



ACADEMY POLICIES

The NADA Academy is a graduate-level school for automotive professionals. While here, 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 8:00 a.m. to 5:00 p.m., Monday through Thursday, and from 8 a.m. to 12 noon on Friday. Graduation events take place during Week 6 on Thursday afternoon (4:30-6:00) and during a luncheon on Friday (12:00-3:00). Attendance is taken daily. Class credit may be withheld if you are habitually late for class or are absent without prior approval. Sponsors can request access to the Learning Management System (LMS) for the purpose of reviewing tests, assignments and overall performance.

Early departure may result in the necessity to make up a full week of instruction.

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 week) in assignments, not pre-approved by instructor(s), may be rescheduled to join a later class. Examples of reasons for students to be rescheduled: Week 1 homework not submitted prior to Week 3; Week 2 homework not received prior to Week 4, etc.
- No late homework assignments will be accepted toward graduation after Week 5 of class unless previously approved by an individual 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 the student being denied participation in graduation activities.