

July 8, 2005

TO: Dr. Dean Turner
Vice President/Academic Dean

FROM: S. Rowe *srw*

RE: JCFL/Osaka College Transfer Guide

It has come to my attention that I have incorrectly identified a JCFL/Osaka College business course in the transfer credit equivalency memo which I submitted for your review and approval.

I have recommended that the course BUS 15, Marketing, be considered a business elective instead of correctly identifying it as the equivalent of our course MKT 305, The Principles of Marketing. The result of my oversight is that students accepted under the terms of our articulation agreement with these two colleges have been receiving three (3) undesignated elective transfer credits rather than credit for an equivalent course.

Please review and rule on my recommendation that the JCFL and Osaka College courses BUS 15, Marketing be considered the equivalent of our course MKT 305, Principles of Marketing and that this equivalency be added to our current transfer guide utilized by the Admissions Department and Registrar.

7/8/05
Ms. Cox

[Handwritten signature]

ARTICULATION AGREEMENT

BETWEEN

The Osaka College of Foreign Languages & International Business
2-3-10 Otedori, Chuo-Ku
Osaka, JAPAN 540-0021

And

Concord College
P. O. Box 1000
Athens, WV 24712
USA

The Osaka College of Foreign Languages & International Business and Concord College, by the signatures of their Chief Academic Officers affixed below, re-affirm that these post-secondary institutions of higher learning agree to the following:

1. Students regularly enrolled and in good academic standing at each institution may apply for and receive transfer admission to the other.
2. Students who are granted transfer admission must meet the receiving institution's requirements for proficiency in the language of instruction of the receiving institution.
3. Students who are granted transfer admission will receive course transfer credit according to a course equivalency chart approved and periodically revised by the institutions' Chief Academic Officers.
4. Transfer credits granted by either institution shall be applied as program completion credit in accord with decisions of the students' academic advisors at the receiving institution.
5. Transfer students shall be assessed and pay the host college fees in effect at the time of their registration and in the currency of the host county.
6. Transfer students shall be subject to the student policies and procedures in effect at the time of their registration at the host college.
7. Academic officers agree to provide each other with current issues of relevant academic catalogs in order to maintain currency of the credit transfer clause of this agreement. They will make reasonable efforts to provide these publications in the national language of the other institution.

Articulation Agreement

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8. Either institution may terminate this agreement by notifying the other, in writing, 90 days prior to the desired termination date. This articulation agreement will renew automatically on its calendar date of initiation unless specifically altered by mutual agreement of the institutions or unless terminated by formal notice of one of the institutions.
9. In the event of termination of this agreement, any transfer student currently enrolled at either institution will be permitted to complete any program in which he/she may be enrolled in accord with the host institution's academic policies in effect at the time of termination.

AGREED TO BY:

Teruhiro Murata
Vice President for Academic Affairs
Osaka College of Foreign Languages &
International Business



Dean W. Turner
Vice President and Academic Dean
Concord College

DATE

February 11, 2004

DATE