

INSTITUTE OF BRAIN EDUCATION

School Catalog 2009

340 Jordan Road

Sedona AZ 86336

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Mission of the Institute

The Institute for Brain Education is dedicated to education and research on healing arts that prioritize the innate potential of the human brain to heal the body and spirit. IBE is founded on the premises that humanity depends on biology but is not limited by it, and that humans should be the masters of their brains, health and emotions.

School Location

The Institute of Brain Education (formerly known as Institute of Human Technology) is located at:

Sedona Campus

340 Jordan Road, Sedona, AZ 86336

Telephone 928-203-0840, Fax 928-203-0807

This school is owned by The Sun Institute, Inc. which was established in New Jersey in 1999. (Formerly known as Dahn Healing Institute of Massage Therapy, Inc. and changed its name in 2006.)

297 Kinderkamack Rd., Suite 200

Oradell, NJ 07649

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Message from the Founder

Dear Prospective Student:

The Institute of Brain Education is a holistic school dedicated to the training of holistic healing professionals who will be able to develop hands on therapeutic skills and gain an appreciation of holistic principles to aid clients on their road to fulfilling health. The healing path you choose is the one the Institute of Brain Education will help you reach.

The origins of the Institute of Brain Education dates back over 4,000 years to an ancient healing art called Hwal Gong. In the early 1980's, Hwal Gong was converted to Dahn as a systematized and scientific energy and healing training program. Now we offer you, the prospective Massage Therapists; Energy healers, Oriental Bodyworkers; Position Therapists; Reflexologists; Brain Wave Vibrationists; Holistic Bodyworkers, a chance to feel your own healing energy and experience the energy in your hands as Oriental Healing meets Western Medicine.

The course of study at the Institute of Brain Education integrates holistic modalities from both Eastern and Western perspectives. Eastern studies include Oriental Massage Techniques (Hwal gong Therapeutic Massage), a Taoist form of meditative exercise, Kigong, and a thorough background in Oriental Medicine, including a detailed study of the Meridian System. The Western studies of Anatomy, Physiology, Neurology, Pathology, Kinesiology, psycho-emotional studies, etc. provide a comprehensive understanding of the human brain and body. Students will also be provided with many mainstream massage and bodywork technique classes in a comfortable, one to one atmosphere, taught by an expert in the particular field.

The integration of holistic philosophy including proper diet, exercise, stress reduction, and emotional development produces well-rounded holistic health professionals, allowing IBE students to not only develop a rewarding career but embark on a healthy lifestyle that can be shared with families and friends.

We hope you find in IBE school great opportunities for your personal growth and career development.

Ji Young Kong

Founder

Institute of Brain Education

Leadership of Institute of Brain Education

Owner:

Ji Young Kong

Board Director:

Myung Hye Han

Administrative Director of Arizona School

Banya Lim, L.Ac.

Program Descriptions and Tuition

The Institute of Brain Education offers a program to prepare students for improving the health and wellness of individuals. The program is a Holistic Healing, Massage, Bodywork and Energy Healing course incorporating Position Therapy, based on Hwal Gong; which focuses on teaching how to assist individuals to make the connection between the brain, the body and wellness through gently assisted positions for opening the meridians. Therapists learn to combine techniques from several different modalities to improve and correct body conditions. Massage Therapy provides a student with current knowledge, skills, and development tools necessary for personal and professional growth as a massage therapy practitioner in several mainstream massage techniques; including Swedish, Deep Tissue, Reflexology, Craniosacral and Meridian. The program prepares students to apply for licensing by the Arizona State Board of Massage and Bodywork Therapy and to sit for the practitioner exam at the National Certification Board for Therapeutic Massage and Bodywork

The tuition covers the cost of all classroom instruction. All fees and tuition are to be paid, in advance, prior to the first day of class or other deadline date as may be posted from time to time in the administrative office and student entrance to the school. All fees are subject to change without notice. Prices for textbooks and supplies may vary from time to time.

Program

Tuition
Application,
Textbooks,

& Supplies

Holistic Massage and Oriental Bodywork Course

\$7,350

\$625

Application, Textbooks and Supplies \$625 Fee Includes:

\$450 covers all texts and workbooks and massage creams and oils:

Structure & Function of the Body: Mosby

National Certification Board for Therapeutic Massage and Bodywork Study Guide

Fundamentals of Therapeutic Massage: Mosby, Sandy Fritz & M. James Grosenbach

Massage Therapist's Guide to Pathology: Ruth Werner/Lippincott Williams & Wilkins

Trail Guide to the Body: How to Locate Muscles, Bones, and More (3rd Edition) by Andrew R. Biel and Robin Dorn

Strength Training Anatomy: Frederic Delavier/Human Kinetics

Human Technology: by Dr. Ilchi Lee

Home Massage Therapy I, Healing Society: by Dr. Ilchi Lee

Home Massage Therapy II, Healing Society: by Dr. Ilchi Lee

Muscle Flashcards: Bryan Edwards Publishing

The Anatomy Coloring Book (3rd Edition) by Wynn Kapit/Lawrence M. Elson

Illustrated Essential of Musculoskeletal Anatomy (Sieg & Adams)

Brain Respiration: by Dr. Ilchi Lee

Dahnhak: The Way to Perfect Health: by Dr. Ilchi Lee

\$75 Application Fee

\$100 Graduation Fee

Instructors are healing professionals, experts who work in their field of healing or business, to deliver brain and body education and foster the development of each student into this wonderful growing field of healing and health. A Holistic Healer understands the multivariate influences between the brain and the body and how the interaction of each respective system contributes to the comprehensive physical and mental health of the individual. The goal of the Holistic Therapist is to guide the client to greater health by improving the ability to obtain the correct energy and holistic balance between the brain and the body and thus enhance both physical and mental health, happiness and wellbeing. By utilizing western and oriental medical approaches within the framework of neuroscience, holistic massage and bodywork, specialists create the shift of physical, energetic and psycho-emotional states within the individual into a healthier sphere and more harmonious interactions. The goal of the program is to educate a Holistic Therapist to effectively pass their National examinations and become licensed to practice effectively, safely, and ethically in their community.

The program is 700 hours.

Practicum:

1. All hours shall be under the direct supervision of a qualified faculty member.
2. Hours are documented with clear learning objectives that are provided to the students.
3. Programs use a mechanism for faculty evaluation and supervision of student performance. Clients will be notified that massage therapists are students,
4. All experiences shall be designed to model professional procedures, including as appropriate, professional draping techniques and performed at the school sites.

Massage and Oriental Bodywork Therapy

120 Classroom Hours

A practicum; based on the principles and skills of Brain and Body Holistic Massage and Bodywork practical exercises. The course incorporates Position Therapy, Meridian Massage, Reflexology, Craniosacral and Hwal Gong for the development of strong, experiential understanding of the course work. This is a course for practicing therapeutic exercises in hands-on healing skills on real clients in a clinical setting. The school will inform clients that therapists are students, supervised by an instructor.

This course includes practice lead classes for therapeutic exercise.

Textbooks or Learning Materials (Enrollment fees include the cost of all the following books.)

National Certification Board for Therapeutic Massage and Bodywork Study Guide
Massage Therapy: Principles and Practice, 3rd Ed.: Susan G. Salvo
Fundamentals of Chinese Medicine: Nigel Wiseman, Andrew Ellis
Trail Guide to the Body: How to Locate Muscles, Bones, and More
(3rd Edition) by Andrew R. Biel and Robin Dorn
Human Technology: by Dr. Ilchi Lee
Home Massage Therapy I, Healing Society: by Dr. Ilchi Lee
Home Massage Therapy II, Healing Society: by Dr. Ilchi Lee
The Anatomy Coloring Book (3rd Edition) by Wynn Kapit/Lawrence M. Elson
Brunstrom's Clinical Kinesiology: L. Don Lehmkuhl & Laura K. Smith
Brain Respiration: by Dr. Ilchi Lee
Dahnhak: The Way to Perfect Health: by Dr. Ilchi Lee

Optional:

Optional Supplies (Students will be provided with Massage Tables and Massage Tools such as Power Brain Energizers and oils and creams for use during classroom and practicum training but may want to purchase their own before completion of the program.):

Power Brain Energizers

Massage Tables

Massage Paraphernalia (including oils/creams, sheets, etc)

Course Description

Anatomy and Physiology

110 Classroom Hours

Classes provided an overview of human gross anatomy, with emphasis on the musculoskeletal, cardiopulmonary, gastrointestinal, and genitourinary systems. In conjunction, this course describes the functioning of the cardiopulmonary, gastrointestinal, and endocrine systems.

Applied Neuroscience/BEST

53 Classroom Hours

This course provides an overview of the human nervous system, including neuro-anatomy, neurophysiology, neuro-endocrinology. During the course it focuses on relationships between the central nervous system and human behavior, including the neural substrates of cognition, emotion, sensation, movement, autonomic function, and socialization. The course distinguishes between neuro-scientific understanding and reductionism, with special emphasis on human development.

Energy Healing I

24 Classroom Hours

This part of the course offers important development in the students energy healing

combined with massage skills and in the development of clinical communication. Additionally, the course provides an opportunity for the therapist to receive healing in order to assist with an increased understanding of the processes their clients will undergo.

Energy Healing II **24 Classroom Hours**
Continuation of Energy Healing I.

Energy Healing III **24 Classroom Hours**
Continuation of Energy Healing II.

Ethics in the Healing Professions and Business Management **10 Classroom Hours**
In this class students are encouraged to internalize the highest standards of behavior as health professionals. The coursework describes the essential character of relationships in the health professions, and sensitizes students to the ethical dimensions of healing work. Class work includes basics for general business training in issues legal, accounting, and general business management operations, and ethical decision making.

Human Health in Global Context **14 Classroom Hours**
During this area of training we describe the myriad mutual influences between the health of an individual, and the health of larger units including families, communities, our species, and the earth as a whole. Special emphasis is placed on the role of the individual as a change agent.

Kinesiology **20 Classroom Hours**
This subject helps to deepen the understanding of anatomy as it explores the relationship between structure and function of the musculoskeletal system. This is the introduction to the science of human movement, through study of planes of motion, physics, anatomy, physiology and biomechanics.

Massage Skills I **70 Classroom Hours**
This is a hands-on class that teaches techniques of massage. That includes, Swedish, HwalGong (Korean Energy Massage), and Meridian Massage. Students will learn to work with and develop sensitivity to the muscles, fascial components and connective tissues.

Massage Skills II **70 Classroom Hours**
Continuation of Massage Skills II.

National Certification and License Review **14 Classroom Hours**
The class is an opportunity for a thorough review of the rules for the state of Arizona and the national certification, and guidance for the application and preparation for the national exam.

**Oriental Health Principles I/
Massage Therapy, incorporating Position Therapy I** **30 Classroom Hours**
This course provides an overview of classical East Asian health systems, both theory and

practice, including roles of life-energy, meridian systems, yin-yang theory, five-element theory with special emphasis on the correlation with exercise physiology including stress and recovery affects upon various organ systems. Therapeutic exercise instruction for general application and some specific issues covered.

Oriental Health Principles II/

Massage Therapy incorporating Position Therapy II

30 Classroom Hours

Continuation of Oriental Health Principles I, this course creates the integration of therapeutic exercise and manual therapies to enhance function of the physical, energetic and psychological functions and the integration of these. Emphasis of physical body through lumbopelvic assessment and treatment to strengthen the physical foundations of health as they flow to support the energetic and psychological aspects; craniosacral therapy as it improves psychoenergetic as it flows to support the body.

Oriental Health Principles III/

Massage Therapy incorporating Position Therapy III

30 Classroom Hours

Continuation of Oriental Health Principles II with advanced understanding and training in theory and practice of the meridian system.

Orientation

3 Classroom Hours

This is an introduction to principles of Oriental Bodywork; Position Therapy, which are unique to this practice, and offer a chance to outline the expectations and personal commitment to the practice of this therapy.

Pathology

40 Classroom Hours

Here students receive an overview of the pathological basis of human disease, describing mechanisms and consequences of human disease, at molecular, cellular, tissue, organ system, and human levels.

Massage Therapy incorporating Position Therapy Practicum

120 Classroom Hours

A practicum, based on the principles and skills of human technology for developing strong, experiential understanding of the course work. This is a course for practicing therapeutic exercise of Massage using position therapy and hands-on healing skills in a clinical setting. The school will inform clients that therapists are students, supervised by an instructor.

This course includes practice leading classes for therapeutic exercise.

Reflexology

14 Classroom Hours

These classes provide an introduction to the study of reflexology, for the basic understanding of the principles and skills of reflexology and their therapeutic application.

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.

Additional Fees

\$50.00	Installment plan fee
\$50.00	Late fee (per incident) if installment payments are not received as scheduled
\$25.00	Returned check fee
\$25.00	Make up exam fee (Written)
\$50.00	Make up exam fee (Practical)

Optional Expenses

Students in the Massage and Oriental Bodywork Therapy Program may incur an additional \$1,000 in expenses to cover optional supplies and if they choose to apply for licensing and/or sit for national certification. They are strongly encouraged but not required to buy a professional massage table, creams and oils within the first semester of the program. Other expenses that a student may incur include room and board, transportation, personal expenses and loan origination fee.

Payment Plan & Student Loan Disbursement Policy

For the purposes of this Catalog or Agreement an "academic year" means at least 48 weeks of instruction.

IBE does not currently offer grant or scholarship programs to help pay a student's tuition, fees, books, supplies or living expenses. Tuition in an amount greater than \$5,000 can be paid in two equal payments with the second payment occurring after the beginning of the

second semester. No other institutional payment plan is offered. Fees, the cost of Books, Materials, Supplies, and Other Charges must be paid in full prior to beginning class.

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:

1. Amounts equal to or less than \$5,000 may be disbursed as a single disbursement, regardless of program length.

2. 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.

Financial Assistance

IBE does not currently provide any financial assistance including but not limited to public or private educational loans, tuition discounts and/or tuition scholarships.

Refund Policy

Rejection: An application rejected by the school is entitled to a refund of all monies paid.

Three Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the refund.

Other Cancellation: An applicant requesting cancellation more than three 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 the application fee of \$ 75.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Register or the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.

- B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
- C. A student will be determined to be withdrawn from the institution if the student has not attended any class for 30 consecutive class days.
- D. All refunds will be issued within 30 days of the determination of the withdrawal date.

2. Tuition Refunds:

Tuition charges will be determined based upon the percentage of the clock hours attempted. The percentage of the clock hours attempted is determined by dividing the total number of clock hours elapsed from the student’s start date to the last day of attendance, by the total number of clock hours in the program (less the \$75 application fee).

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

Tuition charge and refund amounts for the enrollment period are determined as follows:

- 1. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition and the graduation fee less the \$75 application fee.
- 2. After the commencement of classes, the tuition refund amount less the \$75 application fee shall be determined as follows:

% of the clock hours attempted:	Tuition Refund amount:
10% or less	At least a 90% refund
More than 10% and less than or equal to 20%	At least an 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

- 3. **Books and Supplies.** There is no refund for equipment, books and supplies received by the student.
- 4. **Special Cases.** In case of prolonged illness or accident, death in family, or other circumstances that make it impractical for the student to complete the program, the school may make a settlement, which is reasonable and fair.

Licensing/Certification and Employment Outlook

Licensing

Licensing is handled differently in each state. All graduates of **IBE** meet the eligibility requirements of The Arizona State Board of Massage Therapy and the National Certification Exam for Therapeutic Massage and Bodywork in order to practice as a Licensed Massage Therapist.

Arizona Massage Therapy Licensing is regulated by Arizona State Board of Massage Therapy located at:

1400 West Washington, Suite 230
Phoenix, AZ 85007
Phone: (602) 542-8604
Fax: (602) 542-3093
Email: info@massageboard.state.az.us
www.massageboard.az.gov

Employment Opportunities

Once students achieve licensing they are eligible for employment as a Massage Therapist in the State of Arizona. In a 2006 overview document by The American Massage Therapy Association employment opportunities for massage therapist is expected to grow at a faster than average rate. Through 2012, massage therapists are likely to see a 20%-35% increase in job opportunities.

Educational Requirements for Licensing

An applicant for a license as a massage therapist in Arizona per the requirements of the Arizona Board of Massage Therapy shall:

1. Be at least eighteen years of age.
2. Be a citizen or legal resident of the United States.
3. Satisfy the requirements of section 32-4224 which states that an applicant for licensure shall file a completed application under oath or affirmation containing the information required by the board. The applicant shall include the application fee.
4. Be of good moral character.
5. Receive either a high school diploma or general equivalency diploma or a similar document or certificate or submit proof that the applicant has passed an

ability to benefit examination recognized by the United States department of education.

6. Pay the fees established pursuant to section 32-4227 which outlines fees of \$194 for license application.

7. Pass state conducted criminal background check.

8. Within the past five years not have voluntarily surrendered a license under section 32-4254 or not have had a license to practice massage therapy or another similar license revoked by a political subdivision of this state or a regulatory agency in another jurisdiction in the United States for an act that occurred in that jurisdiction that would be subject to discipline pursuant to this chapter.

9. Not be currently under investigation, suspension or restriction by a political subdivision of this state or a regulatory board in another jurisdiction in the United States for an act that occurred in that jurisdiction that would be subject to discipline pursuant to this chapter. If the applicant is under investigation by a regulatory agency in another jurisdiction, the board shall suspend the application process and may not issue or deny a license to the applicant until the investigation is resolved.

10. Submit a full set of fingerprints to the board for the purpose of obtaining a state and federal criminal records check pursuant to section 41-1750 and Public Law 92-544. The department of public safety may exchange this fingerprint data with the federal bureau of investigation. The board may charge the cost of each criminal background check to the applicant.

In addition to the requirements an applicant for licensure as a massage therapist shall either:

1. Have successfully completed a course of study of massage therapy or bodywork therapy consisting of a minimum of seven hundred classroom hours of supervised instruction at a board recognized school in this state that is accredited by an agency recognized by the secretary of the United States department of education.

2. Have done both of the following:

(a) Successfully completed a course of study of massage therapy or bodywork therapy consisting of a minimum of seven hundred classroom hours of supervised instruction at a school in this state that is licensed by the state board of private postsecondary education or at a school outside of this state that is recognized by the board pursuant to section 32-4228.

(b) Successfully passed an examination administered by a national board accredited by the certifying agency that has been approved by the national commission on competency assurance and that is in good standing with that

agency or have successfully passed an examination that is administered or approved by the board.

Students in The Institute of Brain Education will complete over the required number of supervised instruction hours to meet licensing requirements. Admission requirements require applicants to be over 18 years of age. During the interview and as part of the course of study, information regarding requirements of citizenship, moral character, fees required and fingerprint documentation will be discussed.

- Arizona State Board of Massage Therapy
- Type of Credential/Title: Massage therapist License
- Fees required: Licensing fee of \$194 (includes fingerprint background check)
- Other requirements may also apply

National Certification

- National Certification Board for Therapeutic Massage and Bodywork
- Type of Credential: Nationally Certified Practitioner
- Fees Required: Exam fee of \$225
- Other requirements may also apply.

Educational Formats

IBE provides education in the formats of lecture, laboratories, and on-site clinical settings. Lectures take place in classrooms located at the Institute of Brain Education. Lab and on-site clinical settings allow for hands-on learning through interactions with instructors, other students, anatomical models, and real-world clients.

Application & Admission

Admission Requirements

Criteria for admission are as follows:

1. All applicants for admission to the Institute of Brain Education must be at least 18 years of age.
2. Personal interview is required.
3. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
4. Falsification of any admission materials may be cause for denial or cancellation.

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.

How to Apply

Complete and submit an Application for Admission, along with a \$75 application fee. Also, arrange for submission of an official high school transcript, or proof of equivalency, and official transcripts from all previously attended higher educational institutions. A candidate will be notified promptly of the receipt of his/her application and advised whether any of the required documents are missing. An admissions interview will be scheduled, which the candidate is required to attend to be considered for admissions.

Advanced Standing

Applicants who wish to be considered for advanced standing in one or more areas must make their request to the Admissions Counselor at the time of their admissions interview. Applications for advanced standing, in form of examination waivers or transfer credits, must be made prior to enrollment. No prior learning credit will be given after the program has begun.

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 **IBE** will determine any transfer credits to be awarded based upon the following criteria:

- Coursework completed within the past 5 years and passed with a grade of “B” or better.
- Advanced science/medical degree or training in Oriental Medicine.

Selection of Candidates

All admissions to the Institute of Brain Education are considered on a continuous basis. Once the interviewing process is complete, the applicant’s file is reviewed by the Admissions Committee and the applicant is notified of the decision. The Admissions Committee takes into account all information provided to the committee.

Accepting an Offer of Admissions

Applicants are notified in writing or by phone of their acceptance into the program. Within 14 days of receiving the acceptance letter, the accepted applicant must schedule an appointment with the Admissions Department for enrollment.

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.

Declining an Offer of Admissions

Applicants who decide not to enroll are requested to notify the Admissions Department in writing of their decision within 14 days of the acceptance letter.

Transfer Applicant

Applicants transferring from other school of massage therapy must complete regular application procedures and supply the following documentation:

- Letter of good standing from the previous professional school attended
- A short essay explaining why they wish to transfer to the Institute of Brain Education

Transfer of applicants seeking credit for prior course work will be evaluated by the Director of the School, when all other aspects of the application are complete. A second interview with the Director or a member of the Massage Therapy Department may be required. 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.

Physical Examination

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

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.

Academic Policies & Regulations

Grades and Satisfactory Progress

Student performance is graded by percentage. Students must maintain an 80% average to progress from one course to the next within any given program. Students are encouraged to form study groups and utilize the available library room and facilities to assure lessons objectives are attained. Final grades are issued on a pass/fail basis, and notified to the students within a week of the ending date of each semester.

In order for students to earn credit for completion of any subject, a minimum cumulative grade point average (GPA) of 2.0 on a scale of 4.0 is required. The grading system used throughout the program will reflect the following equivalents:

A	90-100	4.0
B+	87-89	3.5
B	80-86	3.0
C+	77-79	2.5
C	70-76	2.0
F	Failing	0.0

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.

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. Failure to attend classes could affect the requirement for licensing by the Arizona State Board of Massage Therapy. It is the student's responsibility to make up missed course work and maintain the required training to meet seat time required for licensing.

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.

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.

Repeat Policy

A student may repeat a failed course for 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.

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.

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 the Registrar before a withdrawal can be processed.

Graduation Policies and Requirements

- A candidate for graduation must have successfully completed all required course load with a cumulative 2.0 GPA or higher.
- The candidate must meet all academic and attendance requirements
- The candidate must have fulfilled all financial obligations to **IBE**
- The candidate must pay a graduation fee which was included in the original fees

Student Records

The School (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:

1. Attendance Records
2. Academic Progress and grades
3. Financial Records
4. Placement Data
5. The Enrollment Agreement
6. The Ability to Benefit (where applicable)
7. Record of credit given for previous training
8. Records of meetings, appeals, disciplinary actions, and dismissals
9. A copy of the graduation certificate
10. 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.

Institute of Brain Education 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.

Student Services

Academic Advisement

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

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.

Job Placement Assistance/Job Opportunities at the School

Job placement assistance is not offered at this time.

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.

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.

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.

Leaves of Absence

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.

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.

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:

1. 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.
2. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.)
3. 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.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. 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.

Student Grievance Procedure

This institution 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 1400 W. Washington, Room 260, Phoenix, AZ 85007.

Phone: 602-542-5709 Website: <http://azppse.state.az.us>

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.

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.

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.

Calendar

First Trimester May 4th, 2009

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.

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. This catalog does not constitute a contract or enrollment agreement, nor does it constitute a statement of the conditions of a contract between the student and this institution. 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.

Acknowledgment

1. Within 10 days from the date a licensed institution revises a catalog or publish a new catalog, the licensee shall submit a written or electronic copy of the catalog to the State Board.