



ACA Virtual Classroom Conduct

Advanced Career Academy recognizes and strives to meet the individual needs of each student through our programs that promote the development of skills, professionalism and knowledge to succeed. For this reason, it is important that the academy provides clear guidelines and expectations for students.

In order for the virtual classroom session to be educationally effective for students and productive for its instructors, all students should abide by the outlined standard set of rules listed below:

- Students must abide by the policies and procedures established by ACA and by the course instructor.
- Be on time
- Come prepared
- Keep your video on for attendance purposes.
- Avoid distracting backgrounds or actions.
- Mute your microphone except when you have been given permission by the instructor.
- Create a quiet and comfortable study space.
- Students' written and oral communication must be free of offensive language.

Instructors may request additional expectations that align with ACA's policies and procedures, lined out in our Student Handbook.