



## **Cleveland School of Cannabis**

6599 Granger Rd  
Independence, OH 44131  
(216) 465-4161  
[www.csceducation.com](http://www.csceducation.com)

**2023 School Catalog**  
revised April 2023

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# SCHOOL INFORMATION

## MISSION AND OBJECTIVES

The mission of the Cleveland School of Cannabis is to foster adult learning through high-quality, residential and online education that integrates personal development along with career-oriented skills and knowledge related to cannabis, science, and business, to prepare graduates for entry-level employment in the industry.

The mission is supported through the following objectives:

- Maintain a retention rate of 70% per program
- Graduate 70% of students per program
- Training related placement for a minimum 70% of graduates
- Maintain a high level of student, graduate, and employer satisfaction
- Support students in achieving the learning outcomes as measured through:
  - Student GPAs; and
  - Mid Term and Final Exam Scores; and
  - Student Survey Data

## PRESIDENT'S MESSAGE

The purpose of education has always been to increase the knowledge and skills of those who consider themselves to be willing and engaged students. As knowledge, skill and experience expand so do the doors of opportunity. At the Cleveland School of Cannabis, we recognize the international trends of a diminishing workforce and simultaneously understand the need to increase the supply of qualified, well-educated, and well-experienced workers. We proudly stand at the forefront of the next level of innovation in education. As this nation embarks on a journey to find its way into a budding new industry, we hold firm that we will produce the most successfully trained and qualified employees.

To our students, who have taken the first step in their future, Congratulations! On behalf of the faculty and staff of CSC, I would like to warmly welcome you and whole-heartedly applaud your desire to innovate, learn, and lead. Together, we are going to pave the way for the economic growth that will surely come within our city, our state, and our country. Be prepared for your next opportunity. Lead On.

Tyrone Russell  
CSC, President

## HISTORY

The Cleveland School of Cannabis (CSC) started in 2017 in Independence, Ohio, with its Medical Cannabis Comprehensive course to spread a basic understanding of the medical cannabis industry. CSC received state approval from the Ohio State Board of Career Colleges and Schools and began offering state approved courses as one of the first institutions in Ohio in Cannabis Education in Dispensary Operations, Cannabis Cultivation, and Medical Applications of Cannabis in the Fall of 2017. In January 2022, the Cleveland school of Cannabis moved to its current location to provide a more centralized facility with increased classroom, lab and student/employee gathering areas. Since its inception, CSC has successfully retained quality faculty in the cannabis and associated industries from all over the United States. Additionally, CSC has supported its graduates in finding training-related employment in the industry and launching new careers as cannabis professionals.

## VALUES

**DEDICATED INSTITUTION OF INDUSTRY EDUCATION** - The Cleveland School of Cannabis is the first brick and mortar educational facility in Ohio for cannabis education. This dedication is shown through our core beliefs.

- **EXPERT FACULTY**

CSC believes that hiring faculty who have current, relevant industry experience in teaching and/or in the cannabis industry.

- **QUALITY EDUCATION**

CSC believes that prioritizing the learning environment leads to quality education as seen by instituting multisensory learning, allowing students to apply and demonstrate their cannabis knowledge through presentations, labs, and exams.

- **INDUSTRY INVOLVED**

CSC believes that remaining at the forefront of cannabis education means maintaining partnerships with industry leaders and employers who can provide insight on education needs and employment opportunities for graduates.

- **STUDENT FOCUSED**

CSC believes that focusing on students' needs leads to better outcomes. CSC demonstrates its commitment to student development by providing flexible learning opportunities, activities suited to various learning preferences, and a variety of student services and support.

## OWNERSHIP

The Cleveland School of Cannabis (CSC) is 100% owned and operated by CCC Training, LLC, with principal offices located at 385 Halle Dr. Euclid, Oh 44132.

The owners of CCC Training, LLC are Austin Briggs (CFO), Tyrone Russell (President), and Kevin Greene (VP of Recruitment and Public Relations).

INDUSTRY ORGANIZATIONS CSC WORKS WITH	
American Cannabis Association Apeks Supercritical The Botanist Buckeye Relief Certified Cultivators Chagrin Valley Hemp Company Clean Remedies Columbia Care	Klutch Lighthouse Sciences Maryjane's Confections Mother Grows Best MyMarijuanaCards.com National Cannabis Industry Association Ohio Patients Network OhioCannabis.com

Columbus Botanical Depot Compassionate Alternatives Compassionate Cleveland Cresco Labs Curaleaf Cure Ohio DSS SunGrown Education Security Systems Consulting Fire Rock Galenas Ganjapreneur Green Health Harvest Harvest of Ohio Hemp For Health Hops Extracts Hydroponics Ohio	Ohio Cannabis Co. One Orijin Parrell Pure Ohio Wellness QC Infusion Queen City Hemp Rise Riviera Creek Standard Wellness Strawberry Fields The Ohio Cannabis Chamber of Commerce The Patton Law Firm, LLC Walter and Haverfield LLP Wellspring Fields Whole Plant Wyatt's Greenhouse & Garden Center
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## STATE LICENSING & ACCREDITATION

State Board of Career Colleges and Schools  
Columbus, OH 43215  
Phone: (614) 466-2752  
Fax: (614) 466-2219  
Toll Free (877) 275-4219  
E-mail : [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

CSC is a candidate member of MSA-CESS.



## LOCATION

### **Cleveland School of Cannabis**

**School Registration Number: 2123**

6599 Granger Road

Independence, OH 44131

216-465-4161

The facilities on Granger Road are located in a convenient suburban setting adjacent to several major highways which makes it an accessible location from all parts of the metro Cleveland area. The Cleveland School of Cannabis portion of the building contains approximately 9000 square feet of classroom and administrative offices and are located on the first floor of the building with ample parking. This campus setting has classrooms which are designed to facilitate learning with small, informal classes to encourage student/ faculty interaction where students receive individual attention to help them reach their potential.



## ADVISORY BOARD

- Dr. James Peterson EdD, Duke University
- Kevin Murphy, JD Case Western Reserve
- Dr. Jonathan Cachat PhD, Tulane University
- Dr. James Ploskonka PhD, University of Kentucky
- Mark Sullivan, Cyanna Education Services, MBA, Liberty University

# ACADEMIC INFORMATION AND POLICIES

## ACADEMIC CALENDAR

	2023	2024	2025
New Year's Day	January 1 <sup>st</sup>	January 1 <sup>st</sup>	January 1 <sup>st</sup>
1 <sup>st</sup> Term Begins	January 2nd	January 2nd	January 6 <sup>th</sup>
Alumni Enrichment Day	January 14 <sup>th</sup>	TBA	TBA
1 <sup>st</sup> Term Ends	February 12 <sup>th</sup>	February 11 <sup>th</sup>	February 16 <sup>th</sup>
2 <sup>nd</sup> Term Begins	February 27 <sup>th</sup>	February 26 <sup>th</sup>	March 3 <sup>rd</sup>
Student Enrichment Day	March 25th	TBA	TBA
2 <sup>nd</sup> Term Ends	April 9 <sup>th</sup>	April 7 <sup>th</sup>	April 13 <sup>th</sup>
3 <sup>rd</sup> Term Begins	April 24 <sup>th</sup>	April 22 <sup>th</sup>	April 28 <sup>th</sup>
Memorial Day	May 29th	May 27th	May 26 <sup>th</sup>
3 <sup>rd</sup> Term Ends	June 4th	June 2 <sup>nd</sup>	June 8 <sup>th</sup>
Summer Graduation Cleveland	June 14 <sup>th</sup>	June 20 <sup>th</sup>	June 19 <sup>th</sup>
Independence Day	July 3 <sup>rd</sup> and 4 <sup>th</sup>	July 3 <sup>rd</sup> and 4 <sup>th</sup>	July 3 <sup>rd</sup> and 4 <sup>th</sup>
4 <sup>th</sup> Term Begins	July 10th	July 8th	July 7 <sup>th</sup>
Student Enrichment Day	July 29 <sup>th</sup>	TBA	TBA
4 <sup>th</sup> Term Ends	August 20 <sup>th</sup>	August 18 <sup>th</sup>	August 17 <sup>th</sup>
Labor Day	September 4 <sup>th</sup>	September 2nd	September 1 <sup>st</sup>
5 <sup>th</sup> Term Begins	September 5 <sup>th</sup>	September 3rd	September 2 <sup>nd</sup>
5 <sup>th</sup> Term Ends	October 15 <sup>th</sup>	October 13 <sup>th</sup>	October 12 <sup>th</sup>
6 <sup>th</sup> Term Begins	October 30 <sup>th</sup>	October 28th	October 27 <sup>th</sup>
Student Enrichment Day	November, 18	TBA	TBA
Thanksgiving	Nov 22 <sup>nd</sup> and 23 <sup>rd</sup>	Nov 27 <sup>th</sup> and 28 <sup>th</sup>	Nov.26 and 27 <sup>th</sup>
6 <sup>th</sup> Term Ends	December 12 <sup>th</sup>	December 15 <sup>th</sup>	December 14 <sup>th</sup>

\*\*\*\**Summer Graduation third Thursday of June*



## HOURS OF OPERATION

Cleveland School of Cannabis is open to students Monday through Thursday from 8:30 am to 5:00 pm.

On Fridays and during breaks, the school is open to staff and faculty only. Students are allowed on campus during those times by appointment only.

## Holiday Calendar 2023

Holiday	Date Observed
New Year's Day	January 1
Memorial Day	May 29
Independence Day	July 4
Labor Day	September 5
Thanksgiving	November 22 and 23
Christmas Eve	December 23 (observed)
Christmas Day	December 26 (observed)
New Year's Eve	December 30, 2022 (observed)

## ADMISSIONS REQUIREMENTS

The admissions requirements for the residential programs, hybrid and online programs are the same.

Each applicant is required to meet with an Admissions Representative and complete an Application for Admission. Each applicant must have also earned one of the following credentials:

- High school diploma or equivalent
- General Educational Development (GED) certificate
- Post-secondary degree

All students must be at least 18 years old or older on the first day of class. There is no testing associated with the student admission process.

## ADMISSIONS PROCEDURE

Students interested in attending the Cleveland School of Cannabis should apply for admission as soon as possible in order to be accepted for a specific start date. All applicants are required to visit the school and meet with an Admissions Representative to obtain a clear understanding of the programs, view the facilities and equipment, and meet with staff and/or faculty. Parents and/or significant others are

encouraged to attend this meeting so that they may have an opportunity to ask questions. The Cleveland School of Cannabis requires all students to complete the entire admissions process on or before the first day of class for all programs. Students who fail to complete the admissions process prior to the first day of class may be required to reschedule to another start date.

Prior to enrollment all applicants must complete and/or provide:

- Application for Admission;
- Enrollment Agreement;
- Financial forms;
- Payment of registration fee;
- Copy of High School Diploma, General Education Diploma (GED), or the equivalent (e.g., homeschool credential) or Attestation of High School Graduation or Equivalency form prior to admission;
- Meet with the Registrar to schedule your first quarter classes. (Students meet individually with the Registrar for scheduling before orientation and on an ongoing basis throughout your program);
- Attend new student orientation.

\*Any course enrolling less than 4 students has the potential of being canceled for that specific term. Students will be notified via email.

## TRANSFER OF CREDIT

### Transfer into the School

Cleveland School of Cannabis may grant academic credit to students who have successfully completed the same, or substantially the same, course work as required in the curriculum at other institutions of postsecondary education accredited by an agency recognized by the USDE. The granting of such transfer credit is solely at the discretion of Cleveland School of Cannabis. Students' transfer credit evaluations will be conducted using the following guidelines:

- An official transcript of the student's course work must be furnished directly by the institution where the course work was completed before any application for transfer credits can be evaluated.
- A copy of the catalog or course syllabi from the institution at which the course work was completed by the student must be furnished before any application for transfer credits can be evaluated.
- A minimum grade of "B" or "3.0" must have been awarded for each course completed to be eligible for transfer. Only courses in which grades were assigned will be considered. No credits earned as a result of a "pass/fail" option are eligible for transfer.
- No more than 40% of the credits necessary to earn a certificate from CSC will be accepted for transfer.
- Course work completed more than 3 years ago may only be transferred with the Campus Director's approval.
- Transfer of credit must be completed prior to enrollment through a written request to the Campus Director with supporting documentation such as an official transcript, school catalog, or

course syllabus. Securing an official transcript in a timely manner is the sole responsibility of the student.

- Tuition adjustments will be made based on clock hour charges for any course accepted.
- The Campus Directors shall make the final determination on the acceptability of transfer credits. The above guidelines shall be used in evaluating all applications for transfer of credit; however, the institution reserves the right to accept or reject any or all transfer credits at its discretion.
- An appeal to a negative decision regarding acceptance for transfer of credit must be made in writing to the school director within 5 days of the decision. The director will make a final determination within five days of the dated written appeal. All decisions made by the director are final.

#### Transfer Out of the School

Credits (clock hours) earned at Cleveland School of Cannabis may not transfer to other educational institutions. The decision to accept CSC credits (clock hours) is solely up to the receiving institution.

### ACCOMMODATIONS

The Cleveland School of Cannabis offers reasonable accommodations to students with disabilities under the Americans with Disabilities Act ("ADA"). All student ADA requests are voluntary. A student is not required to disclose a disability or to request reasonable accommodations, however, the student must initiate the process. A student requesting an accommodation for a disability must contact the Director of Education at their campus and complete the "**Student ADA Request Form.**" The student should submit supporting documentation (such as an IEP, letter from a medical professional, etc.) demonstrating the disability and/or past accommodations for that condition. The institution's ADA Committee will review each student's request individually and will notify the student of their decision. To ensure that accommodations are provided timely, the Cleveland School of Cannabis encourages students to submit all ADA requests and supporting documentation immediately after enrollment and before the first day of classes. Information pertaining to the Americans with Disabilities Act and associated accommodation requests is kept confidential.

### NON-DISCRIMINATION POLICY

Cleveland School of Cannabis embraces the requirements of federal, state, and local laws and does not discriminate, or tolerate harassment, on the basis of race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, parental status, pregnancy, family medical history, genetic information, political affiliation or any other protected category in the recruitment, selection, and subsequent treatment of students and/or employees. In accordance with Section 504, Rehabilitation Act of 1973 (P.L. 93–112), interested persons can obtain information with respect to the existence of location of services, activities, and facilities that are accessible to and usable at Cleveland School of Cannabis by physically challenged persons by contacting the Campus Director.

### ANTI-HAZING POLICY

The Cleveland School of Cannabis prohibits hazing as defined in this policy and will investigate and respond to all reports of hazing as outlined in this policy. This regulation applies to all members of the school community, including faculty, staff, students, volunteers, organizations, and groups, as well as visitors and other licensees and invitees.

This Anti-Hazing Policy applies to conduct that occurs on-campus, off-campus (ex: fieldtrip site), or through online activities, between two or more people who are affiliated with the school, or any student or other organization associated with the school.

Hazing is a serious offense of the Cleveland School of Cannabis “Student Code of Conduct” and, therefore, is subject to the full range of sanctions (reprimand, disciplinary probation, suspension, and expulsion). In addition, other educational activities may be required as conditions of the sanction. An individual, organization, or group may be subject to other outcomes in accordance with the applicable outside constituents or groups in which the student is involved, or their governing bodies. The school has the right to take action regardless of the actions of the governing body.

The Campus Director shall coordinate the investigation of all hazing allegations. When appropriate, other senior administrators may handle certain aspects of the school’s response. Local authorities may also be included in the investigation, as needed.

Additionally, the Campus Director will assess the need for interim measures (e.g. suspension of current group activities). Every effort will be taken to complete the investigation in a timely manner. The hazing allegation will be investigated and resolved in keeping with the Student Code of Conduct process. At the point when a formal conduct charge is made against an organization, the national or oversight organization, if any, shall be notified. Criminal investigations resulting from a report to law enforcement will be handled by the appropriate law enforcement agency. The Cleveland School of Cannabis may charge an individual or a group with a violation of this Hazing Policy via the Student Code of Conduct and/or other school rules, regulations, or policies.

Sanctions applied to organizations and/or individuals will be imposed in accordance with the severity of the violation and will be determined by the Campus Director.

Hazing means doing any of the following, or pressuring, causing, forcing, soliciting, or coercing any person to do any of the following for the purpose of initiative, admitting, or affiliating an individual into or with a student group or student organization; continuing or enhancing an individual’s membership or status in a student group or student organization, or perpetuating or furthering a tradition or ritual of a student group or student organization:

- (a) Engage in any conduct prohibited by federal and/or state and/or municipal criminal law, regardless of whether an arrest is made, or criminal charges are brought;
- (b) Take into their body any food, liquid (including alcohol), drug, or other substance that subjects the person to a substantial risk of mental or physical harm; and/or;
- (c) Cause or create a substantial risk of causing mental or physical harm to another and/or engage in any act or omission that contributes to the death of another.

Reporting an Incident: Student safety is our top priority and we take all reports of misconduct seriously to protect everyone's health and well-being. The Cleveland School of Cannabis depends on its community members to identify and report behaviors of concern so that the school can provide distressed students and employees with appropriate support services and resources.

We are all responsible for school safety. If you see any concerning behavior or suspicious behavior report it to the Campus Director.

The Cleveland School of Cannabis is committed to reviewing all reports of hazing. Anonymous reports are accepted; however, the school's ability to obtain additional information may be compromised and the ability to investigate anonymous reports may be limited.

Immediately upon learning of potential hazing, any employee with a duty to report violations of this policy who received a complaint of hazing or who observes or learns of conduct that is reasonably believed to be in violation of this policy is required to report the alleged conduct to the Campus Director.

Employees with a duty to report violations of this policy include faculty and staff. Any volunteers or contractors engaged by the school have a duty to report violations of this policy of which they become aware in the course of their duties when these duties include responsibility for the safety and wellbeing of other members of the school community or if they have supervisory, evaluative, grading, or advisory responsibility over other members of the school community.

In addition to the duty to report hazing to the Campus Director as identified in the prior paragraph, in some circumstances there is also a duty to report allegations of criminal conduct to law enforcement.

The school will maintain a report of all violations of this Policy that are reported to the school and which result in a charge of violation of this Policy. The school will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the school's website.

The Cleveland School of Cannabis shall provide annually at least one program on hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. The Cleveland School of Cannabis will maintain a record of individuals who have completed the program.

## STUDENT PRIVACY POLICY/FERPA

(20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- o School officials with legitimate educational interest;
- o Other schools to which a student is transferring;
- o Specified officials for audit or evaluation purposes;
- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## LEAVE OF ABSENCE POLICY (LOA)

There may be legitimate reasons such as extended illness, extended illness of close family members, jury duty or military service, in which a student needs an interruption in his/her training program. In such cases due to specified and approved reasons, the student may request a leave of absence. The leave of absence is considered a temporary break in a student's attendance during which s/he is considered to be

continuously enrolled. In order to obtain a leave of absence, the following policy must be adhered to prior to approval of the leave:

- The leave-of-absence is limited to 180 calendar days in any 12-month period or ½ of the total program clock hours converted into days, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
- The leave of absence must be requested in writing in advance of the start date of the leave unless circumstances prevent the student from doing so. If the student does not request a leave of absence within a timeframe consistent with the 14 consecutive calendar day absence policy, the student will be withdrawn.
- The student must sign and date the **Leave-of-Absence Request Form** and specify a reason for the leave with supporting documentation, so that the institution may have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. The request must specify the specific date of return following the leave.
- The leave-of-absence request must be approved and signed by the Registrar.
- Cleveland School of Cannabis will not assess the student any additional institutional charges as a result of the leave of absence.
- A student granted a leave of absence that meets these established criteria is not considered to have withdrawn.
- Failure to return from an approved leave of absence on the exact return date as shown on the leave-of-absence written request will result in termination from the program of study.
- The withdrawal date for students not returning from a leave of absence for purposes of refund calculation is the student's last day of attendance.

Documentation of requests for leaves of absence will be maintained in the student file and monitored by the institution to ensure that the student returns by the scheduled end of the leave or terminated from the institution should the student not return on schedule.

## STUDENT SERVICES

While students are working hard to become experts in the industry, our staff is working on what happens next. We are always networking with our affiliates to find jobs that fit the skills of our graduates. We have a wide range of relationships within the industry and many of them look to CSC to fill their employment needs. By the completion of the program, each student will have a comprehensive resume, certificate of completion, documentation of hands-on experience, and in some cases, personal references from staff and/or affiliates.

## JOB PLACEMENT ASSISTANCE

CSC has an expansive network of industry affiliates and we offer job placement assistance to help secure employment in the cannabis industry. The Cleveland School of Cannabis does not guarantee employment. Job placement assistance is granted for as long as practicable.

## STUDENT CONDUCT

### STUDENT CONDUCT AUTHORITY

The Campus Directors are designated by the President to be responsible for the oversight and administration of the Student Code of Conduct, to include determination and definition of all policies and statements within the Code.

## **JURISDICTION OF THE SCHOOL**

The Student Code of Conduct applies to behavior on campus, at School-sponsored events, and may also apply off-campus when the Campus Directors or their designee determines that the off-campus conduct affects a substantial School interest. A substantial School interest is defined to include, but is not necessarily limited to:

- the health, safety, or well being of students, faculty, staff, neighbors, and guests;
- the educational mission of the School;
- the rights or property of students, faculty, staff, neighbors, and guests;
- the peace and/or social order of the School and its community;
- the School's reputation and good standing in its community; or
- any other concern that, in the Campus Director's discretion, reasonably constitutes a substantial School interest.

## **PRESCRIBED CONDUCT**

Cleveland School of Cannabis' administration reserves the right to terminate a student on any of the following grounds:

1. Abuse of Student Conduct procedures
  - a. Abuse of the School student conduct procedures includes, but is not limited to:
    - i. Failure to obey the summons of a conduct body or School official.
    - ii. Falsification, distortion, or misrepresentation of information before a conduct body.
    - iii. Disruption or interference with the orderly demeanor of a student conduct proceeding.
    - iv. Knowingly instituting a conduct proceeding in bad faith.
    - v. Attempting to discourage an individual's proper participation in, or use of, the School student conduct procedure.
    - vi. Attempting to influence the impartiality of a member of a conduct body prior to, and/or during the course of, the conduct proceeding.
    - vii. Harassment and/or intimidation of a member of a conduct body prior to, during, and/or after a conduct proceeding.
    - viii. Failure to comply with one or more of the sanction(s) imposed under the Student Code of Conduct.
    - ix. Influencing or attempting to influence another person to commit an abuse of the School student conduct procedure.
    - x. Retaliation or harassment of complainant or other person alleging misconduct, including but not limited to, intimidation and threats.
2. Alcohol possession/consumption/intoxication
3. Arson
4. Assault, physical or verbal intimidation
5. Obstruction
6. Discrimination
7. Disruptive Conduct
8. Drug and/or Controlled Substance Abuse
9. Harassment
10. Firearms, Weapons or Explosives
11. Theft, Attempted Theft, Unauthorized Use of Property



12. Tobacco Use & Smoking
13. Trespassing
14. Plagiarism & Academic Dishonesty
15. Any act which, if proven, would constitute a violation of local, state or federal law

## **CONDUCT VIOLATION PROCEDURES**

### **1. Preliminary Inquiry**

When an incident occurs, the School conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. In order to support the growth and development of our students, educational conferences may be utilized as a part of inquiry.

### **2. School as Convener**

The School is the convener of every action under this code. Within that action, there are several roles. The respondent student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, neighbor, or guest, may choose to be present and participate in the process as fully as the respondent student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the School has obtained regarding the allegations.

### **3. Notice of Hearing**

Once a determination is made that reasonable cause exists for the Campus Directors (or designee) to refer a complaint for a hearing, notice will be given to the student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Campus Directors (or designee); mailed to the local or permanent address of the student as indicated in official School records; or emailed to the student's email account on file.

### **4. Sanctions**

Any of the following sanctions may be imposed on a student, a group of students, or a student organization. Violations of the Student Code of Conduct may result in one or more of the following sanctions:

- a. Warning** – A notice in writing to the student that the student is violating or has violated the Student Code of Conduct or other School policies or regulations.
- b. Probation** – Probation is for a designated period of time and includes the deferment of more severe disciplinary sanctions. If the student is found to be violating any School policies or regulations during the probationary period, more severe disciplinary sanctions will be automatically applied by the Campus Director.
- c. Loss of Privilege** – Denial of specified privileges for a designated period of time.
- d. Restitution** – Full payment for the cost of material(s) and labor for repair or replacement of damaged, destroyed, stolen property, etc.
- e. School Suspension** – The separation of the student from the entire School and all School premises for a specified period of time or until certain conditions are met as specified by the School. School suspension will result in administrative withdrawal from courses pending appeal. Students who are suspended are not eligible for any refunds and are responsible for paying any outstanding charges during this time.

**f. School Expulsion** – The permanent separation of the student from the entire School and all School premises. School expulsion will result in administrative withdrawal from courses, pending appeal. Students who are expelled are not eligible for any refunds and are responsible for paying any outstanding charges during this time.

**g. Lowering of Grade or Failing Grade** – a reduction of a grade for a paper, assignment, quiz, exam, project, etc., or a reduction of the grade for a particular course.

## **5. Interim Suspension**

Interim suspension will be imposed:

- a.** to ensure the safety and well-being of members of the School community or preservation of School property;
- b.** to ensure the student's own physical or emotional safety and well-being; or
- c.** to prevent disruption or interference of the normal operation of the School where a student poses a specific identifiable threat.

During the interim suspension, students may be denied access to:

- i. School premises (including classes)
- ii. School activities
- iii. Privileges for which the student might otherwise be eligible

## **GRIEVANCE/COMPLAINT PROCEDURE**

All student conflicts or complaints should be directed to a CSC staff member immediately. As a first step, the CSC representative will facilitate an informal conversation between the two parties involved. If the complaint cannot be resolved through an informal conversation, the student can submit a formal, written complaint to the Campus Director.

The Campus Director will review the formal complaint within three (3) days. In the review of the complaint, the Campus Director may interview the individuals involved in the complaint and/or bring in another school representative who is not involved in the complaint to review the information and provide additional input on the matter. However, the final decision on any formal complaint remains with the Campus Director.

If the student is not satisfied with the decision issued by the Campus Director, they may appeal the decision to the President within three (3) days. As part of the appeal, the student must explain in writing why they disagree with the decision and provide additional evidence, if possible. The President will review the appeal within three (3) days and provide a decision to the student in writing. The President's decision is final and may not be appealed.

Documentation of original complaint, steps to resolve the grievance, and decisions will be documented. The document(s) will be kept in the student's file.

If further escalation is needed the student may contact The Ohio State Board of Career Colleges and Schools:

**The Ohio State Board of Career Colleges and Schools**  
30 East Broad Street, Suite 2481

Columbus, OH 43215  
Phone: (614) 466-2752  
Fax: (614) 466-2219  
Toll Free (877) 275-4219  
E-mail: [bpsr@scr.state.oh.us](mailto:bpsr@scr.state.oh.us)

## ACADEMIC AND PROGRAM INFORMATION

### GRADING POLICY

PERCENTILE	LETTER	<u>GPA</u>
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
59 and below	F	0.0

Students may also receive the following designations, as appropriate, which do not receive any GPA points:

- **W** (Withdrawal): Students who voluntarily withdraw or who are administratively withdrawn from a course after it has been started receive a grade of W.
- **I** (Incomplete): Students who fail to complete their coursework are issued a grade of incomplete, along with advising on completing course requirements within a specified time period. The incomplete grade is replaced with a letter grade at the end of the agreed upon time period. The final grade is based on the work completed in the course and any work submitted during the incomplete period.
- **TC** (Transfer Credit): Students who transfer credit into the institution receive a grade of TC on their transcript for those courses, indicating that credit has been issued but the grade is not counted toward the student's GPA at CSC.
- **R** (Repeated Course): Students have the option of retaking a course if they want to improve an unsatisfactory grade. Once a letter grade is recorded for the repeated course, the original grade will be replaced by an "R" grade. The grade points earned from the later grade will be used in computing the cumulative grade point average. The *original* grade will be replaced with an "R" and excluded from GPA calculation, whether it is better or worse than the new grade. There is no guarantee of a better grade when a student repeats a course.

Each course must be passed with a C (70% or higher). Students who fall below a 2.0 will be placed on academic probation and are required to meet with the Registrar to review their academic progress.

Grades are assigned by the course instructor. Students should first contact their instructor to resolve the alleged grade issue. Students may appeal in writing within seven (7) days of receipt of their grade to the Director of Education. The decision of the Director of Education is final.

### ACADEMIC RECOGNITION

The Cleveland School of Cannabis honors students who are exceeding academic requirements through its academic recognition programs.

**Director's List:** Students who achieve a term GPA of 3.5 to 3.99 receive the Director's List award. Students who qualify for the Director's List will receive a notification after the end of the term, once final grades have been submitted by faculty. Award recipients will receive an award letter or certificate, and have their name posted on the Director's List postings shared in Populi and on social media.\*

**President's List:** Students who achieve a term GPA of 4.0 receive the President's List Award. Students who qualify for the President's List will receive a notification after the end of the term, once final grades have been submitted by faculty. Award recipients will receive an award letter or certificate, and have their name posted on the President's List postings shared in Populi and on social media.\*

\*Per the Cleveland School of Cannabis Student Privacy policy, students may choose not to have their name published as an award recipient.

## GRADUATION REQUIREMENTS & AWARDS

Successful graduates of all programs offered at The Cleveland School of Cannabis are awarded a Certificate of Completion. The following graduation requirements apply to all programs at CSC:

1. Completion of all required coursework with a cumulative GPA of at least 2.0
2. Cumulative attendance of at least 80%
3. Student financial account is in good standing
4. Each class course must be passed with a C (70% or higher)

## PROGRAM AND SPECIALIZED POLICY INFORMATION FOR RESIDENTIAL STUDENTS

### Attendance Policy (Residential)

#### **Residential Attendance**

Students are expected to be in class on time every day. Students must maintain an 80% each term to pass a course. To graduate, students must achieve a minimum attendance rate of 80%.

#### **Tardiness and Early Departures**

Any student arriving up to 15 minutes after the start of class will be considered tardy. Additionally, any student who leaves class up to 15 minutes prior to the scheduled end will be considered an early departure. Students who are more than 15 minutes late or who depart more than 15 minutes prior to the end of class will be marked absent for the entire class session. Furthermore, any student who misses 15 minutes or more of a class session due to a combination of tardiness and early departure will be marked absent for the class session. Students with three (3) tardies and/or early departures within a course will be required to meet with the Registrar for attendance advising.

#### **Residential Attendance Monitoring**

Attendance is taken at the beginning of each class by the instructor and reported to the Director of Education at the end of each week. Additionally, the instructor will record any students departing early.

#### **Residential Attendance Probation**

If the attendance is less than 80% at the end of the course, the student will be placed on attendance probation for the next course. The student will receive a notice of attendance probation in writing. An advising session with the Registrar will be completed and a plan that outlines the terms and conditions of the attendance probation will be signed by the student, the Registrar and the Director of Education. At the end of the attendance probation, the student must be making progress toward meeting the 80% attendance requirements and have met the terms of the attendance probation. If these two requirements are met, the student may be granted one additional attendance probation. If the requirements are not met, the student will be dismissed from the institution. After no more than two courses on attendance probation, the student must have achieved an 80% rate for the course in which attendance was deficient or be dismissed from the institution.

### **Residential Make-Up Work/Hours**

Make-up work/hours are assigned by the instructor and must be completed within the probation period. Make-up work will be comparable to content missed, in subject, delivery method, and length. There is no additional charge for makeup work/hours.

### **Administrative Attendance Termination**

Any student who is absent for fourteen (14) consecutive calendar days will be terminated from his/her program. Any student dismissed for attendance-related reasons, including consecutive absences or failure to meet the terms of attendance probation may re-enroll in the institution only with Registrar's written authorization and verification that all current admissions requirements are met.

### **Re-enrollment Policy**

A former student of Cleveland School of Cannabis who desires to re-enroll into a program is subject to the admission's requirements, enrollment procedures, as well as a review of the student's record/history with CSC at the time of re-enrollment. Returning students may receive credit for a course (or courses) completed within the previous 12 months in which a grade of C (2.0) or higher was earned. If transfer credit is received, CSC will adjust the program length and cost accordingly. A student re-enrolling with CSC is responsible for all course/program tuition and fees in addition to any previous outstanding account balance with the school.

If a student was administratively withdrawn for lack of course participation or attendance, the student must provide an explanation of what has changed that will enable the student to successfully complete the program as part of the re-admissions process.

If a student was withdrawn for violation of the Student Code of Conduct, re-enrollment is prohibited for a period of 12 months. The student must provide an explanation of what has changed that will prevent a repeat of the violation as part of the re-admissions process. CSC will consider the request, but is not obligated to readmit any student whose enrollment was terminated for a violation of the Student Code of Conduct.

### **Satisfactory Academic Progress (Residential)**

The Satisfactory Academic Progress Policy is applied consistently to all students. Satisfactory Academic Progress is measured in two ways:

- **Qualitatively:** The Cumulative Grade Point Average (CGPA) is reviewed to ensure that the student is meeting a minimum 70% (C) average at the conclusion of each evaluation period.

- **Quantitatively:** The student must attend at least 80% of the scheduled clock hours cumulatively for each evaluation period, enabling completion within the maximum time frame of the program.

A student must be meeting these standards to be considered meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 70% (C) or who has not successfully achieved a cumulative rate of attendance of at least 80% at each required evaluation period is not considered in 'Good Standing' and is subject to the consequences outlined in this policy.

### Maximum Time Frame

Students must complete their program within 150% of the normal program length. This length of time is considered the Maximum Time Frame and is identified for each program in the Evaluation Table.

Students who have attempted over 150% of the total program clock hours and have not met the graduation requirements, will be withdrawn from the program.

### Evaluation Periods

Students will receive a grade report at the end of each course which includes their final grade and attendance for the course completed, as well as the cumulative GPA and cumulative attendance percentage for all courses completed within the program of enrollment. Formal evaluations will occur at the Midpoint, End-Point, and, if needed, the Maximum Time Frame based on scheduled hours. Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

### Evaluation Table

Program Name	Program Clock Hours	Midpoint Evaluation*	End-Point Evaluation*	Maximum Time Frame*
Cannabis Horticulture	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Dispensary	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Medical Applications of Cannabis	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Processing	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Industrial Hemp	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Executive Program	300 hours / 24 weeks	150 hours/12 weeks	300 hours / 24 weeks	450 hours/36 weeks

\* All evaluation points are based on scheduled hours, which are the hours that the student should have completed based on his/her class schedule.

### Warning Period

If a student fails to meet the cumulative 80% attendance, and/or the cumulative 70% (C) grade average for any evaluation period, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive attendance and/or

academic advising from the Registrar. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period. If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet satisfactory academic progress requirements at the end of the 'Warning' period, the student will be terminated from Cleveland School of Cannabis. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

### **Appeal Process**

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The Registrar will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the Registrar is final.

In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

### **Probation Period**

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status. Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive attendance and/or academic advising from the Registrar. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period. At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

### **Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at Cleveland School of Cannabis. The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll.

### **Incomplete Courses**

Students who fail to complete their coursework are issued a grade of incomplete. Students who receive an incomplete undergo advising to create a plan to complete the course requirements within a specified time period. The incomplete grade is replaced with a letter grade at the end of the agreed upon time

period. The final grade is based on the work completed in the course and any work submitted during the incomplete period in accordance with the advising plan. The final grade received in the course is used for the calculation of the cumulative grade point average.

### **Remedial Courses**

Cleveland School of Cannabis does not offer any remedial courses.

### **Course Repeat Policy**

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled hours toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

### **Program Change**

For a student who changes programs within Cleveland School of Cannabis, credit will be given for any coursework already taken that is consistent with the program in which the student transferred. The Registrar will make a determination of a student's satisfactory academic progress standing based on the completed hours and grades earned that count toward the student's new program of study.

## **PROGRAM AND SPECIALIZED POLICY INFORMATION FOR ONLINE STUDENTS**

Students enrolling in online programs complete their training 100% online. Students enrolled in online programs complete their training via the online portal Populi in combination with Zoom. Within Populi, students will complete assignments and activities using chat, email, discussion boards, webinars, and online tutorials. All students in online programs must complete an online orientation on how to use the Populi and Zoom systems.

### **Technical Requirements**

To successfully complete an online program, a student must, at a minimum, have consistent access to high-speed Internet. It is highly recommended that students have their own computer equipped with the necessary technical specifications, as listed in the following table.

<b>Technical Specifications</b>	
<b>Internet Connection</b>	High-Speed Internet <ul style="list-style-type: none"> <li>Broadband (cable or DSL) 10 Mbps minimum, 20 Mbps recommended; or a mobile device with a minimum data connection (3G, 4G, or LTE)</li> </ul>
<b>Hardware</b>	Any computer/laptop with these minimum recommended specifications: <ul style="list-style-type: none"> <li>Processor: Intel i3 or AMD A8</li> <li>Memory: 8GB or higher</li> <li>Storage: 64GB minimum with at least 20% free space</li> <li>Must be WiFi capable</li> <li>Minimum screen resolution of 1280 x 1024 pixels</li> </ul> Internal Computer microphone and speakers or Phone Access
<b>Operating System</b>	PC: Microsoft Windows 8.1 or higher (Windows 10 preferred) Mac: Apple OS X v10.11 (El Capitan) or higher.



<b>Software</b>	PDF Reader (Adobe recommended) Microsoft Office or similar suite of applications (ex: Google Docs, Open Office.org) Recommended: <ul style="list-style-type: none"> <li>• Antivirus software</li> <li>• Personal firewall</li> </ul>
<b>Browser</b>	Current versions of Chrome, Firefox and/or Safari, Chrome is preferred
<b>Email Capabilities</b>	Online students must have an active email address to be used for school purposes

Potential students who need assistance with the technical specifications of the online program are directed to seek guidance from CSC staff during the Admissions process.

### **Online Orientation**

All first-time online students must successfully complete the Online Orientation within Populi before starting their first online class. This orientation teaches students how to use all of the online learning tools within Populi and Zoom. The online orientation is facilitated in Populi by a centralized instructor who is available to assist students with completing the training successfully and preparing them to begin their first online class.

Students enrolled in online programs receive an email at the address listed on their enrollment agreement with information on how to complete the online orientation.

### **Online Attendance Policy**

A student registered for an online course is expected to log into the course within the first 48 hours (two days) of the course start date and must academically engage in the course at least twice per week throughout the length of the course.

Online courses include scheduled video lectures that students can attend “live on-line” or view as a recording after the session is complete. Students choosing to view the recording must do so within 48 hours of that recording being posted on Populi in order to be considered as having attended the lecture. Students who do not attend the live on-line session or view the recording within 48 hours of it being posted are considered to be absent.

Academic engagement is considered “attendance” and can be demonstrated through one of the following:

- student submission of an academic assignment,
- student submission of an exam,
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student’s participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student’s participation in an online discussion about academic matters, and

- an email from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

If a student has not demonstrated sufficient academic engagement (attendance) within a calendar week, the instructor will contact the student to determine what prevented the student from participating in class and work with the student to resume academic engagement. If a student does not demonstrate academic engagement in the online course for two consecutive weeks (14 calendar days), the instructor will notify the Registrar who will notify the student in writing that he/she is being withdrawn from the institution.

#### **Online Attendance Termination**

After notifying the student of a withdrawal for violation of the online program attendance policy, the Registrar completes a refund calculation. Any money due back to the student, or to a third-party funding source, is returned per the refund policy. Students dismissed for attendance-related reasons may re-enroll in the institution only with the Registrar's written authorization and verification that all current admissions requirements are met.

#### **Online Make-Up Work/Hours**

CSC does not offer makeup work/hours for online courses.

#### **Online Re-enrollment Policy**

A former student of Cleveland School of Cannabis who desires to re-enroll into a program is subject to the admission's requirements, enrollment procedures, as well as a review of the student's record/history with CSC at the time of re-enrollment. Returning students may receive credit for a course (or courses) completed within the previous 12 months in which a grade of C (2.0) or higher was earned. If transfer credit is received, CSC will adjust the program length and cost accordingly. A student re-enrolling with CSC is responsible for all course/program tuition and fees in addition to any previous outstanding account balance with the school.

If a student was administratively withdrawn for lack of course participation or attendance, the student must provide an explanation of what has changed that will enable the student to successfully complete the program as part of the re-admissions process.

If a student was withdrawn for violation of the Student Code of Conduct, re-enrollment is prohibited for a period of 12 months. The student must provide an explanation of what has changed that will prevent a repeat of the violation as part of the re-admissions process. CSC will consider the request, but is not obligated to readmit any student whose enrollment was terminated for a violation of the Student Code of Conduct.

#### **Satisfactory Academic Progress Policy (Online)**

Satisfactory academic progress (SAP) for online students is measured two ways: qualitatively and quantitatively.

**Qualitatively**, the Cumulative Grade Point Average (CGPA) is reviewed at the conclusion of each evaluation period to ensure that the student is meeting a minimum 70% (C) average.

**Quantitatively**, students must complete the program within the Maximum Time Frame (MTF).

A student must be meeting these standards to be considered as meeting Satisfactory Academic Progress and in 'Good Standing.' Any student who has not achieved a minimum cumulative GPA of 70% (C), or who is not progressing through the online program within the allowable MTF, is not considered to be in 'Good Standing' and is subject to the consequences outlined in this policy.

### **Online Maximum Time Frame**

Online students must complete their program within 150% of the scheduled program length in weeks. This length of time is considered the Maximum Time Frame and is identified for each online program in the Evaluation Table. Students who have attempted over 150% of the total program length and have not met the graduation requirements will be withdrawn from the program.

### **Online Evaluation Periods**

Students will receive a grade report at the end of each course which includes their final grade for the course completed, as well as the cumulative GPA and their completion status relative to the Maximum Time Frame of the program. Formal evaluations will occur at the Midpoint, End-Point, and, if needed, the Maximum Time Frame based on the scheduled length of the program.

Consistent with SAP measurements, the evaluations will assess each student's progress against the qualitative and quantitative standards previously identified.

### **Online Evaluation Table**

<b>Online Program Name</b>	<b>Program Hours &amp; Weeks</b>	<b>Midpoint Evaluation*</b>	<b>End-Point Evaluation*</b>	<b>Maximum Time Frame*</b>
Cannabis Horticulture	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Dispensary	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Medical Applications of Cannabis	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Processing	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Industrial Hemp	150 hours / 12 weeks	75 hours/6 weeks	150 hours / 12 weeks	225 Hours/18 weeks
Cannabis Executive Program	300 hours / 24 weeks	150 hours/12 weeks	300 hours / 24 weeks	450 hours/36 weeks

\* Online evaluation points are based on scheduled program length, measured in weeks.

### **Online Warning Period**

If a student fails to meet Satisfactory Academic Progress requirements, he or she will be placed on 'Warning' for the next evaluation period.

Students will be notified in writing when placed on 'Warning.' The notification will include the steps necessary to be removed from 'Warning' status. In addition, students will receive academic advising from the Registrar. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Warning' period.

If the student achieves 'Good Standing' by the end of the 'Warning' period, he or she will be removed from 'Warning' status.

If the student fails to achieve 'Good Standing' and meet Satisfactory Academic Progress requirements at the end of the 'Warning' period, the student will be terminated from Cleveland School of Cannabis. The institution will notify the student in writing if he or she is being terminated for unsatisfactory academic progress. The student has the option to appeal termination by following the appeal process.

### **Online Appeal Process**

The student may submit a written appeal of his/her termination within five calendar days of their receipt of the notice of termination. The appeal must be accompanied by documentation of mitigating circumstances that have prevented the student from obtaining 'Good Standing' and evidence that changes have occurred to allow the student to now meet standards of Satisfactory Academic Progress. Only extraordinary circumstances will be considered, such as, but not limited to, death or severe illness in the immediate family. Supporting documentation such as a physician's statement, accident report, or other such statements must be included as part of the appeal.

The Registrar will assess all appeals and determine whether the student may be permitted to continue in the school on a 'Probationary' status despite not meeting the Satisfactory Academic Progress requirements. The student will be sent a written decision within ten days of the receipt of the appeal. The decision of the Registrar is final. In cases where an appeal is accepted, the student is placed on 'Probation' status through the next evaluation period. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period.

### **Online Probation Period**

If a student fails to meet the Satisfactory Academic Progress standards at the end of the 'Warning' period, and successfully appeals the termination, he or she will be placed on 'Probation' status. Students will be notified in writing when placed on 'Probation'. The notification will include the steps necessary to be removed from 'Probation' status. In addition, students will receive academic advising from the Registrar. During this time, an academic improvement plan will be created to assist the student in achieving 'Good Standing' by the end of the 'Probation' period. At the end of the evaluation period, and then at the end of every evaluation period thereafter, the student's academic status will be reviewed. If the student fails to meet the Satisfactory Academic Progress requirements at the end of the 'Probation' period, the student will be terminated from the school.

### **Online Transfer and Readmitted Students**

Transfer students from outside the institution will be evaluated qualitatively only on the work completed at Cleveland School of Cannabis. The maximum time frame is reduced for transfer students based upon the remaining length of the program in which they enroll.

### **Online Incomplete Courses**

Students who fail to complete their coursework are issued a grade of incomplete. Students who receive an incomplete undergo advising to create a plan to complete the course requirements within a specified time period. The incomplete grade is replaced with a letter grade at the end of the agreed upon time period. The final grade is based on the work completed in the course and any work submitted during the incomplete period in accordance with the advising plan. The final grade received in the course is used for the calculation of the cumulative grade point average.

### **Online Remedial Courses**

Cleveland School of Cannabis does not offer any remedial courses for online or residential programs.

### **Online Course Repeat Policy**

A failed course may be repeated in an attempt to earn a passing grade. Each attempt counts as scheduled weeks toward the Maximum Time Frame. Only the highest grade earned will be included in the computation of the cumulative grade point average. The student transcript will list each course in which a student has enrolled and earned a grade. The failing grade will be changed to a grade of R on the transcript indicating that a particular course has been repeated.

### **Online Program Change**

For a student who changes programs within Cleveland School of Cannabis, credit will be given for any coursework already taken that is consistent with the program in which the student transferred. The Registrar will make a determination of a student's satisfactory academic progress standing based on the completed weeks and grades earned that count toward the student's new program of study.

## **PROGRAM AND SPECIALIZED POLICY INFORMATION FOR HYBRID/FLEX STUDENTS**

Students enrolled in the Hybrid/Flex option have the ability to complete each academic session either in the classroom (residential) or via distance learning (online).

### **All courses taken during the session must be completed using the same delivery method.**

If the student in the hybrid program is completing the session in the classroom (residential), the Program and Specialized Policy Information for Residential Students applies to the courses taken in that session.

If the student in the hybrid program is completing the session via distance learning (online), the Program and Specialized Policy Information for Online Students applies to the courses taken in that session.

## PROGRAMS OF STUDY

### CANNABIS PROCESSING

Length: 12 Weeks, 150 Clock Hours

Delivery Method: Residential or Online

This program is designed to teach students everything they need to know to process cannabis. Students will walk away with a thorough understanding of the chemistry, physics, and step-by-step processes involved in producing crude oil from cannabis and refining that oil into a variety of products. The program uses text, video, live streaming, and supplemental materials to support the lectures. This program is designed in a way that can benefit novice and experienced cannabis growers and processors.

#### Courses

CLP101 Cannabis Law and Policy

HIS101 History of Cannabis

PRO101 Cannabis Extracts

PRO201 CO2 and Ethanol Extractions

PRO301 Post-Processing, Infusions, and Lab Protocol

Elective

#### Career Options

Master Extractor, Extraction Technician, Cannabis Chef, Production Manager, Trimmer,  
Commercial Processing Technician

### INDUSTRIAL HEMP

Length: 12 Weeks, 150 Clock Hours

Delivery Method: Residential or Online

This program is designed to teach students everything they need to know to grow, process, and sell industrial hemp for fiber and seed or CBD. The program uses text, video, live streaming, and supplemental materials to support the lectures. This program is designed in a way that can benefit novice and experienced cannabis growers and entrepreneurs.

#### Courses

CLP101 Cannabis Law and Policy  
HIS101 History of Cannabis  
HOR101 Introduction to Horticulture & Soil Sciences  
INH101 Industrial Hemp Comprehensive  
INH102 CBD Comprehensive  
Elective

#### Career Options

Master Grower, Hemp Gardner, Hemp for CBD Compliance Officer, Hemp Faculty, CBD Retail Agent

### CANNABIS HORTICULTURE

Length: 12 Weeks, 150 Clock Hours

Delivery Method: Residential or Online

This program is designed to teach students everything they need to know to grow medical-grade cannabis. The program uses text, video, live streaming, and supplemental materials to support the lectures. This program is designed in a way that can benefit novice and experienced cannabis growers.

#### Courses

CLP101 Cannabis Law and Policy  
CUL101 Cannabis Cultivation  
CUL201 Commercial Cultivation Operations  
HIS101 History of Cannabis  
HOR101 Introduction to Horticulture & Soil Sciences  
Elective

#### Career Options

Master Grower, Cannabis Gardener, Cannabis Trimmer, Cannabis Compliance Officer, Cultivation Consultant, Cannabis Garden Designer, Cannabis Educator

### CANNABIS DISPENSARY

Length: 12 Weeks, 150 Clock Hours

Delivery Method: Residential or Online

This program is designed for future managers, supervisors, and entrepreneurs in the cannabis space. The program starts with the basics of business and business management and then applies those principles to specific cannabis businesses such as cultivation facilities and dispensaries. This program is well rounded and is designed to lead to a wide range of employment opportunities.

### Courses

BUS 101 Introduction to Business  
CLP101 Cannabis Law and Policy  
DOP101 Dispensary Operations  
ECS101 The Endocannabinoid System  
HIS101 History of Cannabis  
1 Elective

### Career Options

Cultivation operations manager, Dispensary manager, Marketing Manager, Sales manager, Processing manager, HR manager, Cannabis Testing Lab Manager, Facility design consultant, Cannabis educator

## MEDICAL APPLICATIONS OF CANNABIS

Length: 12 Weeks, 150 Clock Hours

Delivery Method: Residential or Online

This program is designed to equip students with scientific facts about cannabis medicine. The program goes into detail about how cannabis medicines affect the human body and how cannabis medicines are being introduced to the medical community. This program is extremely beneficial to students with medical background but the information learned in this program can also be used in many fields such as consulting, journalism, policy, advocacy, and government positions.

### Courses

CLP101 Cannabis Law and Policy  
CRS101 Cannabis Research Studies  
ECS101 The Endocannabinoid System  
HIS101 History of Cannabis  
PNV101 Patient Navigation  
Elective

### Career Options

Budtender, Caregiver, Cannabis research lab technician, Cannabis testing lab technician, Cannabis Advocacy representative, Government consultant, Medical consultant, Cannabis educator

## CANNABIS EXECUTIVE PROGRAM

Length: 24 Weeks, 300 Clock Hours

Delivery Method: Residential or Online

This program is designed for future cannabis industry leaders. The program combines the core curriculum from each major with the prerequisites and elective courses to provide the most dynamic education on the market. Graduates of this program will be among very few people in the industry with this wide array of knowledge. At 300 clock hours, this is the most in-depth cannabis program available & is designed to lead to employment in various sectors of the cannabis industry.



### Courses

BUS101 Introduction to Business	ECS101 The Endocannabinoid System
CLP101 Cannabis Law and Policy	HIS101 History of Cannabis
CUL101 Cannabis Cultivation	HOR101 Introduction to Horticulture & Soil Sciences
CUL201 Commercial Cultivation Operations or	PNV101 Patient Navigation
INH102 CBD Comprehensive	PRO101 Cannabis Extracts
DOP101 Dispensary Operations	2 Electives

### Career Options

Budtender, Caregiver, Cannabis research lab tech, Cannabis testing lab tech, Cannabis Advocacy representative, Government consultant, Medical consultant, Cannabis educator, Cultivation operations manager, Dispensary manager, Marketing Manager, Sales manager, Processing manager, HR manager, Cannabis Testing Lab Manager, Facility design consultant, Cannabis educator, Hemp Gardner, Hemp for CBD Compliance Officer, Hemp Faculty, CBD Retail Agent, Master Extractor, Extraction Technician, Cannabis Chef, Production Manager, Trimmer, Commercial Processing Technician.

## **COURSE DESCRIPTIONS**

### **(BUS101) INTRODUCTION TO BUSINESS (25 Clock Hours)**

The purpose of this course is to develop a beginner's understanding of fundamental business concepts and how they apply to cannabis related businesses. This course will cover, among other subjects, basic business law concepts, accounting systems and methods, operations and management strategies, sales and marketing tactics, and the basics of a successful business plan.

### **(CLP101) CANNABIS LAW AND POLICY (25 Clock Hours)**

This course is designed to teach students how state and federal laws are reformed in the United States. The course investigates the recent reform in State laws related to medical cannabis, how it was passed, and how effective the legislation was. This course gives students the information they will need to have a positive voice in local, state and federal politics as it relates to the cannabis industry.

### **(CRS101) CANNABIS RESEARCH STUDIES (25 Clock Hours)**

This course is designed to teach students how to interpret medical research studies using many cannabis research examples. The course reviews recent research studies published by the National Academies of Sciences, Engineering and Medicine. The overall goal of the course is to equip students with the ability to interpret research and experimental data in the field of medical cannabis.

### **(CUL101) CANNABIS CULTIVATION (25 Clock Hours)**

The purpose of this course is to teach students how to cultivate medical-grade cannabis. This includes different methods of cultivation and how to use them effectively. Videos and live streaming will be used often in this course to enhance learning.

### **(CUL201) COMMERCIAL CULTIVATION OPERATIONS (25 Clock Hours)**

This course is designed to teach students the skills necessary to operate a large scale commercial cannabis cultivation operation. This course looks at cannabis cultivation from the perspective of management and operations instead of gardening.

### **(CVH 101) HEMP LAB (25 Clock Hours)**

This course is designed to provide students with a practical education. The course will provide hands-on experience working at the Chagrin Valley Hemp Company. The student will learn the aspects of the

company: bucking, trimming, processing, packing, marketing. The overall goal of the course is to equip students with the ability to operate equipment and machines associated with a hemp processing company along with the operational procedures of a hemp company.

**(CWC101) COOKING WITH CANNABIS (25 Clock Hours)**

The purpose of this course is to develop an in-depth understanding of extracted cannabis products and methods. There is a heavy focus on methods of extracting cannabis, extraction equipment, safety, cannabis extract testing & dosing, cannabis extract industry trends, product development and marketing.

**(DOP101) DISPENSARY OPERATIONS (25 Clock Hours)**

The purpose of this course is to teach students the proper operations of a cannabis dispensary in Ohio under bill 523. The course will cover many subjects ranging from dispensary operations, security plans, business management, and regulatory compliance.

**(ECS101) THE ENDOCANNABINOID SYSTEM (25 Clock Hours)**

This course focuses on the Endocannabinoid System (ECS) and medical cannabis use, how it affects the body, and how it is used to treat illnesses. We will decode the messages & trace the system-level connections found in the ECS from a Neuroscience perspective. As this topic is taught in less than 53% of US medical schools, the students completing this course will know more about the endocannabinoid system & how its activity relates to overall human wellness than most US medical doctors.

**(HIS101) HISTORY OF CANNABIS (25 Clock Hours)**

The purpose of this course is to develop an in-depth understanding of the history of cannabis from 2900 BC to modern-day. This course will cover the uses of cannabis and hemp and their historical agricultural and cultural importance, the prohibition of cannabis and subsequent cannabis law reform, and the inconsistencies in federal cannabis policy.

**(HOR101) INTRODUCTION TO HORTICULTURE & SOIL SCIENCES (25 Clock Hours)**

The purpose of this course is to develop a beginner's understanding of horticulture and plant life diversity. This course will cover the basic science of plant diversity, growth, the science of propagation and production, and how to apply these basics to the growth and propagation of cannabis.

**(INH101) INDUSTRIAL HEMP COMPREHENSIVE (25 Clock Hours)**

This course covers the basics of industrial hemp cultivation and processing. Students will learn how industrial hemp is cultivated for flower, as well as fiber and seed. Students will also learn about bioremediation. The course will examine the different methods of processing industrial hemp and the types of products that can be made from industrial hemp. Students will consider the history and future of the industrial hemp market and familiarize themselves with industrial hemp law and policy around the world.

**(INH102) CBD COMPREHENSIVE (25 Clock Hours)**

This course covers the basics of cultivating and processing industrial hemp specifically for CBD. Students will learn how to cultivate industrial hemp for high CBD flower and high CBD fiber and seeds. Students will also learn about high CBD medical cannabis cultivars. The course will examine the different methods of processing industrial hemp for CBD products and CBD's role in health and wellness. Students will consider the history and future of the CBD market and familiarize themselves with CBD law and policy around the world.

**(PNV101) PATIENT NAVIGATION (25 Clock Hours)**

The purpose of this course is to teach students the medical operations side of the cannabis business. This course discusses interactions between doctors, patients, nurses and caregivers. In this class students will learn how cannabis is recommended by doctors, retrieved by patients and everything in between.

**(PRO101) INTRODUCTION TO CANNABIS EXTRACTS (25 Clock Hours)**

This course covers the chemistry, processes, safety, equipment, setup, and regulation of the extraction of cannabinoids.

**(PRO201) CO2 AND ETHANOL EXTRACTIONS (25 Clock Hours)**

Building upon the broad foundation set in PRO101, this course focuses on the use of supercritical carbon dioxide, ethanol, and solvent-free methods to produce crude oil from cannabis. The structure of this class is split to include both theory and lab-based components. Students spend a portion of class time getting hands on with relevant equipment and receive training in safety and tube bending/fitting from Swagelok.

**(PRO301) POST-PROCESSING, INFUSIONS, AND LAB PROTOCOL (25 Clock Hours)**

This course picks up where PRO101 left off and brings students into the realm of post- processing. Participants take a deep dive into the topics of nucleation, winterization, fractional distillation, isolation, and sonication. This course includes a lab section where students will spend time applying the methods they learn to refine the crude oil produced in PRO101 into products like crystalline cannabinoids, absolute, distillates, isolates, water soluble concentrates, and nano-emulsions.

## FINANCIAL INFORMATION AND POLICIES

The program costs and financial policies are the same for residential programs, hybrid and 100% online programs.

### PROGRAM COSTS

Medical Applications of Cannabis Program: \$7,500

Cannabis Processing Program: \$7,500

Industrial Hemp Program: \$7,500

Cannabis Horticulture Program: \$7,500

Cannabis Dispensary Program: \$7,500

Cannabis Executive Program: \$14,000

Course Retake Fee: \$700

Application Fee: \$25

Technology Fee: Single Major: \$250 Executive Program: \$350

Continuing Education Tech Fee: \$100

Minimum Tuition Deposit Single Program: \$500

Minimum Tuition Deposit Executive Program: \$500

The \$100/\$250/\$350 technology fee must be paid before the start of the student's first term.

### FINANCIAL ASSISTANCE

Cleveland School of Cannabis currently does not participate in Federal Financial Aid programs, and does not offer any grants at this time. Scholarships available for Cleveland School of Cannabis students are detailed below.

#### **Cleveland School of Cannabis Scholarships**

As an educational institution, CSC acknowledges that not everyone has equal access to education. As such, CSC provides a handful of scholarships to students. These scholarships provide opportunities to veterans, minorities, women, and individuals struggling with hardships that are preventing them from

getting the training they need to start a new career. Details of the scholarships can be found in this section.

### **Healthcare and First Responders Scholarship**

The purpose of this scholarship is to thank and support our healthcare and first responder communities by helping educate them for use in their current field or transition to the cannabis industry. Student awardees (1 per term) will receive up to \$2500 to be applied directly towards the cost of tuition.

Eligibility Requirements:

- Be a newly admitted student of Cleveland School of Cannabis
- Must be currently working or previously worked in any healthcare or first responders career
- Have the ability to pay the first \$1000 for tuition
- Have applied to one of CSC's Six (6) Certificate Programs

### **Minority Leadership Scholarship**

The purpose of this scholarship is to encourage and help facilitate the participation of PoC in the Cannabis Industry. Student awardees (1 per term) will receive up to \$2500 to be applied directly towards the cost of tuition.

Eligibility Requirements:

- Be a newly admitted student of Cleveland School of Cannabis
- Identify as Latino, Hispanic, or African American
- Have the ability to pay the first \$1000 for tuition
- Have applied to one of CSC's Six (6) Certificate Programs

### **Veterans Access Scholarship**

The purpose of this scholarship is to encourage and help facilitate the participation of Military Veterans in the Cannabis Industry. Student awardees (1 per term) will receive up to \$2500 to be applied directly towards the cost of tuition. Eligibility Requirements:

- Be a newly admitted student of Cleveland School of Cannabis
- Must have served in any branch of the United States Military
- Have the ability to pay the first \$1000 for tuition
- Have applied to one of CSC's Six (6) Certificate Programs

### **Resilience Scholarship**

The purpose of this scholarship is to encourage and help facilitate industry participation by anyone who has suffered hardship from the prohibition of cannabis. From being displaced by family members, and/or being convicted of a drug-related crime, to being fired from a place of work the goal of this scholarship is to provide critical industry access for community members. Student awardees (1 per term) will receive up to \$2500 to be applied directly towards the cost of tuition.

Eligibility Requirements:

- Be a newly admitted student of Cleveland School of Cannabis
- Have the ability to pay the first \$1000 for tuition
- Have applied to one of CSC's Six (6) Certificate Programs
- Demonstrate financial need

### **Women in the Cannabis Industry Scholarship**

The purpose of this scholarship is to encourage and help facilitate industry participation by women. Student awardees (1 per term) will receive up to \$2500 to be applied directly towards the cost of tuition.

**Eligibility Requirements:**

- Be a newly admitted student of Cleveland School of Cannabis
- Have the ability to pay the first \$1000 for tuition
- Have applied to one of CSC's Six (6) Certificate Programs
- Demonstrate financial need

## **PAYMENT OPTIONS AND PROCEDURES**

Payment for tuition must be paid prior to the start of class.

**In-House Payment Plans:** All monthly payments due shall be paid on the due date assigned. If payment is not received within five (5) days following the due date, there will be an additional late fee in the amount of \$25.00

**Private Financing:**

Students may apply for a private financing to pay for educational costs. The Cleveland School of Cannabis will provide applicants with a list of financing partners. All financing options are credit based and the requirements for approval vary. Financial arrangements are sourced and/or serviced through these partners for those who qualify.

## **WITHDRAWAL POLICY**

A student who wishes to withdraw/drop from a course for which the student is registered must do so by contacting the school in writing or over the phone. The student must also initiate an official withdrawal with the Registrar by submitting a Student Withdrawal Form to the following school administrators for signature: Registrar and Director of Education. After obtaining the proper signatures, the student must process the form with the Registrar to be official.

**Official Withdrawals**

An official withdrawal is one in which the student has provided Cleveland School of Cannabis with notification of intent to end their enrollment, which can be done at any time.

If a student wishes to withdraw from Cleveland School of Cannabis, he or she must notify the Registrar. The notification may be made in writing or orally. The date the notification is received by the Registrar is the date of determination. The Registrar begins the withdrawal process when the notification is received. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third-party funding source is returned within the timeframes outlined in the Cancellation and Refund policy.

**Unofficial Withdrawals**

An unofficial withdrawal is one in which the student has not provided Cleveland School of Cannabis with

notice of intent to end their enrollment. Unofficial withdrawals are initiated by Cleveland School of Cannabis and may be related to failure to meet attendance or SAP requirements, violation of the Code of Conduct, or violation of the drug & alcohol policy.

In the case of an unofficial withdrawal, the student's withdrawal date (date of determination) is the date that the unofficial withdrawal is initiated by Cleveland School of Cannabis. The refund calculation is completed using the last day of physical attendance (LDA). Any refund due to the student or third party funding source is returned within the timeframes outlined in the Cancellation and Refund policy.

### **Procedure for Obtaining a Refund**

Students at Cleveland School of Cannabis can voluntarily withdraw from the program at any time by submitting a request to the Registrar. The request should include the student's name, current contact information (if different from the contact information on the Enrollment Agreement), the date of withdrawal, and a brief explanation for the request.

Once a request is received, a refund calculation will be completed by the Bursar according to the refund policy of the program in which the student was enrolled. Any refund amount owed to the student will be mailed to the student at the address on the Enrollment Agreement. If the student wants the refund amount returned to another location, he or she must indicate the new address in the withdrawal request.

All students requesting a refund will be provided with a copy of the refund calculation form showing the refund amount owed to the student or that no refund is due. Any monies due to the student will be returned within 45 days of the receipt of the refund request.

## **CANCELLATION AND REFUND POLICY**

A student, who has withdrawn from the school, whether for personal reasons or administratively, should review the Cleveland School of Cannabis' refund policy to determine applicable refund. Students are encouraged to discuss the consequences of their withdrawal from the Cleveland School of Cannabis with both the Registrar and Admissions representative.

Refunds for Tuition shall be made in accordance with the following provisions as established by Ohio Administrative Code Section 3332-1-10 (c):

- (i) A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees for the current academic term plus the registration fee.
- (ii) A student who starts class and withdraws after the academic term is 15% complete but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees for the current academic term plus the registration fee.
- (iii) A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees for the current academic term plus the registration fee.

(iv) A student who starts class and withdraws after the academic term is 40% completed will **not** be entitled to a refund of the tuition and fees for the current academic term.

CSC shall make the appropriate refund within thirty (30) days of the date CSC is able to determine that Student has withdrawn or has been terminated from CSC. Refunds shall be based upon the last date of Student's attendance or participation in CSC activity.