



## ACADEMY POLICIES

The NADA Academy is a graduate-level school for automotive professionals. While attending, you represent your sponsoring dealership, as well as NADA and the industry as a whole. Academy instructors have the authority, responsibility and obligation to maintain Academy acceptable standards in academic performance and student conduct.

### Requirements for Successful Completion – Graduation

Attend and participate fully in all classroom segments. Regular classroom sessions run from either 10:30 a.m. to 1:45 p.m. ET, 2:45 to 6:00 p.m. ET, or 6:00 p.m. to 9:00 p.m. ET on your assigned day(s).

Leaving class sessions early or missing class sessions may result in the necessity to make up a full class.

**COMPLETE ALL ASSIGNMENTS** and submit them as required to the appropriate instructor of each class session.

- Students who fall significantly behind (more than one class) in assignments, not pre-approved by instructor(s), may be rescheduled to join a later class. Examples of reasons for students to be rescheduled: Class 1 homework not submitted prior to Class 3; Class 2 homework not received prior to Class 4, etc.
- No late homework assignments will be accepted toward graduation after Class 5 unless previously approved by the class instructor and the Academy Director.

Your diploma will be awarded only after each instructor verifies attendance and successful completion of all in-class and homework assignments.

Habitual violation of any graduation requirements may also result in not graduating.



# ACADEMY CONDUCT

While attending NADA Academy, you are expected to conduct yourself in a professional manner. Conduct that impairs learning or jeopardizes the quality and reputation of the program will not be tolerated. Failure to comply with the standards below may result in immediate dismissal from the Academy.

- Interfering with the employment relations of other students and NADA is inappropriate and will not be tolerated.
- Sexual harassment is against NADA policy and is strictly prohibited. These are examples of sexual harassment, not intended to be all-inclusive:
  - Unwanted jokes, gestures, offensive words on clothing, and unwelcome comments and repartee.
  - Repeated requests for dates that are turned down, or unwanted flirting.
  - Transmitting or posting emails, texts or pictures of a sexual or other harassment-related nature.
  - Displaying sexually aggressive objects, pictures or posters.
  - Playing sexually suggestive music.

**Acknowledgment:**

By signing below, you acknowledge that you have read and understand these policies concerning the NADA Academy.

Print Name: <i>CODY M. SASEK</i>	Date: <i>02/13/2024</i>
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Signature:	<i>Cody M. Sasek</i>
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