smoking environment has been recommended by both our fire marshals and our insurance company.
3. As a group, smokers have a higher absentee rate and higher healthcare costs. Because of this, an increasing number of employers will not hire smokers.

For the reasons listed above, National College/American National University maintains a “tobacco-free” environment. Individuals who violate the “smoke-free” environment by smoking in doorways and other campus common areas do a disservice to their fellow students, smokers and non-smokers alike. Their disregard for policy poses a health risk to others, increases the risk of fire (and the attendant costs of fire prevention and insurance), and creates an unpleasant environment for campus visitors. For these reasons, disciplinary action may be taken against any individual who shows a blatant disregard for the right of their fellow students to enjoy a “smoke-free” environment.

The staff at National College/American National University would like to thank the majority of our students, who either do not smoke, or smoke in compliance with established policies. Your contribution to maintaining a healthy and safe campus environment for all is greatly appreciated.



Section III

Student Services

Our student services staff is available to answer questions, including details on tuition and funding options, help you register for the classes you will need, and assist you in completing the required steps to become a student.

Academic Tutoring

During the course of your program, you may find the need for additional assistance with your studies. National College/American National University offers a no-cost peer tutoring service. Contact the Student Services Department 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 on the campus. 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 Placement

Career Services at American National University/National College is committed to preparing students to make significant career-related decisions and career connections that lead to meaningful, gratifying, and sustained employment.

The Career Services team assists with developing a career plan, job search preparation, including resume and cover letter creation, interviewing techniques, professional presence, and essential skills for workplace success. Career placement specialists are available to coach you through the career preparation process, answering career-related questions, providing personalized feedback, connecting you to ideal resources and opportunities, and helping you stay focused on your ultimate career goal.

Our ANU CareerConnect provides students with a unique opportunity to access a comprehensive platform of quality career services that are effective, efficient, and customizable. This 24/7 career services portal was established to meet the growing needs of our students, including employed, evening, online, students with limited daytime availability, and/or students who prefer to manage their own career path. Students can access ANU CareerConnect anytime, anywhere, from any computer connected to the internet, and alumni are welcome to register for access. The link to the ANU CareerConnect can be found within the student portal and on our career services website.

Services available through ANU CareerConnect include:

- Career advice videos and resources on the essentials, such as making your resume pop, networking, interview research, professional dress, behavioral interviews, and social media tips.
- Resume writing assistance, including a resume creator, great samples, and a personalized review and feedback by a career placement specialist.
- Interviewing preparation tools with valuable tips and access to premier video

interviewing technology to practice and review your interview skills.

- Search and apply for jobs posted by employers recruiting ANU graduates, as well as employment opportunities linked from reputable job search engines.
- Sign up for job alerts and receive email or text notifications when available jobs in your field are posted.
- Conduct a live mock interview with one of our career placement specialists.
- Chat with a specialist to get answers to career-related questions.

Connect with Career Service early to gain the knowledge and skills needed to meet the ever-changing demands of the workforce. Contact us at CareerServices@anu.edu.

ANU Library

The ANU Library provides services and resources that can help you succeed in your classes. Each campus has a small, physical collection that includes reference and AV materials, as well as fiction and non-fiction books.

The open atmosphere of the library is conducive to studying, research, group work, or leisure reading, and includes a number of computers with Microsoft Office and internet access. Each campus library is staffed by a librarian or assistants trained to help you get started with your research, and university librarians are also available via chat or the online reference question system (AskUs!). Hours of operation are posted at each library.

Online Services & Resources

The ANU librarians provide a full complement of services through our website (library.anu.edu). Connect with us and:

- Ask questions via chat or text, or submit your question through the AskUs! service
- Find answers to frequently asked questions in our FAQ Knowledgebase
- Receive guidance through our extensive help and research guides
- Learn about library resources through quick, video tutorials
- And don't forget to friend us on Facebook and follow us on Twitter (ANULibrary1)

The ANU Library also provides access to a number of databases that allow students, faculty and staff to search thousands of periodicals, newspapers, reference books, and academic journals. In addition to extensive, multidisciplinary databases, the library subscribes to databases relating to University programs in business, computing, health care, and paralegal studies, as well as a thousands of eBooks linked from the ANU Library Catalog. Online search tips are provided, and assistance is always available from your librarian via chat or the AskUs! service.

Students may access the library's resources and services anytime, anywhere, from any computer connected to the internet, and graduates are welcome to access our resources from the campus library to help maintain their skills and stay up-to-date with the latest knowledge in their career field.

Note: To access library resources from off-campus, simply enter your Blackboard credentials when prompted.

There is also an "access my library" Mobile App solution for iOS and Android that works with the Gale databases. After downloading, open the app, select the state and campus location, enter the password obtained from library staff, tap "Access Library," tap "Update My Resources," tap "Access Library" again, then click "Gale Databases."

Student Activities

There is more to college/university life than just academics. You need to unwind! Through the student activities offered at National College/American National University, you'll be able to relax and mingle with your friends.

Getting involved in the planning of student activities is an important part of your educational experience. Please contact your Campus Director to learn how you can participate.

We hope you take full advantage of the activities your National College/American National University community has to offer. Suggestions for activities are always welcome.

2016-17 ACADEMIC CALENDAR

TERM 161

Term Begins Jan. 4, 2016
Last Day of Term Mar. 12, 2016

TERM 163

Term Begins Mar. 21, 2016
Last Day of Term May. 28, 2016

TERM 165

Term Begins June 6, 2016
Independence Day Observed July 4, 2016
(Mandatory makeup day is July 9, 2016)
Last Day of Term Aug. 13, 2016

TERM 167

Term Begins Aug. 22, 2016
Labor Day Observed Sept. 5, 2016
(Mandatory makeup day is Sept. 10, 2016)
Last Day of Term Oct. 29, 2016

TERM 169

Term Begins Nov. 7, 2016
Thanksgiving Observed Nov. 24-25, 2016
(Mandatory makeup days are Nov. 19 and
Dec. 3, 2015)
No Classes Dec. 24, 2016 - Jan. 1, 2017
Last Day of Term Jan. 17, 2017

TERM 171

Term Begins Jan. 23, 2017
Last Day of Term April 1, 2017

TERM 173

Term Begins April 10, 2017
Memorial Day Observed May 29, 2017
(Mandatory makeup day is June 3, 2017)
Last Day of Term June 17, 2017

TERM 175

Term Begins June 26, 2017
Independence Day Observed July 3-4, 2017
(Mandatory makeup day is July 8 and 15, 2017)
Last Day of Term Sept. 2, 2017

TERM 177

Term Begins Sept. 11, 2017
Last Day of Term Nov. 18, 2017

TERM 179

Term Begins Nov. 27, 2017
Christmas & News Years Observed. Dec. 24, 2017
-Jan. 1, 2018
(Mandatory makeup day is Jan. 6, 2018)
Last Day of Term February 10, 2018

Locations

AMERICAN NATIONAL UNIVERSITY

INDIANA

Fort Wayne

6131 North Clinton St.
Fort Wayne, IN 46825
260.483.1605

Indianapolis

6060 Castleway West Dr.
Indianapolis, IN 46250
317.578.7353

South Bend

1030 East Jefferson Blvd.
South Bend, IN 46617
574.307.7100

KENTUCKY

Danville

115 East Lexington Avenue
Danville, KY 40422
859.236.6991

Florence

8095 Connector Dr.
Florence, KY 41042
859.525.6510

Lexington

2376 Sir Barton Way
Lexington, KY 40509
859.253.0621

Louisville

4205 Dixie Highway
Louisville, KY 40216
502.447.7634

Pikeville

50 National College Blvd.
Pikeville, KY 41501
606.478.7200

Richmond

125 South Killarney Lane
Richmond, KY 40475
859.623.8956

OHIO

Akron Area

3855 Fishcreek Rd.
Stow, OH 44224
330.676.1351

Cincinnati

6871 Steger Dr.
Cincinnati, OH 45237
513.761.1291

Cleveland Area

27557 Chardon Rd.
Willoughby Hills, OH 44092
440.944.0825

Columbus

5665 Forest Hills Blvd.
Columbus, OH 43231
614.212.2800

Dayton Area

1837 Woodman Center Dr.
Kettering, OH 45420
937.299.9450

Stark County

4736 Dressler Road NW
Canton, OH 44718
330.492.5300

Youngstown

3487 Belmont Avenue
Youngstown, OH 44505
330.759.0205

VIRGINIA

Charlottesville

3926 Seminole Trail
Charlottesville, VA 22911
434.220.7960

Danville

336 Old Riverside Dr.
Danville, VA 24541
434.793.6822

Harrisonburg

1515 Country Club Rd.
Harrisonburg, VA 22802
540.432.0943

Lynchburg

104 Candlewood Court
Lynchburg, VA 24502
434.239.3500

Martinsville

905 N Memorial Blvd.
Martinsville, VA 24112
276.632.5621

Roanoke Valley

1813 E Main St.
Salem, VA 24153
540.986.1800

ANU Online

P.O. Box 6400
Roanoke, VA 24017
888.410.6109

WEST VIRGINIA

Parkersburg

110 Park Center Dr.
Parkersburg, WV 26101
304.699.3005

Princeton

421 Hilltop Dr.
Princeton, WV 24739
304.431.1600

NATIONAL COLLEGE

TENNESSEE

Bartlett

5760 Stage Rd.
Bartlett, TN 38134
901.213.1681

Bristol

1328 Highway 11W
Bristol, TN 37620
423.878.4440

Knoxville

8415 Kingston Pike
Knoxville, TN 37919
865.539.2011

Madison

900 Madison Square
Madison, TN 37115
615.612.3015

Memphis

2576 Thousand Oaks Cove
Memphis, TN 38118
901.363.9046

Nashville

1638 Bell Rd.
Nashville, TN 37211
615.333.3344