NADA ACADEMY

ATD ACADEMY

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: Sidney Rustvang	Date: 10.21.2021
Signature:	

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