

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures  
SUBJECT: Student Communication  
SOURCE REFERENCE: GSCC Internal Policy

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## Student Communication

It shall be the policy of Gadsden State Community College that all forms of student communication that are shared with persons outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications prior to display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise students who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all citizens in our area of the country in order to avoid possible sexual harassment charges and/or adverse public relations.

## College Email Official Method of Communication

The Gadsden State Community College (GSCC) email system is deemed the official method of communication whereby students are notified of College related matters: cancelled/dropped classes, admission status, financial matters, announcements, and general information exchange. Official College communications demand attention, and often a timely response. Students are responsible for the consequences of not reading, acting upon, and/or responding to official college related communications sent to their GSCC student email address.

Faculty members may require the use of email, Blackboard, the myGadsdenState portal or other forms of electronic communication for course content delivery, class discussion, or synchronous chat. It is recommended that faculty specify these requirements in their course syllabus. Faculty may expect that students access and read notices sent to their official GSCC student email address.

Students who forward their GSCC email to another email address (e.g. username@aol.com) do so at their own risk. GSCC cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from responsibilities associated with electronic communications sent to the GSCC email address.

Students are expected to check e-mail frequently. It is recommended that e-mail be checked daily, but at a minimum, twice per week. Regular e-mail management will also minimize the risk that the inbox will be full, causing the e-mail to be returned to the sender with an error. Undeliverable messages returned due to either a full inbox or use of a "spam" filter will be considered delivered without further action required of the College.