

ADULT AND CONTINUING  
EDUCATION

The District shall offer a program of noncredit courses which may include, but is not limited to, the following general areas:

1. Adult Basic Education (ABE) - The courses within this area shall provide basic literacy training in the areas of reading, writing, and speaking English as well as basic mathematics. Preparation for and administration of the General Education Development (GED) Examination shall be a part of this program. Implementation of this policy shall be dependent upon receipt of federal funds for support of these activities.
2. Community Service or Leisure Courses - The courses within this area shall be of a vocational or recreational nature and shall serve those residents of the community who are seeking to improve skills for personal growth and development.
3. Continuing Education for Workforce Education or Occupational/Technical Education - The courses within this area shall be designed to meet the needs of students requiring short term workforce training to prepare them for entry into or advancement in their field of employment.
4. Contract Training - specialized training specifically designed and offered to business, industry, or other entities.

CONTINUING EDUCATION  
RECORDS AND  
TRANSCRIPTS

Galveston College will maintain a record and issue upon request a record or transcript of each individual's participation in a continuing education or workforce education program for which Continuing Education Units (C.E.U.) are awarded. The awarding of Continuing Education Units shall follow the Commission on

Colleges's guidelines for the awarding and recording of CEUs (C.E.U.: Guidelines and Criteria).

Continuing Education transcripts will be maintained by the Registrar. The issuing of continuing education transcripts will follow the same guidelines and procedures as are followed for academic transcripts.

Continuing Education records will be retained or disposed of in a manner consistent with the Galveston College Records Management Policy and Procedures.

**TUITION AND FEES -  
CONTINUING EDUCATION  
CLASSES**

Tuition and fees for continuing education classes, with the exception of certain contract classes, are set forth in published schedules.

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