



## 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.

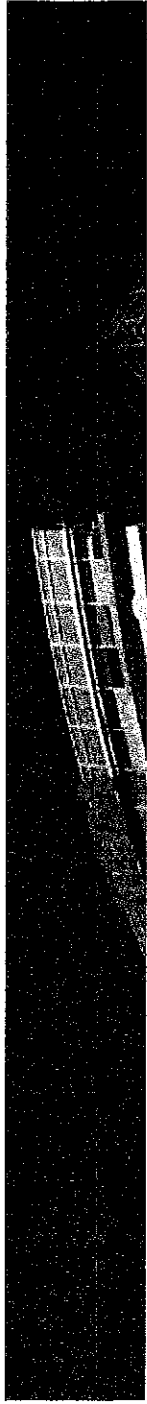
**Early departure may result in the necessity to make up a full week of instruction.**

**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.**



# 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.
- Consumption of alcoholic beverages at NADA or any Academy-sponsored event is prohibited, unless served by the Academy.
- Public intoxication, including alcohol-induced disorderly conduct, property destruction, intimidation, or other infringement upon the rights or privacy of others 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:
  - o Unwanted jokes, gestures, offensive words on clothing, and unwelcome comments and repartee.
  - o Touching and other bodily contact such as scratching or patting a classmate's back, grabbing a classmate around the waist, or interfering with a classmate's ability to move.
  - o Repeated requests for dates that are turned down, or unwanted flirting.
  - o Transmitting or posting emails, texts or pictures of a sexual or other harassment-related nature.
  - o Displaying sexually aggressive objects, pictures or posters.
  - o Playing sexually suggestive music.
- Possession of or consumption of illegal drugs at any time is prohibited.
- NADA is a weapon-free environment. Guns/knives are not permitted.

**Remember – you represent NADA in the classroom, at the hotel, and off-site during a field trip or project. Your interactions with NADA staff, classmates, hotel personnel, and the general public play a vital role in the Academy's reputation in the industry and carry consequences of the same magnitude.**

## Acknowledgment:

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

Print Name:

Lynn Moore

Signature:

Date:

10/28/2020

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