

**INSTITUTE OF BRAIN EDUCATION
DEGREE PROGRAMS CATALOG**

July 2023

Effective date of catalog: July 1, 2023 to June 30, 2024

Message from the Founder

Dear Prospective Student:

For more than a decade, the Institute of Brain Education (IBE) has been dedicated to the training of holistic healing professionals to develop hands on therapeutic skills and gain an appreciation of holistic principles to aid clients on their road to fulfilling health.

In response to the needs for leaders with global perspective and holistic mindsets in businesses and organizations, Institute of Brain Education desires to offer master's degree programs in Integrative Brain Education and Regenerative Earth Management. Through these programs, students will attain essential understanding and competence for developing human brain potential and leading changes for sustainable communities. We also support and encourage students in these programs to create a network among them to develop their leadership and communication because creating changes for global impact needs extensive collaborations among people from different cultures and environments.

We hope you find in IBE master's degree Programs opportunities for your personal growth and contribution for a healthier and more sustainable world.

/s/ Ji Young Kong

Ji Young Kong

Founder

Institute of Brain Education

Contents

I.	About Institute of Brain Education.....	5
1.	Mission Statement	5
2.	Contact Information	5
3.	Leadership of Institute of Brain Education	5
4.	Educational Formats.....	5
II.	Academic Calendar	6
III.	Programs Offered.....	7
1.	Integrative Brain Education.....	7
(1)	Program Overview.....	7
(2)	Program Learning Outcomes (PLO)	7
(3)	Course Description.....	8
2.	Regenerative Earth Management.....	12
(1)	Program Overview.....	12
(2)	Program Learning Outcomes (PLO)	12
(3)	Course Description.....	13
IV.	Application and Admission Policies.....	17
1.	Admission Requirements	17
2.	International Students	17
3.	Deferring Admissions.....	18
4.	Declining an Offer of Admissions.....	18
5.	Advanced Standing.....	18
6.	Transfer Applicant	18
7.	Physical Examination.....	19
8.	Readmission after Voluntary Withdrawal from School.....	19
V.	Academic Policies and Regulations	20
1.	Grades and Satisfactory Progress	20
2.	Academic Probation and Dismissal.....	21
3.	Grade reports and Transcripts.....	21
4.	Course Transfer.....	21
5.	Attendance Requirement.....	21
6.	Class Make-up Policy.....	21
7.	Make-up Examination Policy.....	22

8.	Repeat Policy	22
9.	Add/Drop/Change and Withdrawal Policies.....	22
10.	Leaves of Absence.....	22
11.	Voluntary Withdrawal from School.....	22
12.	Academic Freedom.....	22
13.	Program Changes.....	23
14.	Administrative Fees.....	23
VI.	Health and Safety Policy.....	24
1.	Nondiscrimination Policy	24
2.	Sexual Harassment.....	24
VII.	Student Records.....	25
VIII.	Student Services.....	26
1.	Academic Advisement.....	26
2.	Tutoring.....	26
3.	Job Placement Assistance/Job Opportunities at the School.....	26
4.	Library	26
5.	Student Interaction	26
IX.	Student Conduct.....	27
X.	Financial Assistance, Payment Plan and Student Loan Disbursement.....	28
1.	Financial Assistance	28
2.	Scholarship and Discountsee	28
3.	Payment Plan.....	28
4.	Student Loan Disbursement.....	28
XI.	Cancellation and Refund Policy.....	30
XII.	Student Grievance Procedure.....	32
XIII.	Miscellaneous Information.....	33
1.	Individual Responsibility.....	33
2.	Catalog Policies	33
3.	Acknowledgements.....	33

I. About Institute of Brain Education

1. Mission Statement

The Institute of Brain Education is dedicated to enriching the human experience and fostering a sustainable and prosperous world for all. Our mission is to cultivate students with a profound understanding of human brain potential, global citizenship, specialized expertise, and practical skills. Through our comprehensive educational programs, we empower individuals to create positive change and promote the well-being of humanity and the planet.

2. Contact Information

Address (Sedona Campus): 340 Jordan Road, Sedona, AZ 86336

Telephone: 928-203-0840

Fax: 928-203-0807

Website address: www.InstituteofBrainEducation.com

3. Leadership of Institute of Brain Education

This school is owned by STI Network.

Owner: Ji Young Kong

Board of Directors

President: Joung Han Lee

Chief Operations Officer: Hyeran Ihm

Chief Academic Officer: Kyung Run Kim

Program Director – Regenerative Earth Management: Warrington S Parker, Ph. D

Program Director – Integrative Brain Education: Ericka Crawford, Ph. D

Director of Student Services: Joy Kim

Director of Compliance: Michael McCann

Chief Financial Officer: Daeson Oh

4. Educational Formats

IBE master's degree programs provide education in various formats of digital media through Internet.

II. Academic Calendar

Semester	Start Date	End Date
Fall 2023	September 1, 2023	December 15, 2023
Spring 2024	January 8, 2024	April 19, 2024
Summer 2024	May 6, 2024	August 9, 2024

IBE observes the following holidays:

- Martin Luther King Jr. Day
- President's Day
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Rosh Hashanah
- Thanksgiving
- Holiday break of one week from Christmas through New Year's Day

III. Programs Offered

IBE's master's programs currently adhere to the following program outcomes.

The Regenerative Earth Management program aims to foster sustainable solutions and regenerative practices that restore health and balance to individuals, communities, businesses, and organizations. Through a comprehensive curriculum, students gain knowledge, hands-on experience, and training in sustainability practices, policy and strategy development, leadership, global collaboration, business administration, governance, and community building. Graduates of this program emerge as leaders capable of driving transformative changes in businesses, communities, and governmental sectors.

In the context of 21st-century sustainable development for humanity and the planet, we recognize the significance of a new era characterized by the harmonious integration of spiritual and material civilizations. The field of Brain Education offers a pragmatic approach to enhance human life, health, happiness, and peace by unlocking the boundless potential of the human brain. Rooted in Korea's distinct spiritual culture and combined with neuroscience, Brain Education presents an innovative educational methodology that fosters natural healing, character development, and creativity cultivation, enabling students to become global leaders. Graduates of this program will be experts in knowledge and practical skills to diagnose, design, and implement brain education programs to a wide variety of fields.

By combining the Regenerative Earth Management program's sustainable practices with the transformative potential of Brain Education, our institution endeavors to contribute to a better, more balanced, and harmonious world for present and future generations.

Institute of Brain Education offers the following two master's programs, as outlined below:

- **Integrative Brain Education**
- **Regenerative Earth Management**

1. Integrative Brain Education

(1) Program Overview

Brain Education (BE) is an innovative educational program for developing the human capacity for health, well-being, and self-realization through enhanced management of the brain. Brain Education curriculum integrates physiology, psychology, and philosophy through scientific concepts and practical application.

Brain Education techniques of physical, emotional, and cognitive exercises have been shown that Brain Education improves focus, creativity, memory, confidence, stress management, and physical health in school and corporate environments. Students are immersed in the theory and practice of Brain Education, communication skills, leadership for collaboration and cooperation, and social engagement. Graduates will be well versed in the principles of Brain Education, scientific, philosophical, and psychological concepts and have a strong foundation on how to implement it in education, organization, and business environments.

The M.A. in Integrative Brain Education is especially suitable for those aspiring to be mindful earth citizens, prepared to promote coexistence, and to apply their training in their professional endeavors, including health and wellness, education, business, and leadership.

(2) Program Learning Outcomes (PLO)

Expertise in Brain Education, Brain Training, Creativity, and Mental Health

1. Understand and deliver the principles and history: Understand and internalize the spirit and principles of the founding philosophy and history of Brain Education.
2. Consulting skills: Enhance expertise in brain training by applying, implementing, and researching brain training techniques in practical settings, creating efficient educational environment, and developing content.
3. Diagnostic and assessment skills: Cultivate scientific diagnostic and assessment skills for individuals, organizations, and groups facing various issues.
4. Experiential and instructional skills: Cultivate the ability to deeply experience the principles of Brain Education through training and develop the capacity to instruct Brain Education training.
5. Interdisciplinary integration skills: Enhance the ability to scientifically understand the principles and training methods of Brain Education and foster interdisciplinary academic capabilities for integration.
6. Curriculum design and operation: By applying and implementing the learning methods of Brain Education in the field, students develop the ability to build hardware, software, and humanware necessary for curriculum operation
7. Teaching competency: Based on the principles and methods of Brain Education, we cultivate teaching competency to foster learners' creativity, self-direction, and concentration.
8. Research capability: Through research on theories, methods, and practical applications of Brain Education, students develop the ability to generate and expand knowledge necessary for Brain Education teaching and learning

(3) Course Description

This program is 30 semester credit hours and includes the courses as listed below.

Common Core Courses

GBE600 Principles of Brain Education 3 Credits

This course teaches the key concepts, principles and skills of Integrative Brain Education. Students will learn the principles of Integrative Brain Education and their applications in the areas of learning enhancement, behavioral changes, self-management and leadership development.

GEM600 Principles of Earth Management 3 Credits

This course teaches the key elements of sustainability including sustainable economic development, building caring communities, global collaboration for climate challenges, and leadership for change. Through this course, students will understand the status and challenges for ensuring a sustainable future for the planet.

GEM610 Leadership for Global Changes 3 Credits

This course teaches the key elements of leadership required to lead global changes on all levels from personal to international. Students will be encouraged to integrate those elements into their mindsets, behaviors and lifestyles, and work together for peer review and coaching.

Core Courses

GEM621 Human Brain's Capacity for Empathy 3 Credits

In this course, students will learn about the basis of empathy from multiple perspectives including neuroscience, psychology, education and spirituality. Students will understand why the empathetic capacity is important and how it can be used for developing caring communities and a sustainable world.

GEM622 Brain Education and Cognitive Processes 3 Credits

In this course, students will learn about the mental processes involved in thinking, knowing, remembering, learning, and problem-solving. This course will include exercises and techniques to sharpen thinking, focus attention, and enhance learning. Understanding of the processes will help students develop proficiency in applying diverse tools and approaches in teaching and counselling.

GEM622 Multiple Intelligence 3 Credits

This course will teach the concepts and principles of multiple intelligence and their application in education and personal development. This will help students develop a broader understanding of intelligence and flexibility in applying educational tools for teaching.

GBE631 Therapeutic Applications of Brain Education 3 Credits

This course will provide insights and skills on how to use the principles of Integrative Brain Education for therapeutic purposes including deep relaxation, managing stress, improving moods, emotional release, and cognitive/behavioral changes. Mindfulness practices, breathing techniques and motivational exercises are some of the techniques employed in this course.

GBE632 Teaching Methods of Brain Education 3 Credits

This course provides knowledge of teaching modalities of Integrative Brain Education and skills to use them in diverse learning environments. Students will collaborate with peers to give constructive feedback of teaching efficacy, give a sample individual and group presentation, develop an instruction plan and implement the plan.

GBE693 Thesis/Capstone Project 3 Credits

The Integrative Brain Education thesis/capstone project marks the pinnacle of a student's academic journey, demonstrating their comprehensive understanding of sustainable practices and principles. Ultimately, the thesis/capstone project stands as a testament to their dedication to shaping a better humanity and contributing invaluable insights to the field of Brain Education.

Elective Courses

GBE641 Principles and Practice of Counseling 3 Credits

This course will provide basic knowledge and skills for counselling as an application of Brain Education especially for emotional regulations and behavioral changes. Hands-on training will be emphasized, and students will be guided to practice with other students in the class.

GBE642 Principles and Practice of Coaching 3 Credits

This course will provide basic knowledge and skills for coaching as an application of Brain Education especially for problem solving, personal development and lifestyle changes. Coaching skills attained

through the course can be widely used also in teaching, counselling, and parenting.

GBE643 Power of a Mindful Brain 3 Credits

This course teaches the core principles and practices of mindfulness and their application in education and personal development. To attain hands-on capability, students will be guided to study different levels of mindfulness and experience personal transformation.

GBE644 Basics of Mental Health 3 Credits

This course will provide understanding of the status of mental health with its major challenges and impact for individuals and communities. The course will also explore possible solutions to improve mental health in personal and public lives.

GBE645 Basics of Neuroscience 3 Credits

Through this course, students will attain basic understanding of Neuroscience as a multidisciplinary science that combines physiology, anatomy, molecular biology, developmental biology, cytology, computer science and mathematical modeling to understand the properties of neurons and neural circuits. This course will also explore the major problems and challenges of neuroscience.

GBE646 Nutrition and Exercise for Brain Health 3 Credits

There are increasing studies and discoveries about brain-gut connection, nutrition and brain performance, and benefits of exercise for long-term brain health and neuronal regeneration. Through this course, students will learn how to improve and maintain brain health by proper nutritional balance and physical activities and managing healthy gut condition.

GBE688 Methods of Research for Integrative Brain Education 3 Credits

This course will provide knowledge and skills of methods of research applicable for Integrative Brain Education. Course will include sample research by applying the methods as an individual and/or group project.

GEM634 Equity and Inclusion 3 Credits

This course provides an understanding of the current issues and challenges of inequality and exclusion which widely threaten the health and cohesion of communities. Students will be guided to explore related issues in their personal and local environment and find ways to alleviate them.

GEM635 Principles and Practices of Conflict Resolution 3 Credits

Sustainable future of the world requires enormous efforts for resolving conflicts. This course provides an overview of the principles and practices of conflict resolutions with examples in history, politics and businesses. This will help students understand the scope of current conflicts and develop skills for conflict resolutions on multiple levels.

(4) Program prerequisites

There are no program prerequisites

(5) Textbooks or Learning Materials

Textbooks and learning materials will be decided by the program director and faculty.

(6) Equipment / technology requirements or competencies

Sufficient technology is required to complete online courses at the Institute for Brain Education. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. The following is required:

Hardware

- Windows or Macintosh based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor
- 4 GB of RAM
- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

Operating Systems

- Windows 10 or higher
- Macintosh OS X 10.8 (Mavericks)

Software

- Microsoft Office 2019 (Windows) or Microsoft Office 2019 (Macintosh)
- Anti-virus package and a firewall (Recommended)
- Security software (Recommended) Internet Access • ISP account for

Internet access

- ISP account for Internet access
- A valid email account

Internet Browsers

- Windows OS Users
 - Microsoft Internet Explorer 11 and higher
 - Google Chrome 49 and higher -Mozilla Firefox 45 and higher
- Macintosh OS Users
 - Apple Safari 9.1 and higher
 - Google Chrome 49 and higher Mozilla Firefox 86 and 87 (Extended Releases are not supported)
 - Respondus Lockdown Browser (supporting the latest system requirements)

Internet Browser Settings

- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled Plug-ins
- Java 12 or higher

(7) Requirements for Completion/Graduation

Successful completion of the program

(8) Graduate Employment Opportunities

The major candidate groups for this program are those who, with career in education, desires to improve their teaching efficacy and classroom experiences for themselves and their students. In case of extracurricular activity instructors, their annual salary ranges between \$40,000 - \$50,000 according to Salaryexpert.com. Existing Brain Education instructors usually charge \$100 per class with 20 students.

(9) Requirements for graduate to practice

No license or certification is required to practice.

(10) Tuition, Costs and Fees

- Tuition: \$15,000
- Application fee: \$200
- Registration fee: \$200
- Technology fee: \$500 (\$250 per year)
- Master's Capstone Project fee: \$1,500

2. Regenerative Earth Management

(1) Program Overview

The Regenerative Earth Management program aims to foster sustainable solutions and regenerative practices that restore health and balance to individuals, communities, businesses, and organizations. Through a comprehensive curriculum, students gain knowledge, hands-on experience, and training in sustainability practices, policy and strategy development, leadership, global collaboration, business administration, governance, and community building. Graduates of this program emerge as leaders capable of driving transformative changes in businesses, communities, and governmental sectors.

(2) Program Learning Outcomes (PLO)

1. **Profound Understanding of Earth Management:** Graduates will develop a profound understanding of the foundation philosophy and practices, enabling them to restore health and balance to individuals, communities, businesses, and organizations.
2. **Leadership for Transformative Change:** Graduates will cultivate strong leadership skills to drive transformative changes in businesses, communities, and governmental sectors, fostering sustainable solutions and regenerative practices.
3. **Comprehensive Knowledge in Sustainability Strategies:** Graduates will gain comprehensive knowledge and expertise in sustainability practices, policy and strategy development, global collaboration, business administration, governance, and community building.
4. **Application of Holistic Solutions:** Graduates will be adept at applying holistic solutions and systems thinking to address complex environmental and social challenges, fostering positive impacts on a global scale.
5. **Hands-on Experience and Practical Skills:** Graduates will acquire hands-on experience and practical skills through fieldwork, internships, or research projects, preparing them to effectively

implement sustainable and regenerative practices in real-world settings.

These program learning outcomes align with the program's vision to produce leaders who can drive positive change and promote sustainability and regenerative practices across various sectors.

(3) Course Description

This program is 30 semester credit hours and includes the courses as listed below.

Common Core Courses

GBE600 Principles of Brain Education 3 Credits

This course teaches the key concepts, principles and skills of Brain Education. Students will learn the principles of Brain Education and their applications in the areas of learning enhancement, behavioral changes, self-management and leadership development.

GEM600 Principles of Earth Management 3 Credits

This course teaches the vital principles of earth management. Students will understand the status and challenges facing humanity. Students will also learn the origins and historical context of the earth citizen consciousness, unlocking profound insights into holistic solutions encompassing sustainable economic development, the establishment of compassionate communities, global collaboration for climate challenges, and effective leadership for positive change. By the course's end, you will emerge equipped with a comprehensive understanding of Earth Management and its potential to shape a sustainable and interconnected world.

GEM610 Leadership for Global Changes 3 Credits

This course teaches the key elements of leadership required to lead global changes on all levels from personal to international. Students will be encouraged to integrate those elements into their mindsets, behaviors and lifestyles, and work together for peer review and coaching.

Core Courses

GEM621 Environmental Challenges and Sustainability Solutions 3 Credits

This course will provide a basic understanding of the current environmental challenges, their impacts and future risks. The course will explore a wide scope of sustainability solutions on different levels, from personal to global. Students will be encouraged to adopt and engage in collective initiatives for greater impact.

GEM622 Public Health Risks and Approaches 3 Credits

This course will provide a basic understanding about the current public health risks locally and globally, and explore approaches taken by different countries and communities to alleviate the risks to develop a broader perspective to understand and deal with the challenges.

GEM623 Organizational Change for Sustainability 3 Credits

In the face of current global sustainability challenges, organizations require a new breed of leadership that embraces wider perspectives, cross-cultural understanding, empathy, and multidisciplinary knowledge to foster meaningful change and collaboration. This course is designed to guide students in exploring and cultivating these essential qualities within themselves and others. Through practical applications in real-

world non-profit organizations, students will gain valuable insights into the implementation of sustainable organizational change, equipping them to become agents of positive transformation in the world.

GEM624 Communication for Global Collaboration 3 Credits

The current global challenge for sustainability requires unprecedented global collaboration, which involves different levels of communication. This course helps students understand the scope and skills of communication for this collaboration and develop their proficiency in using the tools and skills.

GEM693 Thesis/Capstone Project 3 Credits

The Regenerative Earth Management thesis/capstone project marks the pinnacle of a student's academic journey, demonstrating their comprehensive understanding of sustainable practices and principles. Ultimately, the thesis/capstone project stands as a testament to their dedication to shaping a more sustainable future and contributing invaluable insights to the field of Earth Management.

Elective Courses

GEM631 Evolution of Global Economy 3 Credits

This course provides overview and history of the development of global economy including its impacts, implications and challenges for the sustainable future of our planet. Students will be guided to explore new possibilities and alternative models.

GEM632 Carbon Footprint of Human Civilization 3 Credits

This course provides overview of historic and current carbon footprint of human activities, its impact on climate and environment and required changes to avoid catastrophic results. Students will be guided to explore new technologies and lifestyle changes.

GEM633 Development of Caring Community 3 Credits

This course provides an understanding of the concept and properties of a caring community and historic overview of such communities in many indigenous cultures. This will help students find essential qualities of such community and find ways to apply them to modern lives to help communities increase their capacity to care.

GEM634 Equity and Inclusion 3 Credits

This course provides an understanding of the current issues and challenges of inequality and exclusion which widely threaten the health and cohesion of communities. Students will be guided to explore related issues in their personal and local environment and find ways to alleviate them.

GEM635 Principles and Practices of Conflict Resolution 3 Credits

Sustainable future of the world requires enormous efforts for resolving conflicts. This course provides an overview of the principles and practices of conflict resolutions with examples in history, politics and businesses. This will help students understand the scope of current conflicts and develop skills for conflict resolutions on multiple levels.

GEM636 Concepts and Prospects of Global Governance 3 Credits

This course provides an overview of the history and concepts of global governance. Students will understand the demand, controversy, and challenges of such governance. Students will be guided to

explore alternatives and develop a model that will serve the purpose of sustainability and peace of the world.

GEM637 Grant and Report Writing 3 Credits

This course offers a comprehensive exploration of securing grants and crafting impactful reports. Participants will learn to identify funding opportunities, plan persuasive proposals, and create measurable outcomes. Practical exercises and case studies enhance grant writing and reporting skills, equipping students for successful fundraising and project implementation.

GEM689 Application of Regenerative Earth Management 3 Credits

This course guides sustainability leaders tackling the challenge of translating visionary ideas into actionable projects that leave a lasting impact on our planet. Through empowering guidance, participants learn to harness their expertise collaboratively, addressing intricate sustainability issues across various sectors like business, public service, non-profit, entrepreneurship, and beyond. As a preparatory capstone, students navigate the initiation and planning stages of sustainability projects, mastering the art of connecting, networking, leveraging, testing, adapting, and strategically implementing solutions for a more sustainable world.

GBE631 Therapeutic Applications of Brain Education 3 Credits

This course will provide insights and skills on how to use the principles of Integrative Brain Education for therapeutic purposes including deep relaxation, managing stress, improving moods, emotional release, and cognitive/behavioral changes. Mindfulness practices, breathing techniques and motivational exercises are some of the techniques employed in this course.

GBE632 Teaching Methods of Brain Education 3 Credits

This course provides knowledge of teaching modalities of Integrative Brain Education and skills to use them in diverse learning environments. Students will collaborate with peers to give constructive feedback of teaching efficacy, give a sample individual and group presentation, develop an instruction plan and implement the plan.

(4) Program Prerequisites

There are no program prerequisites.

(5) Textbooks or Learning Materials

Textbooks and learning materials will be decided by the program director and faculty.

(6) Equipment / technology requirements or competencies

Sufficient technology is required to complete online courses at the Institute for Brain Education. While tablets, smartphones and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. The following is required:

Hardware

- Windows or Macintosh based computer
- Screen resolution (size) set at minimum to 1024 x 768 or higher
- Intel Core 2 Duo — or AMD — 3 GHz processor
- 4 GB of RAM

- CD-RW/DVD-ROM drive
- Hard drive: 160 GB minimum
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Webcam (Recommended)

Operating Systems

- Windows 10 or higher
- Macintosh OS X 10.8 (Mavericks)

Software

- Microsoft Office 2019 (Windows) or Microsoft Office 2019 (Macintosh)
- Anti-virus package and a firewall (Recommended)
- Security software (Recommended) Internet Access • ISP account for

Internet access

- ISP account for Internet access
- A valid email account

Internet Browsers

- Windows OS Users
 - Microsoft Internet Explorer 11 and higher
 - Google Chrome 49 and higher -Mozilla Firefox 45 and higher
- Macintosh OS Users
 - Apple Safari 9.1 and higher
 - Google Chrome 49 and higher Mozilla Firefox 86 and 87 (Extended Releases are not supported)
 - Respondus Lockdown Browser (supporting the latest system requirements)

Internet Browser Settings

- Pop-Up Blocker should be disabled
- Java Script should be enabled
- Java should be enabled
- Cookies should be enabled Plug-ins
- Java 12 or higher

(7) Requirements for Completion/Graduation

Successful completion of the program.

(8) Graduate Employment Opportunities

With increase of public awareness of climate crisis and demand for corporate responsibility to address the challenges, many corporations and organizations introduce a new position under the title CSO (Chief Sustainability Officer) or equivalent in their leadership structures. Considering the urgency and magnitude of the current challenges, the demand for those who are equipped with knowledge, skills and hands-on experience in sustainability practices and regenerative approaches will continue to increase. The graduates will find opportunities to serve in businesses, nonprofit organizations and governments in municipal, state and/or national levels.

(9) Requirements for Graduate to Practice

No license or certification is required to practice.

(10) Tuition, Costs and Fees

- Tuition: \$15,000
- Application fee: \$200
- Registration fee: \$200
- Technology fee: \$500 (\$250 per year)
- Master's Capstone Project fee: \$1,500

IV. Application and Admission Policies

1. Admission Requirements

Criteria for admission are as follows:

- All applicants seeking enrollment to the Institute of Brain Education must be at least 18 years of age;
- Must be a graduate with a conferred Bachelor degree or equivalent from an accredited institution;
- Official transcripts must be provided from all higher education institutions prior to matriculation;
- Provide a short essay explaining the candidate's educational and professional background; why the candidate has an interest to transfer to the Institute of Brain Education; what their professional goals are after the completion of the program; and how this degree will be used to support and enhance their future goals;
- Complete an Application for Enrollment;
- Submit the \$200.00 Application Fee;
- Complete an interview with the Admissions prior to enrollment.

Following the receipt of an Acceptance Letter, the following is required:

- Complete an Enrollment Agreement;
- Meet with the Student Finance Department and discuss tuition assistance, scholarships, complete a tuition payment plan;
- All applicable tuition and fees must be paid as per the tuition payment plan and current published fee schedule and prior to matriculation;
- Falsification of any documents submitted to the Institute may be cause for denial of enrollment or cancellation of the enrollment.

It is important that a candidate for admissions to IBE understands and complies with the licensure requirement of all states in which they intend to practice before matriculating.

2. International Students

A Prospective student whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- A minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFL

PBT),

- or 71 on the Internet Based Test (iBT);
- 6.5 on the International English Language Test (IELTS);
- 50 on the Pearson Test of English Academic Score Report;
- 100 on the Duolingo English Test;
- or 55 on the 4-skill Michigan English Test (MET),
- or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE),
- or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

3. Deferring Admissions

Applicants who have been accepted into the program may defer admissions to a subsequent semester with the approval of the Admissions Department. Admission may only be deferred for one year. Requests for deferred entrance must be made in writing to the Admissions Department within 14 days of the applicant receiving the letter of admissions.

4. Declining an Offer of Admissions

Applicants who decide to cancel their enrollments must notify the Admissions Department prior to the start of the program or during the add/drop period.

5. Advanced Standing

Applicants who wish to be considered for advanced standing, exam waivers, or transfer credit in one or more areas must make their request to their designated Admissions Representative at the time of their admissions interview and submit official documents prior to matriculation. All official documents are due prior to matriculation. Official documents will be reviewed by the Campus Director and applicable prior learning credit will be issued.

6. Transfer Applicant

- All applicants seeking enrollment to the Institute of Brain Education must be at least 18 years of age;
- Must be a graduate with a conferred Bachelor degree or equivalent from an accredited institution;
- Official transcripts must be provided from all higher education institutions prior to matriculation;
- Letter of recommendation and good standing from the Dean of previous school attended;
- Provide a short essay explaining the candidate's educational and professional background; why the candidate has an interest to transfer to the Institute of Brain Education; what their professional goals are after the completion of the program; and how this degree will be used to support and enhance their future goals;
- Complete an Application for Enrollment;
- Submit the \$200.00 Application Fee;
- Complete an interview with the Director of Admissions or the Campus Director prior to enrollment.
- Transfer of applicants seeking credit for prior coursework will be evaluated by the Director of the School, upon enrollment. Applicants will be notified in writing of transfer credit to be awarded. This is the final assessment of credit to be transferred and no additional credit will be given after the program has begun.

7. Physical Examination

All students must submit proof of a physical examination prior to enrollment. The exam must demonstrate satisfactory health.

8. Readmission after Voluntary Withdrawal from School

If a student who has voluntarily withdrawn from the school wishes to reenter the program, he/she is required to enroll under the terms of the current catalogue. In addition, applicants must submit a letter stating the resolution of the withdrawal circumstances. If the withdrawal was medically related, physical documentations will be required. The student will be responsible for any cost increases or courses that have been added to the program since his/her previous enrollment.

V. Academic Policies and Regulations

1. Grades and Satisfactory Progress

Candidates for the Masters degree must earn 30 credits.

Grades. The faculty of the college assesses student academic performance by assigning the following grades: A, B, C, D, and plus and minus for each; and F. Quality-point equivalent for these grades are described below. A temporary grade of DEF indicates that a student has secured, through a faculty member, a formal deferral for incomplete course work. Incomplete course work for which deferred grades are given must be completed in a specific period of time as determined on the deferral form. The deferred grade becomes an administrative F grade if the work is not completed on time or when a faculty member does not submit a grade. The F grade is computed in the GPA as zero quality points. The final grade, if previously deferred, includes an asterisk (*) when posted on the transcript. In cases in which the due date for course work is extended beyond the end of the semester as part of a pre-approved accommodation for a documented disability or learning difference, the final grade is not differentiated on the transcript from the grades for courses completed in the normal time frame. A grade of W indicates that a student was granted permission to withdraw from the course after the official drop date. The faculty may grant such withdrawals. Faculty members may choose to use Satisfactory (S), or Unsatisfactory (U) grades to assess the work of all of their students in any give Short Term course.

GPA Table

A = 4 B = 3 C = 2 D = 1 F = 0

Repeating Courses. Students may repeat a course only if they have received a grade of F for the course or have withdrawn and received a grade of W, with the exception of certain courses which may be taken more than once for credit, as determined by the faculty. Course descriptions note if a course may be repeated for credit. An F grade remains in the student's grade point average, however, even if the course is repeated.

Pass/Fail Option. Over the course of their IBE career, students may elect to take a total of 2 IBE courses in the fall or spring semester on a pass/fail basis, with a maximum of 1 course per semester. The following conditions apply:

- A. Students may declare or change a pass/fail option until the final day to add a course. Students may change from a pass/fail option to a letter grade option until the final day to drop a course.
- B. Students taking a course pass/fail are not identified as such on class rosters. Faculty members submit a regular letter grade (A, B, C, D, F) to the registrar, who converts the letter grade to a pass or fail. A grade of D-minus or above is considered a passing grade. Unless the student chooses to inform the instructor, only the student, the student's advisor, and the registrar now the grading mode the student has elected for the course.
- C. Departments and programs decide whether a course taken pass/fail can be used to satisfy major and minor requirements. This information appears in the paragraphs introducing the

courses or instruction for each department and program in the catalog.

- D. Courses taken pass/fail are not computed in the student's grade point average. A pass is equivalent to two quality points.

2. Academic Probation and Dismissal

IBE encourages students to take every appropriate action necessary to ensure academic success. Students whose academic performance is below the required standards are notified and may be placed on academic probation with a reduced course load to enable them to maintain satisfactory academic progress. Academic dismissal occurs only when there is no further possibility of academic success as determined by the Dean of Students.

At the end of each term, any student whose cumulative GPA is below 2.0, or who did not satisfy IBE attendance policy for the semester will be placed on academic probation for the following semester. Students who fail to achieve a 2.0 cumulative GPA and/or are in non-compliance with IBE attendance policy will be dismissed from the program.

3. Grade reports and Transcripts

Each student's file will contain student's academic progress record and evidence of certificates issued by this institution. Should a student need a copy of an official transcript, the first copy will be provided at no charge. Subsequent copies are available upon payment of a fee of \$15.00. Transcripts will only be released to the student upon receipt of a written and signed request. No transcripts will be issued until all tuition and other fees due the institution are paid current.

4. Course Transfer

To obtain a course transfer, the candidate must supply official transcripts for prior coursework and complete course description to the Admissions Dept. at the time of his/her interview. The Director of the Institute of Brain Education will determine any transfer credits to be awarded. To qualify for a course transfer, the prior course should be completed within the past 5 years and passed with a grade of "B" or better.

5. Attendance Requirement

Students are expected to attend all classes as scheduled. Students must attend 90 percent of the scheduled class hours or grades may be reduced, at the discretion of the instructor.

Students tardy more than 15 minutes are considered absent for that class hour.

6. Class Make-up Policy

If a student misses a class, it is incumbent upon the student to make up any missed exams or course work. No credit will be awarded for attendance of any classes other than those for which the student is registered.

7. Make-up Examination Policy

All IBE students are expected to take all quizzes and examinations during regular class time in which they are administered. Make-ups for quizzes are not permitted. Examinations may be made-up at the discretion of the instructor. Failure to make up a midterm or final examination will result in a grade of zero for that examination. A failed midterm or final examination may result in a failing grade for the course. Failed courses must be repeated and successfully passed, at additional expense to the student to meet graduation requirements. Fees are charged for make-up examinations.

8. Repeat Policy

A student may repeat a failed course a maximum of two times at his/her own expense. Both the original and repeated courses are counted as credits attempted. In computing the GPA, only the grade for the passed course will be counted.

9. Add/Drop/Change and Withdrawal Policies

A student wishing to add or drop a course must do so within the first two weeks of the semester. The only exceptions to this policy are students who have obtained approval from the Director. The fee for adding, dropping, or changing a course is \$25.00 for each course affected. Student must fill out a drop/add form and submit it to the Registrar's office. Student may withdraw from a course from the start of the 3rd week to no later than the end of the 8th week. Withdrawal from a course within this period of time will be indicated by a "W" on the students' grade report and has no impact on the student's GPA.

10. Leaves of Absence (LOA)

Should your circumstances be such that a leave of absence is needed, please submit an application for a leave of absence to the School Director. At his/her discretion, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the School Director or his/her assignee may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

11. Voluntary Withdrawal from School

In the event of unforeseen circumstances that require a student to be absent for an extended period, the student must withdraw from the program and re-enroll upon his/her return. Federal regulations require that any student missing classes for 30 consecutive days must withdraw from the program. An official withdraw form must be completed and returned to IBE before a withdrawal can be processed.

12. Academic Freedom

This institution is committed to assuring full academic freedom to all faculty members. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and

instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution.

This institution's ownership believes that the most important diversity that can accrue to the benefit of students is the diversity of thought that results from free discussion, the open expression of view-points and opinions on the subject matter at hand, and the diversity of thought that results from the free exercise of research and original thinking in the academic fields related to the institution's course offerings.

This institution, therefore, supports and encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views as long as they believe it would advance understanding in the specialized discipline being studied.

13. Program Changes

The courses or specific content of each program described in this catalog is subject to continuous revision or update. The program objectives remain constant, but advances in knowledge may require small adjustments in course content from time to time so as to assure the program is timely.

Such changes to programs and/or component courses, including addition or cancellation of content or courses may be suggested by faculty members at any time. Such changes, revisions and upgrades will be approved by the School Director prior to adoption. In this way the most recent industry developments may be incorporated into the curriculum.

The school reserves the right to reschedule a student's program start date based upon enrollment and/or course availability which may cause a student to start mid-semester.

14. Administrative Fees

- Installment plan fee: \$50
- Late installment payment (per payment): \$50
- Returned check fee: \$25
- Make up exam fee (Written): \$25
- Make up exam fee (Practical): \$50

VI. Health and Safety Policy

1. Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

2. Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

VII. Student Records

Institute of Brain Education will maintain student records for perpetuity. Upon graduation, students will be given a copy of their records. The student should maintain these records indefinitely. The records that the school will maintain are as follows:

- Attendance Records
- Academic Progress and grades
- Financial Records
- Placement Data
- The Enrollment Agreement
- The Ability to Benefit (where applicable)
- Record of credit given for previous training
- Records of meetings, appeals, disciplinary actions, and dismissals
- A copy of the graduation certificate
- Medical Records (where applicable)

Student records are maintained by the school secretary and are available for review by the student at any time with written request. Students are encouraged to submit updates to their records, such as address changes, as soon as possible. All records are private and are handled with confidentiality.

IBE complies with the Family Right and Privacy Act of 1974, which prohibits an institution from releasing school records or any other information about a student to any third party without the written consent of the student, with certain specific exceptions.

VIII. Student Services

1. Academic Advisement

All entering students may discuss program and course selection with an academic advisor. Appointments are required.

2. Tutoring

Students who experience difficulty or who have learning disabilities will be provided assistance in locating qualified tutors. Interested students should contact the School Director.

3. Job Placement Assistance/Job Opportunities at the School

Job placement assistance is not offered at this time.

4. Library

Library will include required text books and references. Detailed items of the library will be determined based upon the specific syllabus of each course and program.

5. Student Interaction

We encourage students to interact and establish study groups. A bulletin board will be available for student use and may be used to promote the convening of study groups and the furtherance of study and program objectives.

IX. Student Conduct

Students are expected to behave professionally and respectfully at all times. Enrolling students will receive a list of the current rules of conduct at the time of enrollment. Students are subject to immediate dismissal, suspension, or expulsion for any activity or action that endangers another or for unethical conduct or violation of the rules of conduct.

The following are unacceptable and will not be tolerated, and any student who is found to have violated this policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal.

- All forms of bias including race ethnicity, gender, sexual preference, disability, national origin, and creed as demonstrated through verbal and written communication and physical acts.
- Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.)
- All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery alteration or use of institution documents of identification with intent to defraud.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
- Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
- Failure to comply with directions of institutional officials acting in the performance of their duties.
- Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to the use of alcoholic beverages and/or controlled dangerous substances on school premises.

X. Financial Assistance, Payment Plan and Student Loan Disbursement

1. Financial Assistance

IBE does not currently provide financial assistance, including, but not limited to, public or private educational loans or grant programs to help pay a student's tuition, fees, books, supplies or living expenses.

2. Scholarship and Discounts

- Tuition Discounts

We offer a 20% tuition discount for the students who are enrolling for the Fall 2023. The student needs to be in good academic standing to receive the scholarship continuously.

- Scholarship for corporate partner employees.

Employment verification may be required. Applies to employees enrolling after the date contract is signed. Offer is not retroactive for students already enrolled. Discount and/or prices subject to change and/or cancellation at any time without notice. This offer cannot be combined with any other discount(s). The student needs to be in good academic standing to receive the scholarship continuously.

3. Payment Plan

IBE students are required to submit payment for their upcoming coursework prior to the start of the semester. If payment in full is not possible, students make arrangements to pay in installments by contacting the Registrar's Office. If a student does not pay their entire balance for the current semester, they will be disallowed from enrolling in future semesters until their balance is paid in full. Fees, the cost of books, materials, supplies, and other charges must be paid in full prior to beginning class.

4. Student Loan Disbursement

Should this institution receive, on behalf of a student, any student loan or financial aid funds provided by a private entity including but not limited to a bank, financing company, credit card company, or other lending source, it shall ensure that the monies are collected and disbursed in the following manner:

- Amounts equal to or less than \$5,000 may be disbursed as a single disbursement, regardless of program length.
- Amounts greater than \$5,000 shall:
 - a. Be disbursed in two or more equal disbursements; and
 - b. Have the second disbursement occur after the midpoint of the academic year for clock hour institutions or after the beginning of the second semester, quarter, trimester, or other term for term-based institutions. (For the purposes of this section, an "academic year" means at least

30 weeks of instruction.)

XI. Cancellation and Refund Policy

1. Denial

If for any reason an applicant is not accepted by the institution, the applicant is entitled to a refund of all monies paid under this Agreement. Such refund will be issued within 30 days after the determination of the denial.

2. Five-Day Cancellation

An applicant who provides written notice of cancellation within five days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid under this Agreement. No later than 30 days of receiving the notice of cancellation, IBE shall provide the 100% refund.

3. Other Cancellations prior to the Commencement of programs

An applicant requiring cancellation more than five days after signing an enrollment agreement and making initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus \$75 of the online Application Fee of \$200.00 (refund of \$125.00).

4. Refund after the Commencement of a program

1) Procedure for Withdrawal / Withdrawal Date

- A student choosing to withdraw from IBE after the commencement of a program is to provide written notice to the Director of IBE. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
- For a student who is on authorized Leave of Absence, the withdrawal date is the date the student was scheduled to return from the Leave of Absence and failed to do so.
- A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- All refunds will be issued within 30 days of the determination of the withdrawal date.

2) Tuition Charges / Refunds

After the commencement of classes, the tuition refund amount, minus a seventy five dollar (\$75) cancellation fee, shall be determined as follows:

% of the program completed:	Tuition Refund amount:
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least a 80% refund
More than 20% and less than or equal to 30%	At least a 70% refund
More than 30% and less than or equal to 40%	At least a 60% refund

More than 40% and less than or equal to 50%	At least a 50% refund
More than 50%	No Refund is provided

The percentage of the program completed is determined by dividing the total number of weeks elapsed from the student's start date to the student's last day of attendance, by the total number of weeks in the program.

3) Books and Supplies

There is no refund for equipment, books and supplies received by a student.

4) Administrative Fees

There is no refund for the Administrative Fees as described in Section 2 of this agreement.

5) Refund Date

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in IBE catalog), or in the case of a student not returning from an authorized Leave of Absence, within 30 days of the date the student was scheduled to return from the Leave of Absence and did not return.

XII. Student Grievance Procedure

Institute of Brain Education is dedicated to fair dealing and professional conduct. Should any student have a complaint:

1. The student is asked to discuss the matter directly with an instructor or administrator.
2. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps:
 - 1) an effort to define the problem,
 - 2) an effort to identify acceptable options for resolution, and
 - 3) an attempt to resolve the conflict through the application of one or more of those options for resolution.
3. Only after the informal process is exhausted and the student remains unsatisfied, the Student may make a written complaint to the Director of the Institution. Any formal complaints shall include a description of the specific allegations and the desired remedy, accompanied by any available documentary evidence and statements from other parties and witnesses. The Director shall respond in writing that a complaint has been received within five (5) days of receipt, acknowledging receipt of the complaint and either responding to the complaint immediately or requesting twenty-one (21) days to investigate and respond to the complaint. All formal (written) complaints will be recorded into the institution's official log. After the investigation is complete, but no later than thirty (30) days after receipt of the complaint, the institution shall respond to the complaint.
4. If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board address is:

1740 W. Adams, Suite 3008

Phoenix, AZ 85007

Phone: 602-542-5709

Website: <http://azppse.state.az.us>

XIII. Miscellaneous Information

1. Individual Responsibility

It is the responsibility of each student and faculty member and each administrator to be familiar with this institution's rules and regulations published in this catalog.

2. Catalog Policies

Rules governing student conduct, admissions policies, graduation requirements, and other aspects of this institution's operations are subject to change. Please check with the School Director if you have questions regarding the content of this catalog. This institution reserves the right to adopt, amend, or repeal rules and policies that apply to students. Changes in the content of this catalog will be posted on bulletin boards and shown as a supplement to this catalog. The relationship of the individual student to this institution is governed by applicable state education codes, state regulations, and college policies.

Please refer to your enrollment agreement for the specific terms under which you are to enroll.

3. Acknowledgements

Institute of Brain Education has submitted or will submit a written or electric copy of this catalog to the State Board within 10 days after revision of the catalog. This catalog will be available to students and prospective students in a written or electronic format.