We encourage you to review the program details, policies, procedures and any additional information before enrolling to ensure that the program meets your expectations and needs.

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Program Information

Non-credit continuing education

All cannabis certificate programs with University of Maryland, Baltimore County and Green Flower fall under the classification of non-credit continuing education programs. Unlike credit-bearing programs, non-credit continuing education programs are designed to offer skill development, professional enhancement and specialized knowledge. Completion of a non-credit continuing education program does not result in the conferral of academic credits toward a degree program or an academic degree.

Why non-credit continuing education? Our programs are short-term in nature (6 months each) and provide you with the opportunity to take your knowledge and skills in the cannabis industry, specific to any or all of our specific disciplines of study, to the next level, as well as support your personal and professional growth and career goals. The shorter-term time and financial commitment paired with our program structure designed specifically with adult learners in mind who wish to gain valuable knowledge and skills in the industry, whether to enter or level up in the industry, is an excellent and effective avenue for achieving these goals.

Asynchronous, Instructor-led

All programs are asynchronous in nature, meaning that there are no live, scheduled sessions that you must attend at specific times. Instead, you have the freedom to access your course material at times that suit your schedule best. This flexibility grants you the opportunity to participate in your learning journey around your existing commitments and responsibilities, allowing you to engage with the material on your own schedule. Although there are no mandatory live sessions, we do encourage you to follow the weekly schedule of one unit per week, eight units/weeks per course, for all three of your courses in order to stay on track with your cohort and peers.

Each course is supported by a designated instructor. Your instructor is available to answer questions, provide guidance and assist you throughout your learning journey, as well as provide valuable feedback on assignments and in discussions. Your instructor can be reached via email and will reply within 24 hours. Instructors reserve the right to forward any emails to the Student Support Manager when the inquiry is outside of the scope of the instructor role.

We strongly suggest that you plan to allocate at least 6-8 hours per week to dedicate to your coursework. The time needed for coursework will vary by each individual learner - this is a suggestion based on an average estimation of time on task needed.

Although there are no mandatory live sessions, we highly encourage you to follow a weekly schedule for optimal success. Here's what this means:

- Structured Learning - While you have the flexibility to engage with course materials at any time, we recommend setting aside dedicated time each week to focus on your studies. Treating your asynchronous program like a traditional one by allocating specific hours each week helps establish a routine.
- Consistent Progress - Staying on a weekly schedule ensures that you progress through the course content in a timely manner. This not only helps you absorb the material more effectively, but also allows for a balanced workload over the duration of the program.
- Interaction and Collaboration - We encourage you to participate in online discussions and collaborative activities with your peers. Engaging with fellow students can enhance your learning experience and provide valuable perspectives.

We are confident that you will find this flexible, but structured approach both effective and rewarding as an adult learner.

Structure

Each six month program is made up of three, eight week long courses. Cannabis 101 is the first course in each program, followed by two discipline courses.

For example, if you are enrolled in the Cannabis Agriculture & Horticulture program, your three courses will be the following: Cannabis 101 (8 weeks), Cannabis Agriculture & Horticulture I (8 weeks), Cannabis Agriculture & Horticulture II (8 weeks).

If you are a multi-program student who is taking more than one program simultaneously (with the same cohort), you are only required to complete Cannabis 101 once. If you are a multi-program student who has successfully completed Cannabis 101 with another program, you will begin with your Discipline I course as Cannabis 101 does not have to be taken again.

Program content contains variations of readings, videos, activities, quizzes/knowledge checks, discussion forums (moderated by the course instructor) and formal assignments.

A final portfolio made up of formal assignments throughout the course can be used to showcase your knowledge and skills to potential employers upon completion of your program and earning your credential. We suggest submitting formal assignments

weekly (Units 1-6) in order to receive constructive feedback from instructors, which may present the opportunity to make any necessary revisions prior to the final portfolio submission (Unit 7).

The final exam (Unit 8) allows up to two attempts to pass with a score of 70% or higher as a prerequisite for moving forward to your next course and/or completion of the program.

Should a participant fail the exam twice, a third attempt may be provisioned at the discretion of Student Services. If approved, a mandatory one week study period will be required. If not approved or a participant fails an exam on the third attempt, re-enrollment into the program will be required.

Support Services

All student support services are provided by Green Flower. This includes, but is not limited to, Student Services, Learning Management System (LMS) support, finance, content and instruction. Green Flower provides program participants with the appropriate points of contact upon enrollment and it is the participant's responsibility to reach out to the proper party with any questions or requests for assistance.

Throughout your journey, our dedicated support team is here to assist you. If you have any questions, encounter challenges, or need clarification, don't hesitate to reach out to umbc@cannabisstudiesonline.com.

Financing the Programs

Payment options

As a non-credit continuing education program, federal financial aid (including, but not limited to, the Free Application for Federal Student Aid, or "FAFSA") is not available. Upon registration, you will have selected from the payment options available, which are to pay in full upon registration or select the monthly installment plan. By selecting the monthly installment plan, you will make the initial payment as stated on the website at the time of registration and remaining payments will be automatically drafted from the payment method on file for the following 5 months. Note that the total tuition amount may vary depending on promotion codes or adjustments made by University of Maryland, Baltimore County and Green Flower. Upon registration, you will receive communications from Student Services with your monthly payment schedule.

If payments are being made by a third party, such as employer reimbursement or a tribal organization, you will be required to complete the third payment payment form, which will be sent to you by an Enrollment Specialist with detailed information pertaining to the representative and/or organization providing the assistance. We strongly encourage you to be aware of any and all stipulations surrounding the financial assistance, as the responsibility of payment for the program is ultimately that of the enrolled participant.

Changing payment method

It is the program participant's responsibility to contact the finance department at hefinance@greenfloweredu.com should the payment method on file need to be changed prior to the payment drafting.

Declined payments and account suspension

Should a payment be declined for any reason, a Finance specialist will contact you to resolve the issue. If a resolution is not reached and payment has not been received within one week of the initial draft date, your account will be suspended for non-payment. At this time, you will receive communication from a Finance specialist with this information, as well as options for making payment to have program access restored. Note that once the cohort that you are enrolled in has come to an end, an additional, non-refundable re-enrollment fee will be required. Should a payment need to be made by means of an invoice rather than draft, the participant will still be held to the regular payment schedule regardless of when the invoice is paid unless arrangements have otherwise been made between the participant and finance department.

In the event that a payment schedule extends past the cohort end date (for example, in the case of a multi-program enrollment with the monthly installment plan) and you have already completed the program and received your digital certificate and Credly badge, payments will continue to draft on the provided schedule until the account has been paid in full. Failure to pay the account in full will result in the digital certificate and Credly badge being revoked and removed until the past due balance is paid in full.

Refunds

A refund for the amount paid will only be issued within the 7 day add/drop period from the start date of the original cohort that you enroll in. It is your responsibility to either complete the withdrawal form or email umbc@cannabisstudiesonline.com to request the withdrawal form, as well as complete and submit the form to Student Services within the first 7 calendar days of the cohort in order to be eligible for a refund.

If you have transferred to a different cohort, the 7 day add/drop period does not apply to your new cohort.

Refunds requested outside of the 7 day add/drop period for the original cohort enrollment will not be fulfilled.

In exceptional cases, such as documented medical emergencies or other extenuating circumstances, Student Services may review refund requests on a case-by-case basis.

Program Participant Responsibilities

Email communication

Email is the primary method of communication utilized by program participants, instructors and Green Flower staff. Upon registration, you will begin to receive important information related to your program to the email address used at registration. If you need to update the email address on your account, send the request to Student Services at umbc@cannabisstudiesonline.com.

We encourage you to regularly check your email and official communication channels, such as the learning management system, for any announcements or updates. It is important to stay informed about changes that impact your academic experience. We recommend checking your email and learning platform daily for any important communications from University of Maryland, Baltimore County and Green Flower. Be sure to check your junk/spam folders for any emails that may have been filtered from your inbox and mark these as not junk/spam in order to continue to receive communications to your inbox. Note that unsubscribing from emails will result in no longer receiving important communications about your program. University of Maryland, Baltimore County and Green Flower staff are not able to opt you back into the email list once you have opted out.

Learning Management System

All programs are provided through the learning management system, Open LMS. It is your responsibility to secure access to a device where you can log into Open LMS in order to engage with course material and participate in your program. Open LMS can be accessed on any device with internet connection, such as a PC, laptop, tablet or mobile device (using the "Open-LMS" app). While there are no prerequisite requirements for program participation, we encourage all participants to be aware of any technological limitations that may hinder abilities to engage in fully online, asynchronous learning.

Code of Conduct and Non-Academic Dismissal Policy

The purpose of this code of conduct and non-academic dismissal policy is to outline the expectations regarding appropriate behavior in communication with staff and fellow students, as well as the prohibition of stealing or sharing any copyrighted material.

Program participants are expected to interact with staff and peers in a respectful and professional manner. Disagreements or concerns with staff members should be addressed through appropriate channels, such as scheduled meetings or designated feedback processes.

Participants may be subject to dismissal from the program for any harassment or discrimination toward staff or fellow students. This includes, but is not limited to the use of offensive language or engaging in disrespectful conduct during interactions whether written or verbal. Language that is meant to offend, shock, insult, demean, threaten or otherwise cause hurt to others will result in dismissal.

Examples may include the following:

- Harassment: Unwelcome conduct based on race, color, religion, sex, national origin, age, disability, or any other protected status.
- Discrimination: Treating individuals unfairly based on their characteristics or identity.
- Offensive Language: Use of profanity, hate speech, or derogatory language.
- Disruptive Behavior: Actions that disrupt the learning environment or interfere with the educational process.

Intellectual property violations may be subject to dismissal. This includes any unauthorized sharing, distribution or reproduction of copyrighted materials owned by University of Maryland, Baltimore County and Green Flower. Plagiarism or any other form of academic dishonesty will result in a warning and opportunity to discuss and resolve the issue; dismissal will become warranted if the issue persists.

Upon receipt of a potential violation, University of Maryland, Baltimore County and Green Flower staff will conduct an investigation which, depending on the nature and severity of the violation in question, may result in either an opportunity to resolve the issue, a warning or an immediate dismissal. If the investigation supports the need for dismissal, the participant will be provided with a written notice. Participants who are dismissed are ineligible for refund.

We respect the right to share your experiences, but request that you refrain from posting any false, misleading, or slanderous information about University of Maryland, Baltimore County and Green Flower on social media or other external platforms. Misrepresentation can have serious consequences, both for individuals and the organization. It is crucial to ensure that your statements are truthful and reflective of your actual experiences. We encourage you to express your thoughts and concerns openly either directly or through provided channels, and we are here to address any questions or issues that you may have. Constructive feedback is invaluable for our continuous improvement.

FERPA

University of Maryland, Baltimore County and Green Flower are compliant with the [Family Educational Rights and Privacy Act (FERPA)](). Any participant who wishes to allow information to be shared with a parent/guardian or other adult must complete the [FERPA Release Form]().

<u>Procedures</u>

Transferring to a new cohort

We understand that unexpected circumstances can arise, and we are committed to providing support in the face of these challenges, which will allow you to continue with your education. Transfer requests may be made up until the end of your currently enrolled cohort. Any transfer requests received after the cohort has concluded will not be processed.

To request a transfer, you must complete the [transfer request form](). It is imperative that the information provided in the form is accurate as this is what Student Services will use to process the cohort transfer.

We recognize that life can be unpredictable, and this policy is designed to provide flexibility and support to our participants during challenging times. However, it is important to adhere to the specified deadlines and guidelines to ensure a smooth transition for all involved when possible. Below is the transfer policy:

- We offer a one time cohort transfer free of charge.
- A second cohort transfer will incur a due up front, non-refundable, $250 fee as well as a meeting with Student Services to determine an academic success plan.

- A third transfer may be permitted at the discretion of Student Services and will incur a due up front, non-refundable, $250 fee.
- No subsequent transfers will be provisioned. Should a participant not complete the program after a third transfer, re-enrollment into the program will be required.

Note that this policy only applies during active enrollment. Once a cohort has come to an end, the re-enrollment policy and fees apply.

Re-enrollment

Participants who wish to re-enroll in a program once the cohort has concluded will be required to complete the re-enrollment form and pay a one-time, non-refundable fee. Upon receipt of the form, Student Services will send an invoice via Shopify to be paid in full in order for the enrollment to be processed. The re-enrollment fee is per incomplete course as listed below:

- One incomplete course: $250
- Two incomplete courses: $500
- Three incomplete courses: $750

If there is a remaining balance on the account from the prior enrollment, this balance may be paid in full upon enrollment or may be arranged on a payment plan with the finance department.

Should a participant wish to re-enroll into a program after one calendar year has passed from the original cohort enrollment, re-enrollment into all three courses will apply as content is updated regularly.

Program withdrawal

We also understand that circumstances may arise that warrant a withdrawal rather than cohort transfer in the program. To withdraw from a program, you must complete the withdrawal form. Upon receipt of the withdrawal form, Student Services will process the withdrawal (and refund if applicable) and notify you of the withdrawal.

Credentials Awarded Upon Completion

Upon successful completion of a cannabis certificate program, you will earn a digital certificate and Credly badge, co-branded with ASU and Green Flower. Your Credly badge can be attached to your resume and email, as well as shared on platforms such

as LinkedIn. Potential employers can click on your Credly badge to obtain more detailed information on the knowledge and skills that you gained in the program. Additionally, you will receive access to the GF Employer Network, Careers in Cannabis, where your Credly badge will provide you with a higher "fit score", making you more visible and marketable to potential employers. In addition, certificate holders will be granted access to our Career Services course, which contains content specifically tailored toward getting and maintaining employment in the cannabis industry. Lastly, you will be invited to join webinars featuring industry employers to discuss topics such as gaining employment, overcoming barriers and operating successfully in the industry.

Completion of a cannabis certificate program provides recognition of your achievement and the valuable knowledge and skills you have gained throughout the program. This certificate does not provision job placement, internship, licensure or authorization to grow, distribute, use or engage in any activities related to cannabis. Cannabis laws vary widely from state to state; any licensure is governed by state regulations and require meeting specific legal and professional requirements. It is the participant's responsibility to thoroughly research and understand both the job market and specific regulations governing the cultivation, distribution, and use of cannabis. University of Maryland, Baltimore County and Green Flower are not authorized to elicit any advice or guidance regarding the specific laws and regulations in your state.

Reservation of Rights

University of Maryland, Baltimore County and Green Flower reserve the right to make updates to course content and curriculum to ensure that your education remains current, relevant, and aligned with industry standards.

In some instances, University of Maryland, Baltimore County and Green Flower may decide to phase a program out for various reasons, such as changes in industry demands or strategic decisions. If such a situation arises, we will provide sufficient notice to affected participants and work to facilitate a smooth transition.

University of Maryland, Baltimore County and Green Flower reserve the right to make updates to any terms and conditions or policies and procedures any time.