

July 29, 2002

Dr. Yoshiaki Lisaka, President
Joshi Seigakuin University
1-1, Tosaki, Ageo-shi
Saitami-ken 362
JAPAN

Dear Dr. Lisaka:

The agreement between Bethany College and Seigakuin University, signed on October 29, 1998 by Duane Cummins, then President of Bethany College, and on December 21, 1998 by Kitao Abe, then President of Seigakuin University, is hereby extended for one year until December 31, 2002.

Sincerely,

Patricia L. Poteat

PLP:pr

bc: Dr. Pamela M. Balch ✓

Agreement Between Bethany College and Seigakuin University

The Agreement Between Bethany College and Seigakuin University, signed on October 29, 1998 by Duane Curranis, then President of Bethany College, and on December 21, 1998 by Kitao Abo, then President of Seigakuin University, is hereby extended for one year until December 31, 2002.

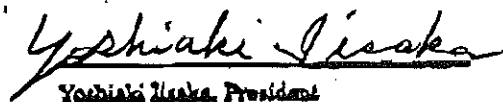
Signature for Bethany College



Patricia L. Potest, President

(date) July 31, 2002

for Seigakuin University



Yoshiaki Usaka, President

(date) August 1, 2002

AGREEMENT

Purpose: The purpose of this agreement is to establish a cooperative institutional relationship between Bethany (Bethany College) and Seigakuin (Joshi Seigakuin Junior College). Its intent is to promote international friendship and world peace by encouraging students and faculty from each institution to develop friendships within and learn more about the culture of the other country.

Programs: The principal programs supported under this agreement will be exchanges of students and faculty, according to terms outlined in the documents entitled "Parameters for Student (or Faculty) Exchanges." These documents are incorporated by reference as parts of this agreement; however, the parameters may be revised by mutual consent of Seigakuin and Bethany without otherwise affecting the validity of this agreement.


Students who wish to transfer from either institution to the other will follow the usual application procedures for transfer students; and the normal process for evaluating transfer credits will apply. Other programs may be developed if sufficient interest exists.

Recognition of Credits: Bethany and Seigakuin agree to accept credits earned by exchange students studying at the other institution, provided the student has obtained prior approval from the chief academic officer of his/her home institution. Before granting such approval, the chief academic officer will consult with department heads and any appropriate committees to determine the suitability of the courses proposed for transfer within the overall academic program of the student. Credits will be transferred only when the student earns a grade of "C" or higher.

Duration and Review: This agreement will initially run for two years, from January 1, 1996 to December 31, 1998. It may be renewed for any length of time mutually agreeable to Bethany and Seigakuin. Review of the terms of this agreement and the parameters of any program may be requested by either institution at any time.

Signatures: for Bethany College

for Joshi Seigakuin Junior College



D. Duane Cummins, President



Noboru Yamamoto, President

(date) 2. 2. 95

(date) October 2, 1995

PARAMETERS FOR STUDENT EXCHANGES (1/96)

Seigakuin - Bethany

- 1. Eligibility:** The sending institution will carefully screen prospective exchange students for overall academic ability and (where appropriate) fluency in language. At Bethany, the language of instruction is English; Seigakuin students should have English proficiency at a TOEFL level of 500 or higher. At Seigakuin instruction will also be in English (except for courses in the Japanese language); Bethany students desiring to study at Seigakuin are encouraged, but not required, to have at least one year of Japanese. The receiving institution reserves the right to make a final decision on a prospective student's eligibility.
- 2. Tuition and fees:** An exchange student will pay tuition to his/her home institution. Other fees and (as applicable) costs for room and board will be paid to the receiving institution. Students are responsible for costs of transportation, books, insurance, and incidental expenses. Students are also responsible for living expenses incurred during academic vacation periods, although the receiving institution will assist with making arrangements.
- 3. Parity of exchange:** It is the hope and intention of Bethany and Seigakuin to exchange students on an annual basis. However, if either institution sends a student to the other without a simultaneous exchange in the opposite direction, an imbalance of parity may be said to exist. In such cases, the original sending institution may not send a second student until the original receiving institution reciprocates. For purposes of parity one student studying for two semesters will be considered equivalent to two students studying for one semester each.
- 4. Housing:** Bethany students studying in Japan will participate in a homestay program arranged and administered by Seigakuin. Seigakuin will insure adequate advising and personal support services for Bethany students through the Seigakuin International Center. Seigakuin students will be housed in Bethany dormitories or other housing units, with a roommate carefully selected by the college. Seigakuin students will be assured of advising and personal support services through the office of the International Student Coordinator at Bethany.

Both Seigakuin and Bethany students will have the option of making their own housing arrangements, under advisement from the receiving institution.

- 5. Expectations of students:** Exchange students are expected to attend all classes and adhere to the same regulations as domestic students. They will be subject to the disciplinary procedures outlined in the receiving institution's student handbook. Exchange students are expected to maintain good academic standing (GPA of 2.0 or better); students intending one year visits who fall below this standard at the end of the first semester may be required to return to their home institution.

Exchange students will understand that they will be acting as representatives of their home countries, and agree to participate in such activities as speaking to clubs or community groups during their stay.

- 6. Miscellaneous:** Minor illnesses may be treated at the receiving institution's health center; but each student is required to maintain health insurance sufficient to cover the costs of major illnesses, accidents, or hospital procedures.

Students agree to allow each institution to release academic records to the other. The home institution will make the final determination regarding transfer of credits from the receiving institution; students must consult with advisors in the home institution before undertaking their courses of study abroad.

Violations of the law or severe violations of campus regulations at the receiving institution may result in termination of a student's participation in the program.

PARAMETERS FOR FACULTY EXCHANGES (1/96)

Bethany-Seigakuin

- 1. Eligibility:** Faculty members from either institution may apply to visit the other for one or two semesters, as part of a sabbatical or overseas leave. The sending institution will evaluate applications and make a recommendation to the receiving institution; however, the receiving institution will make the final decisions regarding an applicant's eligibility.
- 2. Status of exchange faculty:** Exchange faculty will be designated as Visiting Scholars, and will be entitled to all privileges of institution faculty at the receiving institution, except that they may not vote at general faculty meetings. At the discretion of the chief academic officer, they may serve as voting members on committees. They will have full access to all of the receiving institution's facilities, including libraries, computer labs, and health or recreation services, on the same basis as domestic faculty.
- 3. Housing and accommodations:** The receiving institution will assist exchange faculty with rental housing on the same basis as it would for new domestic faculty members. Exchange faculty are entitled to live in college-owned housing on a space-available basis; however, once assigned to a housing unit they will not be required to move until the term of the exchange is completed. Exchange faculty will pay for their own housing, but will be eligible to any discounts on rent normally offered to domestic faculty. Exchange faculty are not eligible to *purchase* property through any programs sponsored by the receiving institution.

The receiving institution will provide office space for exchange faculty. Seigakuin faculty visiting Bethany will be assigned one Macintosh computer for the duration of their stay and will be connected to the campus computer network and to Internet.

The receiving institution will provide communication services (telephone, FAX, etc.) to exchange faculty as available. Exchange faculty are expected to pay for long-distance communication charges. No charge will be made for electronic mail sent via Internet unless the particular transmission in question would incur charges if made by domestic faculty.

- 4. Remuneration and teaching:** It is expected that the primary source of remuneration for visiting faculty will be the home institution, supplemented by funds from grants or other sources. However, the receiving institution will pay exchange faculty who teach courses according to its standard schedule for part-time teaching.

Each institution agrees to accept the scholarly credentials of faculty from the other, and to allow them to teach courses within the area of their expertise, provided that demand for the prospective courses exists and also provided that the visiting faculty member has sufficient fluency in the language of instruction of the receiving institution. Final determination regarding teaching will be made by the chief academic officer of the receiving institution.

- 5. Miscellaneous:** Exchange faculty may use the receiving institution's medical facilities on the same basis as domestic faculty; but they are expected to maintain health insurance sufficient to cover the costs of major illnesses, accidents, or hospital procedures.

Violations of the law or serious violations of campus regulations at the receiving institution may result in termination of eligibility to participate in the program.