GIA®

2025

Education Catalogue

LONDON CAMPUS

Gemological Institute of America, Inc.
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Addendum to the 2025 Education Catalog
London Campus

All data in the 2025 Education Catalog London Campus ("Catalog") reflects information as it was available at the publication date. Updates and/or corrections to the Catalog made after the publication date appear in this addendum.

While every effort is made to ensure the accuracy of the information provided in the Catalog, GIA reserves the right, in its sole and exclusive discretion, to make changes to the Catalog at any time without prior notice. It is the responsibility of each student to be aware of and understand GIA regulations as published.

Faculty and Education Management - Page 9
Effective March 21, 2025

As part of GIA's ongoing commitment to operational excellence, the following changes have been made to the Education Management team structure. GIA remains committed to maintaining a high standard of leadership and support for students and faculty across its global education programs.

- **Duncan Pay**, previously serving as Senior Vice President and Chief Academic Officer, now holds the position of Vice President of Education Mission Services.
- **Cathryn Ramirez** has been appointed as Senior Vice President and Chief Learning Officer.

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President's Welcome Message

As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life. After I completed the program, I had a new set of invaluable skills I could use to shape my future. I started at Borsheims as a sales associate and appraiser and worked my way up to president and CEO. Now I have the privilege and honour of being the president and CEO of GIA.

Many parts of my story are unique, yet it has one element in common with that of many GIA alumni. A GIA education empowered me to achieve my most cherished dream and, in many ways, took me even further than I could have imagined. It is no exaggeration to say that a GIA education is the best investment I made for my future, and I'm confident that this will prove true for you, too.

From gemmology to jewellery design, you'll find a variety of programmes at GIA, each tailored to give you the expertise you need to get ahead in your field of choice. The knowledge you gain here can equip you for diverse careers, such as sales, manufacturing, designing, appraisal, auctioning and more. Our alumni hold influential positions all along the gem and jewellery industry pipeline, and with a GIA diploma, you can take your place among them.

With over 175,000 active alumni in 55 chapters globally, the GIA Alumni Collective™ continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

Take some time to explore the Education Catalogue and find the programme that is right for you. Then get ready to dive into gem and jewellery brilliance and a world of opportunity.

We look forward to accompanying you on your professional journey and helping you to follow your passion.

Susan M. Jacques, GIA GG
GIA President and CEO

Susan M. Jacques, GIA President and CEO - ©GIA

Mission and History

Mission Statement

GIA's mission is to ensure the public trust in gems and jewellery by upholding the highest standards of integrity, academics, science and professionalism through education, research, laboratory services and instrument development.

Educational Philosophy

GIA education ensures the public's trust by delivering the highest-quality gem and jewellery education in the world. At the heart of GIA education are the following guiding principles:

Research

We design our educational programs based on the latest research and leading technology.

Relevance

We teach the necessary balance of theoretical knowledge and practical skills.

Leadership

We empower our graduates to become industry leaders who act ethically and honestly, meeting the occupational demands of the global gem and jewellery industry.

Accessibility

Our curriculum meets the various needs of all students by offering programs and courses across several learning methodologies without compromising quality.

Sustainability

Through ongoing support, our graduates are encouraged to grow continuously as confident, skilled and successful professionals. They are GIA's partners in ensuring the public's trust in gems and jewellery.

History

On February 15, 1931, former retail jeweller Robert M. Shipley and his wife, Beatrice, cashed in their savings to establish their long-held dream – the Gemological Institute of America.

When most jewellers knew little about the gems they traded, Shipley wanted to professionalise the industry through education, research and gemological instrumentation.

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution that has educated more than 365,000 professionals worldwide, a prestigious laboratory grading the world's most important diamonds, the leading gemological research centre and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

Visit www.GIA.edu/gia-about to learn more about GIA history,

Accreditation and Licensing

GIA is a nonprofit, private, post-secondary educational institution incorporated for the purpose of promoting education and research in gemmology, jewellery arts and related subjects. In the United Kingdom, GIA's courses are offered as international qualifications, and have been bench-marked to the United Kingdom education framework by the UK ENIC (formerly UK NARIC).

Accreditation

GIA's campus in London is accredited by the Independent Schools Inspectorate (ISI) and the British Accreditation Council (BAC). On-campus inspections are carried out by these accrediting bodies at specific times during the academic year, and students on campus at these times are encouraged to take part in the process.

Please see our most recent Independent School Inspectorate Report on our website at www.GIA.edu/gem-education/london-accreditation-and-licensing

All students may access further information about each body by visiting their websites.

ISI
CAP House, 9-12 Long Lane, London
EC1A 9HA, United Kingdom
+44 (0) 20 7710 9908
www.educationaloversight.co.uk/learners

The BAC
14 Devonshire Square, London,
EC2M 4YT, United Kingdom
+44 (0) 300 3301400
www.the-bac.org/information-for-students

Lab classes offered through the London campus are accredited by Distance Education Accrediting Commission (DEAC).

DEAC
1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
www.deac.org

Governance and Executive Management

Board of Governors

The GIA Board of Governors is the steward of the public interest. The board helps direct the strategy of the Institute to ensure that the mission and vision of GIA are followed in all decisions; that the reputation of GIA is preserved and continues to grow globally; and that the financial goals of the Institute are met. Each governor offers a unique perspective, based on their professional experience in retail, research, education, finance, law, manufacturing and other areas; several have extensive international experience.

Lisa A. Locklear - Chair
Executive Vice President and Chief Financial Officer, Longeveron

Stephen F. Kahler - Vice Chair
Chief Strategy Officer and Member of Board of Everidge

Dave Bindra
Vice President of Operations and Head of Acquisitions, B&B Fine Gems

Lake Dai
Applied AI Professor, Carnegie Mellon University

François Delage
Experienced global luxury, fashion and jewelry retail CEO

Barbara Lee Dutrow, Ph.D.
Williams Alumni Distinguished Professor of Geology at Louisiana State University

Kiko Harvey
Associate Senior Vice President of Audit Services, University of Southern California

Susan M. Jacques
President and CEO, GIA

Robert Andrew 'Andy' Johnson
CEO, Diamond Cellar Holdings, LLC

Lawrence Ma
Chief Executive, Lee Heng Diamond Group
Founding President of the Diamond Federation of Hong Kong

Russell A. Mehta
Managing Director, Rosy Blue (India) Pvt. Ltd.

Thomas M. Moses
Executive Vice President and Chief Laboratory and Research Officer, GIA

Jeffrey E. Post, Ph.D.
Curator Emeritus, National Gem and Mineral Collection, Smithsonian National Museum of Natural History

Samantha F. Ravich, Ph.D.
Chair, The Center for Cyber and Technology Innovation

Tammy Storino
Experienced global operations and finance leader

Marcus ter Haar
Experienced diamond industry executive

The list shown here is effective as of the publication date of this catalogue; visit www.GIA.edu/gia-about-mission-governance-esg for an up-to-date listing.

Executive Management

GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewellery industry. Responsible for carrying out the Institute's mission to protect and ensure the public trust globally, the executive team follows a strict code of ethics and seeks to infuse each initiative GIA undertakes with dedication and value-driven purpose. Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA. Visit www.GIA.edu/gia-about-mission-governance for the full list of GIA's executive management.

GIA Education Advisory Boards

The Education Committee of GIA's Board of Governors and the Programme Advisory Committee (PAC) provide input and perspectives vital to our success, growth and improvement. Our PAC reviews curricula, course materials, equipment, facilities and student outcomes as a means of external review of our programs. Its members are qualified trade representatives who help us keep pace with current occupational trends and practices in the gem and jewellery industry.

Education Committee of the Board

Dave Bindra
Vice President of Operations and Head of Acquisitions, B&B Fine Gems

Barbara Lee Dutrow, Ph.D., Chair
Williams Alumni Distinguished Professor of Geology at Louisiana State University

Kiko Harvey
Associate Senior Vice President of Audit Services, University of Southern California

Robert Andrew 'Andy' Johnson
CEO, Diamond Cellar Holdings, LLC

Susan M. Jacques
President and CEO, GIA

Lisa A. Locklear
Executive Vice President and Chief Financial Officer, Longeveron

Jeffrey E. Post, Ph.D.
Curator Emeritus, National Gem and Mineral Collection, Smithsonian National Museum of Natural History

Programme Advisory Committee

Pamela Balodimas
Regional High Jewelry Gemology Advisor, Cartier/Richemont
New York, NY

Jean Francois Bibet
Workshop Director, Cartier/Richemont
New York, NY

Barry S. Block
President, The Jewelry Judge
Carle Place, NY

Latoya Boyd
Jewelry and Fashion Designer, Jeweler and Influencer, Latoya Boyd Jewelry
San Diego, CA

Wade Clar
Director of US Accounts/Brand Ambassador, Kisemt By Milka
Carlsbad, CA

Ted Doudak
President, Riva Precision Manufacturing
Brooklyn, NY

Gina D'Onofrio
Director, Fine Jewelry - Heritage Auctions
Beverly Hills, CA

Rita Famulare
Owner, Famulare Jewelers
Carlsbad, CA

Alexandra Hart
Owner/Metals Artist and Designer Goldsmith, Alexandra Hart
San Diego, CA

Gail Brett Levine
Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

Christine Lopez
President and Co-Founder, Gem Surprise Box
San Diego, CA

Mary Todd McGinnis
Vice President, Ben Bridge Jewelers
Seattle, WA

Malcolm Koll
Owner, Charles Koll Jewelers
San Diego, CA

Kevin Reilly
Senior Vice President, Platinum Guild International
New York, NY

Kapil Seth
Owner, Malhotra, Inc.
New York, NY

Ashwani (Sonny) K. Sethi
Owner, Tara & Sons
New York, NY

Thom Underwood
Retired Former Owner, San Diego Gemological Laboratory
San Diego, CA

Kumud Wastrad
Director, High Jewelry - Diamond and Gemstone Acquisition, Tiffany & Co.
New York, NY

Faculty and Education Management

Faculty

GIA's faculty meet or exceed applicable regulatory requirements and accreditation standards. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills and participate in ongoing professional development activities.

The list shown here is effective as of the publication date of this catalogue. Please refer to our website at https://www.gia.edu/gem-education/london/faculty for an up-to-date listing of our faculty and qualifications.

Ciara Lennon
BA (Hons) Silversmithing, Goldsmithing and Jewellery Design, University for the Creative Arts
GIA AJP

Alexander Lind
BA (Hons) Sociocultural Anthropology, University of South Africa (UNISA), GIA GG, Pearls Graduate

Miriam Moscicki
MSc Management with Businesses Strategy and the Environment, University of London
GIA GG, AJP, Pearls Graduate

Charlotte Richman
Fine Art Foundation, City College Brighton
GIA GG, GEM-A-FGA

Fanny Raponi
MA Product Design, BA Ergonomics/Product Design, Politecnico of Milan
GIA GG, GEM-A FGA

Paula Santillana
BA International Business Management and Law, Universidad Pontificia Comillas and Dublin City University
GIA GG

Education Management

Francesca Lawley
Senior Manager, Instruction and Accreditation, London

Duncan Pay
Senior Vice President and Chief Academic Officer

Kelsey Pringle
Sr. Manager Admissions Manager and Records, London

Corey Rosso
Vice President, Academic Affairs

Mehdi Saadian
School Director, London

Kelly Yantzer
Vice President, Student Affairs

Facility, Classrooms and Equipment

GIA's London Campus is located at 104 Great Russell Street, London, WC1B 3LA, United Kingdom. All classes are held at this facility unless otherwise noted in the course schedule and the student's enrolment agreement. Find the London Campus on Google maps; www.google.com/maps

Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. It covers nearly 4,000 square feet and includes four classrooms, a collection of educational media and resources, reception and student lounge, kitchen and administrative offices.

Other than the Ground Floor Reception area, the campus building is not accessible to individuals with severe mobility constraints, such as wheelchair users. The building is unfortunately not able to be adapted or altered due to its Grade II listing status. Students are advised to contact us before submitting an application if they have any concerns about accessibility. We will be pleased to discuss individual needs and advise on options for enrolling in GIA courses.

To help ensure the safety and security of our students, employees and guests, the building has restricted/monitored access. A dedicated facilities department ensures the ongoing and routine maintenance of the facilities, equipment and replenishment of supplies.

Student lounge on the London campus - ©GIA

Classrooms and Equipment

Classrooms can accommodate up to 15 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment, tools and materials used are detailed within each programme and class description in this catalogue.

See "On Campus Programmes" on page 13
See "Lab Class Descriptions" on page 25

School Calendar and Hours of Operation

2025 School Closure Dates

Classes are not in session on these dates; the campus will be closed with exceptions noted below.

Date	Holiday / Event
January 01, 2025 (Wednesday)	New Year's Day
April 18, 2025 (Friday)	Good Friday
April 21, 2025 (Monday)	Easter Monday
May 05, 2025 (Monday)	Early May Bank Holiday
May 26, 2025 (Monday)	Spring Bank Holiday
August 25, 2025 (Monday)	Summer Bank Holiday
December 22, 2025 (Monday) through January 02, 2026 (Friday)	Winter Break

Hours of Operation

The London campus is open Monday - Friday from 8:00 a.m. to 4:30 p.m. except for the scheduled school closures noted above.

Registration Period

GIA has one year-long academic term with continuous enrolment. Registration into On Campus programs is accepted up to two weeks prior to the first day of class. Registration into lab classes is accepted up to one week prior to the first day of class.

Class Schedules and Classroom Hours

Visit www.GIA.edu/gem-education/london/schedule for up-to-date class schedules.

Full-time, On Campus Programmes. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events. Students should expect to spend several hours each day outside of class on homework and other assigned projects. An in-person orientation is scheduled for each programme prior to the start date from 10:00 a.m. to 11:30 a.m.

Lab Classes. Normal classroom hours are 8:15 a.m. to 4:15 p.m.

All programmes and classes have a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

Contacts and Resources

Department Contacts

London Campus
Reception, General Inquiries
+44 20 7813 4321
gialondon@gia.edu

Admissions and Registration
Admission, registration, enrolment, cancellation or withdrawal, visas, housing, transportation, orientation, student workroom
+44 20 7813 4321
londonadmissions@gia.edu

Education Service Desk - Technical Support
Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues
+1 760 603 4350
www.GIA.edu/education-support

School Director
Leave of absence, academic advising, probation, dismissal, complaints
+44 20 7813 4321
ukschooldirector@gia.edu

SEN Officer
Special education needs and disability support and accommodations
+44 20 7813 4321
londonsenofficer@gia.edu

Resources

Alumni Collective™
Membership, benefits, events
+1 760 603 4145
https://collective.gia.edu | alumni@gia.edu

Blackboard Access (Current Students)
My GIA Education Portal: https://education.gia.edu/
Web: https://blackboard.gia.edu
Blackboard Learn App:

Web and App requires set-up of a new password.

GIA Store
Optional books and instruments
+1 760 603 4200
https://store.gia.edu | giastore@gia.edu

Library - GIA Main Campus (Central)
Reference service, online resources
+1 760 603 4046
library@gia.edu

My GIA Education Portal
View your academic, financial and student records; submit forms, access courses in Blackboard (single sign-on)
https://education.gia.edu/

TELUS Health Student Support
24/7 confidential mental health and well-being support
Phone: +1 866 743 7732
Website: https://myssp.app/us/home

On Campus Programmes

GIA offers full-time, instructor-led gemmology and jewellery arts certificate and diploma programmes through its On Campus division. Our faculty have an in-depth knowledge of gemstones, diamonds, equipment, CAD software and an impressive understanding of the jewellery industry. Our administrators are dedicated to helping you succeed; many are GIA alumni, so they understand what it is like to study full-time at a GIA campus.

The following pages provide a description, learning objectives, possible occupations, equipment and materials and the technology required to complete each program.

Programme Name	Programme Number	Clock Hours	Instructional Weeks	Programme Length in Weeks (Calendar Duration; May vary with scheduled closures)	Description and Details
GEMMOLOGY					
Graduate Gemologist®	GEM 2500	780	26	28	Page 14
Graduate Diamonds	GEM 2200	210	7	8	Page 17
Graduate Colored Stones	GEM 2300	570	19	20	Page 19
JEWELLERY ARTS					
Comprehensive CAD/CAM for Jewelry	JMA 400	210	7	7	Page 21
Jewelry Design	JMA 370	270	9	9	Page 23

Students in GIA's Jewelry Design & Technology Program - ©GIA

Graduate Gemologist®

Description

The Graduate Gemologist diploma program at GIA provides an extensive education in gemmology, encompassing both diamonds and coloured stones. This program consists of two specialised courses; Graduate Diamonds and Graduate Colored Stones, each leading to an individual diploma. Upon completing both courses, students achieve the comprehensive Graduate Gemologist diploma. Participants in the Graduate Gemologist course gain a deep understanding of the gemmology field, preparing them for careers in the gemstone and jewellery industries.

Graduate Diamonds Course:

The GIA Graduate Diamonds course introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – colour, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing. Please see the Graduate Diamonds program description for more details.

Graduate Colored Stones Course:

The Graduate Colored Stones course blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the coloured stone supply chain. Students learn how to describe colour by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemmology equipment, students identify diamonds, coloured stones and simulants; distinguish natural, treated and laboratory-grown diamonds and coloured stones; and grade coloured stones. Please see the Graduate Colored Stones program description for more details.

Learning Objectives

- Describe the components of the diamond and coloured stone supply chain
- Explain the science of diamond and coloured stone formation, appearance and identification
- Describe how quality, rarity, colour and market factors affect gem value
- Grade diamonds using the 4Cs (colour, clarity, cut and carat weight)
- Identify diamonds, coloured stones and simulants
- Grade coloured stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the GIA Colored Stone Grading System

Program Highlights

- Comprehensive Curriculum: In-depth study of both diamonds and coloured stones, including traditional and current industry practices.
- Scientific Foundations: Robust course content based on decades of original research on diamond and coloured stone formation, identification, and evaluation.
- Professional Instruction: Instruction team with real gem and jewellery trade experience, solid gemmology knowledge base and professional teaching skills.
- Practical application: Hands-on training using professional gemological tools with the GIA 4C Diamond Grading System, gem identification protocols, and the GIA Colored Stone Grading System.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in gemstone identification, evaluation, and trading.

What you will Earn

GIA Graduate Gemologist Diploma
GIA Graduate Diamonds Diploma
GIA Graduate Colored Stones Diploma

Occupations May Include

Appraiser, Auction House Jewellery Specialist, Colored Stone Buyer, Diamond Buyer, Diamond Sorter/Grader, Estate Jewellery Dealer, Staff Gemologist, Inventory Control Specialist, Jewellery Business Owner, Jewellery Buyer, Jewellery Sales Professional, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Wholesaler

Contact us at gialondon@gia.edu for more information.

Details

GEM2500: Graduate Gemologist Program		
Courses/Course Number	**Clock Hours**	**Calendar Weeks**
GEM 2200 Graduate Diamonds	210	8+ weeks
GEM2300 Graduate Colored Stones	570	20+ weeks
Total Program Hours/Weeks	780	28+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Course Fees" on page 29	

Schedules and Class Hours

Visit www.GIA.edu/gem-education/london/schedule for schedules. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, GIA DiamondDock™, GIA iD100®, UV lamp with viewing cabinet, desktop prism spectroscope, color filter and fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate and monochromatic light source. As part of their course materials, students receive a 10x loupe, tweezers, gem cloth, pointer probe, plotting pens, table gauge, crown angle card, color grading cards, GIA pad folio, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece and an optic figure sphere, dichroscope, handheld spectroscope, pinpoint incandescent light source and lab manuals. Students may download and save PDF copies of the textbooks prior to the course end date.

Technical Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at https://get.adobe.com/reader)

Requirements subject to change; students will be given advanced notice of changes.

GIA microscope; rough and polished amethyst - ©GIA

Graduate Diamonds

Description

The GIA Graduate Diamonds course introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – colour, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing. Graduate Diamonds may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (colour, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Detect treated and laboratory-grown gemstones
- Describe how quality, rarity, colour and market factors affect gem value
- Identify the relationship between proportions and diamond weight

Program Highlights

- Comprehensive Curriculum: In-depth study of diamonds and the diamond industry
- Scientific Foundations: Robust course content based on GIA's world class research in terms of diamond science, identification and evaluation over the past 80 plus years.
- Professional Instruction: Instruction team with real diamond trade experience, solid diamond knowledge base and effective communication skills.
- Practical application: Instructed hands-on diamond grading and identification experience using professional gemological tools.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in diamond identification, evaluation and trading.

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

Diamond Buyer, Diamond Grader, Diamond Assorter, Jewellery Business Owner, Jewellery Sales Professional, Retailer, Auction House Jewellery Specialist, Wholesaler

Contact us at gialondon@gia.edu for more information.

Details

Graduate Diamonds	
Programme Number	GEM 2200
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (length may vary with scheduled breaks)

Continued on page 18

Continued from page 17

Graduate Diamonds	
Total Charges	See "Course Fees" on page 29

Schedules and Class Hours

Visit www.GIA.edu/gem-education/london/schedule for schedules. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

Each classroom is equipped with a GIA DiamondDock™, GIA iD100 and a UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source. As part of their course materials, students receive a 10x loupe, tweezers, gem cloth, pointer probe, plotting pens, table gauge, crown angle cards, colour grading cards, GIA pad folio and a lab manual. Students may download and save PDF copies of the textbooks prior to the course end date.

Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at https://get.adobe.com/reader)

Requirements subject to change; students will be given advanced notice of changes.

Rough and polished diamonds - ©GIA

Graduate Colored Stones

Description

The Graduate Colored Stones diploma programme blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the coloured stone supply chain. Students learn how to describe colour by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemmology equipment, students identify diamonds, coloured stones and simulants; distinguish natural, treated and laboratory-grown diamonds and coloured stones; and grade coloured stones. Graduate Colored Stones may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of coloured stone supply chain
- Explain the science of coloured stone formation, appearance and identification
- Describe how quality, rarity, colour and market factors affect gem value
- Identify diamonds, coloured stones and simulants
- Grade coloured stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Describe the GIA Colored Stone Grading System

Program Highlights

- Comprehensive Curriculum: In-depth study of colored stones and its industry with the focus on sourcing, identification, evaluation and trading.
- Scientific Foundations: Robust course content based on GIA's world class research in terms of colored stone formation, identification, and evaluation for the past 80 plus years.
- Professional Instruction: Instruction team with real colored gemstone trading experience, solid knowledge base and effective communication skills.
- Practical application: Instructed hands-on practice on colored gemstone identification and evaluation.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in colored stone identification, evaluation and trading.

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

Coloured Stone Grader, Coloured Stone Sorter, Appraiser, Auction House Jewellery Specialist, Coloured Stone Buyer, Estate Jewellery Dealer, Jewellery Business Owner, Jewellery Buyer, Jewellery Sales Professional, Pawnbroker, Retailer, Wholesaler

Contact us at gialondon@gia.edu for more information.

Details

Graduate Colored Stones	
Programme Number	GEM 2300
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Programme Length (Calendar Duration)	20+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Course Fees" on page 29

Schedules and Class Hours

Visit www.GIA.edu/gem-education/london/schedule for schedules. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, UV lamp with viewing cabinet, desktop prism spectroscope, colour filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate and monochromatic light source. As part of their course materials, students receive a refractometer with polarising filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece and optic figure sphere, dichroscope, handheld spectroscope, pinpoint incandescent light source, tweezers and lab manuals. Students may download and save PDF copies of the textbooks prior to the course end date.

Technology Requirements

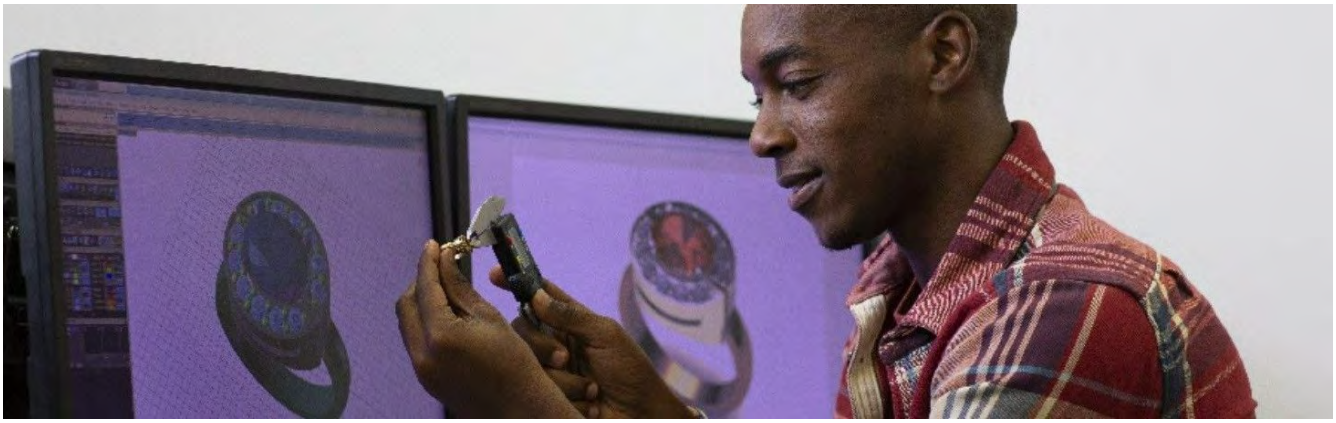
To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at https://get.adobe.com/reader)

Requirements subject to change; students will be given advanced notice of changes.

Tanzanite crystal and polished gem.
Courtesy: Isle of Gems Co. Ltd./Peter Pereira

Comprehensive CAD/CAM for Jewelry



Description

The Comprehensive CAD/CAM for Jewelry certificate program covers the skills necessary to create 3D jewelry models ready for manufacturing. Topics include jewelry manufacturing techniques, jewelry-engineering fundamentals and CAM (Computer-Aided Manufacturing) machines. Students use CAD (Computer-Aided Design) software to develop models and photo-realistic renderings of jewelry designs.

Learning Objectives

- Describe jewellery manufacturing fundamentals
- Describe and apply engineering concepts to create high-quality, manufacturable designs
- Create and render designs using CAD software
- Describe various CAM technologies
- Model and render manufacturable pieces of jewellery using CAD

Program Highlights

- Comprehensive Curriculum: In-depth study of jewelry engineering, and CAD modeling for jewelry manufacturing.
- Solid Foundations: Robust course content based on GIA's world class experience in terms of hardware/software research, jewelry engineering, and CAD modeling.
- Professional Instruction: Instruction team with real jewelry manufacturing experience, solid engineering and CAD modeling knowledge base and effective communication skills.
- Practical application: Instructed hands-on CAD modeling experience using professional hardware and software.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in proper engineering and model creation for jewelry manufacturing.

What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

Occupations May Include

CAD/CAM Technician, Jewellery CAD Technician, Product Developer

Contact us at gialondon@gia.edu for more information.

Details

Comprehensive CAD/CAM for Jewelry	
Programme Number	JMA 400
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	7+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Course Fees" on page 29

Schedules and Class Hours

Visit www.GIA.edu/gem-education/london/schedule for schedules. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely. Each student workstation has a computer with Rhinoceros software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a student license for Rhinoceros software, 1 TB USB external hard drive and printed course materials.

Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in this program, including creating, naming and organising folders; finding, opening and saving files; and a familiarity with file types including PDF and JPEG. If needed, students should complete a training or refresher course on basic Windows skills prior to starting the program.

Technology Requirements - Portal and LMS

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at https://get.adobe.com/reader)

Requirements subject to change; students will be given advanced notice of changes.

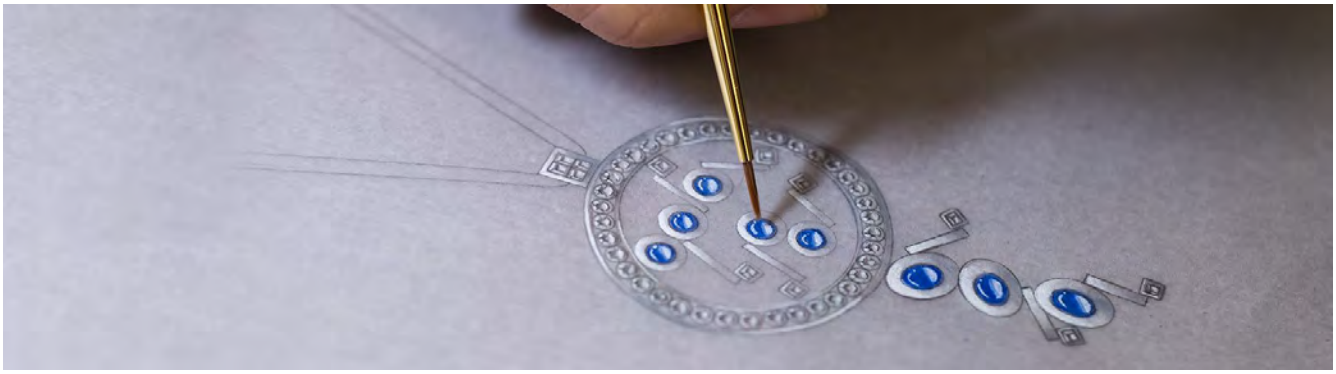
Technology Recommendations - Coursework

For coursework, GIA provides the technology and software required for classroom use. However, it is strongly recommended that students have access to a computer that meets the requirements below to practice outside of classroom hours. The estimated cost to purchase a laptop meeting these requirements is £1,200.

- Windows-based laptop or desktop computer with mouse and keyboard
  - Recommended: Multiple-button mouse with a scroll wheel
- Operating System: Windows 10 or later with 64-bit Intel or ADM processor (not ARM)
- Processor
  - Minimum: Inteli7 with 2.8 GHz or higher
  - Recommended: Intel i9, AMD Ryzen 7 or Threadripper
- RAM: 16GB or more
- Graphics Card (GPU): OpenGL 4.1 capable video card with 4GB VRAM
  - To be able to render photo-realistic designs quickly, we highly recommend the NVIDIA GeForce 3000 series
- Hard Drive:
  - Minimum: 512GB free main hard drive space
  - Recommended: 1TB HDD or greater (SSD drive highly recommended)
- Monitor Resolution: 1920×1080 or higher with 32-bit colour

CAD-rendered earrings - ©GIA

Jewelry Design



Description

The Jewelry Design certificate programme provides students with the fundamental knowledge of design theory and the technical hand-rendering skills commonly employed in jewellery design. Students acquire a working knowledge of jewellery artistry. Skills taught include illustrating the shape, form and texture of metal; working with drafting tools; and rendering yellow and white metals as well as a range of faceted and cabochon gemstones and pearls. By the completion of the program, students will have a portfolio of class projects and custom designs ready for presentation to potential clients and employers.

Learning Objectives

- Demonstrate ability to create designs based on sources of inspiration
- Describe jewellery design theory and artistry
- Demonstrate rendering skills with graphite, coloured pencils and water colour paints
- Illustrate the shape, form and texture of metal
- Render faceted and cabochon gems, pearls and coloured stones
- Demonstrate traditional drafting techniques used for enhanced rendering
- Develop and refine motifs used for jewellery design

Program Highlights

- Comprehensive Curriculum: In-depth study of jewelry design, hand rendering and it's application in jewelry manufacturing.
- Solid Foundations: Robust course content based on GIA's world class experience in classic jewelry design hand rendering methods.
- Professional Instruction: Instruction team with real jewelry design experience, solid industry knowledge base and effective communication skills.
- Practical Application: Instructed hands-on jewelry design, and hand rendering experience using traditional artists tools and materials.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in jewelry design renderings for jewelry manufacturing.

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

Jewellery Designer, Custom Designer, Hand Renderer, Sales Associate, Technical Designer

Contact us at gialondon@gia.edu for more information.

Details

Jewelry Design	
Programme Number	JMA 370
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Programme Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Course Fees" on page 29

Schedules and Class Hours

Visit www.GIA.edu/gem-education/london/schedule for schedules. Normal classroom hours are 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

Each student workstation is equipped with two flat-screen monitors for close-up viewing of live instructor demonstrations. As part of their course materials, students receive a design toolkit containing a variety of paints, pencils, brushes, templates, papers and vellum and printed course materials.

Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at https://get.adobe.com/reader)

Requirements subject to change; students will be given advanced notice of changes.

Hand-rendered necklace - ©GIA

Lab Class Descriptions

Students enrolled in GIA's Online Division through the main (central) campus in Carlsbad, California earn their online gemmology diplomas by enrolling in and completing a required combination of self-paced online courses and instructor-led, lab classes. Lab classes offered by the London campus are listed below. Visit www.GIA.edu/gem-education/online-division/overview for more information.

GEM 149L Pearl Grading Lab

The GIA Pearl Grading Lab guides students through the grading and classification of pearls using GIA's 7 Pearl Value Factors™. Through practical coursework, students evaluate size, shape, colour, lustre, surface, nacre thickness and matching.

Students must pass a two-stone assessment to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes a daylight equivalent light source and a pearl grading master set with an informational keycard. Students receive a lab manual, colour reference chart, gem cloth and pencil as part of the course materials.

- Required for: Graduate Pearls Online Diploma
- Prerequisites: None
- Hours / Duration: 7 clock hours / 1 day
- What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

The Colored Stone Grading Lab learn how to grade the colour, clarity and cut quality of a wide range of colored stones through practical coursework. Topics include how to describe a gem's colour by hue, tone and saturation and how to evaluate gems using the GIA Colored Stone Grading System.

Students must pass a two-stone final exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source and 10x loupe. Students receive a lab manual, colour description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, colour grading card and pencil as part of the course materials.

- Required for: Graduate Gemologist and Graduate Colored Stones Online Diplomas
- Prerequisites: None
- Hours / Duration: 21 clock hours / 3 days
- What you earn: Letter of Completion

GEM 230L Diamond Grading Lab

The Diamond Grading Lab introduces students to the procedures used to grade diamonds according to GIA's International Diamond Grading System™. Using round brilliant cut diamonds on the D-Z colour scale, students apply their knowledge by assigning colour, clarity and cut grades, determining proportions and weight and documenting fluorescence. Students also learn how to identify and plot clarity characteristics and receive hands-on practice separating natural diamond from common simulants.

Students must pass a two-stone final exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, LED light, calculator and diamond grading tray. Students receive a lab manual, tweezers, 10X loupe, pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, colour grading card and pencil as part of the course materials.

- Required for: Graduate Gemologist and Graduate Diamonds Online Diplomas
- Prerequisites: None
- Hours / Duration: 35 clock hours / 5 days
- What you earn: Letter of Completion

Diamond Grading Lab students assess a diamond's clarity using a 10X jeweller's loupe - ©GIA

GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the general observation process and the operation of the gemological equipment used to test and identify coloured stones. Instructors demonstrate key tests and coach students on effective testing procedures. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones.

Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, colour filter, fibre optic light, UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer, refractive index (RI) liquid, diffuser plate, polariscope, optic figure sphere and monochromatic light source. Students receive a lab manual, colour description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, colour grading card and pencil as part of the course materials.

- Required for: Graduate Gemologist and Graduate Colored Stones Online Diplomas
- Prerequisites: None
- Hours / Duration: 35 clock hours / 5 days
- What you earn: Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See "Student Notification of Classroom Chemical Usage" on page for more information.

Gem Identification Lab students learn the proper use of gemological equipment like a polariscope (top) and dichroscope (bottom) - ©GIA

Admissions Policies and Procedures

Admission Requirements

To be admitted into programmes or classes at GIA's London campus, applicants must meet the following requirements: i) have completed compulsory secondary education, ii) be at least 18 years of age, iii) have the ability to read and write in English at the level of an American high school graduate.

Required Documents

Applicants must provide the following documents along with their completed application. All documents must be in English or accompanied by an English-language translation provided by a translation service.

☑ Identification

Copy of the photo page of your passport and a copy of any previous or current U.K. visas.

☑ Proof of Graduation

Copy of high school, college or university diploma or proof of having completed compulsory secondary education.

☑ Name Change Documentation (if applicable)

If your legal name differs from the one on a required admission document, you must show proof of a legal name change that ties all of your documents together. Provide a copy of a court-issued document showing your former and new legal name, such as a marriage certificate, divorce decree, or other court-issued document.

☑ Proof of English-language Proficiency (if applicable)

Applicants to On Campus programmes who are not from a majority-English speaking country* as defined by the UKVI department of the U.K. government must provide details of their English-language proficiency on the admission application. Applicants must either indicate their scores for International English Language Testing System (IELTS™) Academic exam or the date they intend on taking the IELTS exam. Visit www.ielts.org for information.

The required minimum score on the IELTS Academic for UKVI is an average of 6.0 and an overall band score of B2. Scores are valid for two years from the date of the examination. Applicants may send the "Test Report Form" (TRF) number or a hardcopy of their results directly to GIA at londonadmissions@gia.edu for verification.

Applicants may request GIA to either assess an alternative Secure English Language Test or request an exemption from the GIA English language requirement for another valid reason. Requests are considered but not guaranteed.

* **English-language Countries.** Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, the British overseas territories, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts & Nevis, St Lucia, St Vincent & the Grenadines, Trinidad & Tobago, USA.

How to Apply

To apply for admission:

1. Confirm that you meet all admission requirements
2. Select your programme and intended start date.
   - Visit www.GIA.edu/gem-education/london/schedule for class schedules.
3. Gather the required documents
4. Create an account and sign in to GIA's applicant portal at www.GIA.edu/applynow
5. Follow the instructions online to complete your application and upload your supporting documentation.
6. Review and submit your application.

A GIA admissions representative will review your application to ensure you have met all requirements and have submitted all required documents. You will receive email updates at each stage of the admissions process including your acceptance or denial of admission, and you are advised on the U.K. student visa process.

An enrolment agreement will be sent to your email address on record. The agreement includes course details, financial obligations, important policies, disclosures and notices. Your registration and enrolment is not confirmed until the agreement is completed, signed by you and the school official, and we have received appropriate payment.

Application Deadline and Waitlists

Applications must be received no later than two weeks before your intended start date for On Campus programs and no later than one week prior to the start of a lab class. Classes typically reach capacity two-four months in advance, so apply early. Students are registered on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available.

U.K. Residency / Visa Status

The application form asks for your nationality/nationalities, and whether or not you are a permanent U.K. resident. This information is assessed during the admissions process, so that GIA's London campus may advise you on the subsequent visa process. There are different U.K. student visas according to the length of the GIA course that you intend to take, and more information is provided to you once enrolment is complete.

Proof of Graduation - Extenuating Circumstances

An applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee for consideration. For example, a student from a war-torn country whose school no longer exists. Contact us at londonadmissions@gia.edu for inquiries.

Residency and Applicant Screening

Educational services to some countries may be restricted by law. Additionally, all applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) and other applicable laws and regulations. GIA may not admit individuals who are sanctioned or reside in a country or territory sanctioned by the U.S. government. Visit www.GIA.edu/ethics-compliance for more information.

Prior Criminal Offences

GIA does not require applicants to provide information about prior criminal offences. Please note that prior convictions may result in challenges in securing employment after graduation.

Course Fees

Total charges are valid for programmes, courses and classes from January 1, 2025 through December 31, 2025 and are subject to change with reasonable advanced notice. Amounts shown are in Pounds Sterling. The total charges for each programme and class include tuition costs and required books and materials. N.B. the term 'tuition' is used to refer to the amount charged for teaching or course instruction excluding any educational texts and materials.

Tuition, Books and Materials

On Campus Programmes and Lab Class	Tuition	Books	Materials	Total Charges
GEM 2500 - Graduate Gemologist	£19,500	£413	£1,489	£21,402
GEM 2200 - Graduate Diamonds	£5,250	£131	£125	£5,506
GEM 2300 - Graduate Colored Stones	£14,250	£282	£1,364	£15,896
JMA 400 - Comprehensive CAD/CAM for Jewelry	£5,250	£318	£221	£5,789
JMA 370 - Jewelry Design	£6,750	£148	£328.25	£7,226.25
GEM 230L - Diamond Grading Lab	£1,435	£131	£86	£1,652
GEM 220L - Colored Stone Grading Lab	£861	£80	£55	£996
GEM 240L - Gem Identification Lab	£1,435	£170	£61	£1,666
GEM 149L - Pearl Grading Lab	£287	£80	£7	£374

- Total Charges do not include living expenses, technology and additional fees that may be assessed. See "Additional_Costs_and_Fees" on page 30
- There is a £150 non-refundable Application Fee for all On Campus programmes due upon submission of the application.
- All payments must be in Pounds Sterling. See "Payment_Methods" on page 30
- Scholarships are available to those who qualify. See "Scholarships" on page 30

Payment Due Dates

On Campus Programs. A non-refundable Application Fee of £150 is due with the application. A portion of the tuition, £2,150, is due at the time of registration. The remaining balance is due 30 days before the first day of class. 10% of tuition is retained by GIA for cancellations within 14 days of the class start date. See "Cancellation and Refund Policies" on page 31

Lab Classes. Total charges are due at the time of registration. There is no Application Fee for lab classes.

Additional Costs and Fees

Additional costs for enrolment and other fees may include:

- Repeat fees are calculated based on the program's hourly tuition rate* and the total number of hours the student needs to repeat.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment
- Comprehensive CAD/CAM students are not required to do work at home, however it is strongly recommended that they have access to a computer that meets the requirements listed on page 22. The estimated cost to purchase this computer is £1,200 excluding shipping, handling and tax. GIA does not sell computers.
- Fees for optional books and materials, shipping, handling and applicable taxes
- Fees for any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- Bank or wire transfer fees
- £50 half-day use of the Student Workroom
- £25 fee for non-sufficient funds or returned cheques
- £10 replacement fee for ID or keys
- 10 USD official transcript fee (excludes any applicable taxes and expedited shipping)
- 70 USD diploma replacement fee (excludes any applicable taxes and expedited shipping)
- 65 USD certificate replacement fee (excludes any applicable taxes and expedited shipping)

*The hourly tuition rate is determined by dividing the total tuition by the number of clock hours in the course or program.

Payment Methods

All payments must be in Pounds Sterling via the following payment methods.

- **Credit Card.** VISA or MasterCard
- **Cheque.** Payable to "GIA London"; must be drawn on a U.K. bank.
- **Bank Transfer.** Contact us at +44 20 7813 4321 or gialondon@gia.edu for details. Students are responsible for any transfer fees.

Past Due Account Balance

Students who have a past due account balance will have disrupted service. Students will not be able to access courses in Blackboard, may not register into future courses or programs and will not receive their credential until they have settled the payment(s) owed.

Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide their full name and country of residence on the application for admission and once again at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or the employer will be required to provide the full company name and address or other identifying information at GIA's request.

Scholarships

Scholarship offerings are made available to those who qualify to reduce their financial burden and focus on completing their chosen credentials. Visit www.GIA.edu/scholarships for more information on scholarships, eligibility, how to apply and required documents.

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA's London campus are explained in detail in this section and in your enrolment agreement. If you have questions, contact us at londonadmissions@gia.edu or +44 20 7813 4321

Cancellation and Withdrawal of Enrolment

Students may submit their cancellation or withdrawal notice by contacting admissions at londonadmissions@gia.edu, +44 20 7813 4321 or in person. Cancellation or withdrawal is effective on the date GIA receives the student's notice in any manner.

A student will be administratively withdrawn if they fail to return from a leave of absence, do not maintain satisfactory academic progress, or are otherwise dismissed due to lack of attendance or violation of a GIA policy. A grade of SWD is recorded on the student's academic record and any refund is calculated according to GIA's refund policy below.

Refund Policy

For On Campus programs, students may cancel their enrolment agreement and receive a refund of all monies paid if they cancel more than 14 working days before the first day of class. Thereafter, a pro-rata tuition is calculated.

For lab classes, students may cancel their enrolment agreement and receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro-rata tuition is calculated.

Scholarship recipients are subject to the refund policy described in their acceptance letter.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in saleable condition are non-refundable.

Any credit balance on a student's account after unearned scholarship funds have been returned, will be refunded within 30 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

Pro-Rata Tuition Refund; On Campus Programs

Cancellation or Withdrawal Date	Tuition % Retained by GIA	Tuition % Refunded
Within 14 days of the class start date and up to 10% of class hours	10%	90%
More than 10% and up to 25% of class hours	25%	75%
More than 25% to 50% of class hours	50%	50%
After 50% of class hours	100%	0%

Pro-Rata Tuition Refund; Lab Classes

Cancellation or Withdrawal Date	Tuition % Retained by GIA	Tuition % Refunded
Up to 10% of class hours	10%	90%
More than 10% and up to 25% of class hours	25%	75%
More than 25% to 50% of class hours	50%	50%
After 50% of class hours	100%	0%

Refund Calculation Example

A student paid tuition of £1,295 for a lab class with 35 clock hours and withdrew after 14 class hours. GIA retains £647.50, calculated as follows:

% Completed = 14 / 35 hours = 0.40 (40%)
Tuition Retained by GIA = 50%
GIA Retains = $1,295 (tuition) x 0.50 = £647.50
Refund = £1,295 - £647.50= £647.50

Student Services and Related Policies

Our administrative staff provide a variety of services and resources to help ensure your success as a student and graduate of GIA. This section includes standards, policies and procedures that describe the rights and responsibilities of students.

Student Code of Conduct and Standards of Behaviour

GIA's Student Code of Conduct and Standards of Behaviour protects the rights of students and employees and ensures a safe, secure and positive learning environment for all students. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are responsible for reading, understanding and following all GIA student policies.

Prohibited behaviour includes, but is not limited to:

- Threatening or harassing behaviour, including sexual harassment or misconduct
- Acts of retaliation against another student or GIA staff member
- Acts or threats of violence
- Possession of a firearm or other weapon on campus
- Use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances or alcohol
- Forgery, fraud or dishonesty
- Disruptive, insubordinate or unlawful behaviour
- Academic dishonesty
- Property damage or theft
- Violation of other GIA policies

In addition to the policies published in this catalogue, students are expected to adhere to policies and procedures relating to drug and alcohol abuse prevention, workplace and campus violence, discrimination, harassment and misconduct published at www.GIA.edu/student-consumer-information.

Students who become aware of anything that seems unsafe, improper, or illegal must report it to GIA staff immediately.

Social Media and Networking

GIA embraces the opportunities and information available to students and staff through social media such as networking sites, blogs, wikis, chat rooms and others. However, any online behaviour which is brought to the attention of a school official that violates the Student Code of Conduct and Standards of Behaviour may be addressed under this policy.

Students are asked to use good judgement as their actions and statements have the ability to adversely affect themselves, others and the school as a whole. Posts on social media may be replicated quickly, be taken out of context and remain public for an indeterminate amount of time.

Communication between current students and GIA employees on social media may create the appearance of favouritism or conflict of interest. Therefore, staff are subject to GIA's employee social media and networking policies when communicating with students on social networks.

Violations

The school director or their delegate will commence an investigation into allegations of violation of student code of conduct. Students are required to cooperate with GIA representatives during an investigation. GIA considers all information collected during an investigation in the decision-making process. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend a student pending investigation. GIA will make every effort to operate on the fundamental principle of mutual trust and respect among students, faculty, staff and administration.

Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offence. Sanctions may include verbal warning, written warning, behavioural probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

Equality Statement and Nondiscrimination Policy

In accordance with the Equality Act 2010, it is the policy of GIA in London to recognise the valuable and enriching contribution which people with a range of backgrounds and experiences bring to the life and development of the institution. The London campus aims, in its teaching, administration and support services to promote equality and freedom from discrimination on grounds of age, disability, gender reassignment, pregnancy and parental status, race, religion or belief, sex, and sexual orientation. This commitment applies equally to staff, students, visitors and all campus activities.

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrolment in GIA on the basis of race, colour, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrolment, scholarships, loan programs, employment and access to participation in all GIA programs and activities.

Special Educational Needs and Disabilities (known as "SEN" or "SEND" in the U.K.)

Our belief is that disability is not a limitation, but rather an indication of perseverance, strength and determination in accomplishing all life endeavours. Our intention is to promote access, equity and inclusion; to instil a true sense of belonging at GIA for students with disabilities.

In accordance with the Equality Act 2010, GIA makes every effort to provide reasonable adjustments to individuals with diagnosed and documented disabilities, including physical or mental impairment such as but not limited to specific learning difficulties. The Equality Act 2010 ("2010 Act") defines disability as "a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities".

Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is available to discuss these tasks with applicants to allow them to evaluate their potential for success and decision to apply.

Enrolled students who wish to request reasonable adjustments are required to complete the Student Request for Reasonable Adjustments form and submit it along with an Assessment of Needs ("AON") document, which must be issued by an appropriate qualified professional, such as an educational psychologist in cases of Special Educational Needs. For other disabilities, the appropriate person may be a qualified physician or specialist. The AON should be dated within the last three years and provide an outline of the student's condition, assessment history and recommended accommodations.

The form is submitted to the SEN officer, and should be submitted no later than the date of orientation. Information on the reasonable adjustments that can be made will be communicated to the student as quickly as possible.

All information submitted to or developed by the Institute related to the diagnosis, documents, or accommodation of a disability is considered confidential. Information is only accessible to and/or shared with GIA employees who have a need to know in order to determine or implement required accommodations.

Students must continue to meet minimum academic, attendance, and behavioural standards as defined in these policies. If a student requests accommodation after being placed on academic advising or probation or is dismissed, the terms of academic advising, probation or dismissal still stand.

Declaring a Condition

Students are encouraged to declare a disability or other long-term medical or mental health condition at the application stage or at registration so that GIA can support them throughout their studies. Students may also contact the SEN officer and student welfare officer or school director directly at any time during their studies to request a confidential appointment to discuss their needs.

Preventing Extremism and Radicalisation Policy – GIA London's Duties Regarding "Prevent"

The reputation of Gemological Institute of America, Inc. ("GIA," the "Institute," or "our") for integrity and ethical business practices is central to its mission of ensuring the public trust in gems and jewellery. GIA's Preventing Extremism and Radicalisation Policy ("Policy") is fundamental to protecting GIA's reputation for integrity and preventing any involvement by GIA with extremism and radicalisation.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist". Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activities.

Students may become susceptible to radicalisation through a range of social, personal and environmental factors. It is widely known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

In order to fulfil the "Prevent Duty", GIA recognises that all employees must be able to identify individuals who may be vulnerable to radicalisation and know how to address concerns once identified.

The United Kingdom Counter Terrorism and Security Act 2015 ("Act") went into effect on July 1, 2015. This Act requires education and training providers to strive to ensure that employees are aware of the risks associated with radicalisation and extremism. GIA's London campus is committed to take due regard to the need to prevent people from being drawn into terrorism.

GIA operates a secure visitor protocol and exercises due diligence to prevent any organisation or speaker from using GIA's facilities to disseminate extremist views or radicalise students or employees.

Employee training on safeguarding against extremism and radicalisation is provided annually with a focus on ensuring GIA's London based employees are fully aware of the warning signs of extremism and radicalisation and the reporting mechanisms that are available to ensure the safety of all students and employees.

At GIA, we provide gemmology and jewellery arts curriculum, delivered by skilled instructors, so that our students are enriched, understand and become not only skilled gem and jewellery professionals, but also are tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalised.

Our curriculum promotes respect, tolerance and diversity. Our students are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others. We will also aim to build students' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that we will not stop students debating controversial issues. On the contrary, we will provide a safe space in which our students and employees can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Although there have not been any known incidents involving radicalisation within GIA to date, it is critical to remain constantly vigilant. GIA believes that it is possible to intervene to protect students who are vulnerable.

Should the actions or expressions of any individual cause concern to any member of the GIA London campus community, the concerned party should notify London's school director immediately. If the school director is unavailable, the concerned party should notify the Metropolitan Police through their completely confidential telephone helpline: 0800 789 321 (+44 800 789 321 if dialling from a non-U.K. mobile or cellphone).

More details about the current "Action Counters Terrorism" media campaign are available on the student noticeboard in the Student Lounge, and at: https://act.campaign.gov.uk/

Campus Health and Safety

The Campus Health and Safety Committee (the "CHSC") has responsibility for monitoring and evaluating health and safety matters on behalf of all staff and students. There is a Health and Safety noticeboard located next to the Student Lounge on the basement floor of the campus. It contains up-to-date information relevant to members of the Campus community. The minutes of the most recent CHSC meeting are displayed on the noticeboard after each meeting. Students are recommended to take the time to review the items displayed, and to raise any questions with the Health and Safety Officer. A hard copy of the full Campus Health and Safety Policy is available in each classroom.

GIA is committed to maintaining a safe and healthy campus. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

Student Notification of Classroom Chemical Usage

GIA recommends and promotes awareness on the use of good laboratory practices to individuals who may be exposed to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane also known as Methylene Iodide. RI liquid is used in Graduate Colored Stones, Gem Identification Lab and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Emergency Procedures

The Health and Safety at Work Act 1974 imposes on all persons a duty to avoid dangerous practices. GIA's London campus recognises its responsibility as an employer and an education provider and has issued a statement of policy in accordance with the Act.

Students must:

- Act with due care for the health and safety of themselves and all other persons on School premises
- Observe the provisions of the Act whenever applicable to them, on matters within their control
- Cooperate with the School to carry out the policy
- Act safely at all times and do not put either yourself or others at any risk

In the very unlikely event of an emergency that closes the school, students should call the GIA main phone number – 020 7813 4321 – and listen to the recorded message for further instructions and information. Management will aim to have a recorded message available by 07:00 on the day of any such incident.

First Aid Boxes Locations

- Reception l
- Basement Kitchen l
- Classroom 2A

Fire

In the case of a fire alarm, please drop the stone you are working with into the well of the microscope and leave the room immediately, following instructions from GIA staff. Do not use the lift. Once outside please congregate across the street in front of the TUC building so that we may take attendance to ensure that everyone is safe.

Robbery

Please remain calm and composed. Do what robbers ask and don't try to be a hero! Do not try to protect, or prevent from being taken, any personal or GIA property. We hope that you will never experience this misfortune and we urge you to co-operate in order for it to be over as fast as possible without anyone being harmed.

Personal Injury

During lab, should you injure yourself in any way, please let your instructor know. First Aid boxes are available in three locations on campus. Should further medical assistance or treatment be required we will take the necessary action to ensure it is received as soon as possible.

GIA's London Campus Safety Statistics and Information

The Gemological Institute of America in London is committed to providing students and staff with a safe environment in which to work and pursue an education.

We are pleased to report that the GIA facilities in London have no reported incidents of any of the following types of criminal offences: murder/non-negligent manslaughter; forcible sex offence; non-forcible sex offence; robbery; aggravated assault; burglary; theft; arson; negligent manslaughter or simple assault. There have been no arrests for liquor law violations, drug law violations or illegal weapons possessions. This report covers the time period of 1 July 2010 to 1 July 2024.

If you observe or are confronted with a situation that you believe is a threat to your personal safety or that of others, or if you observe any activity that is criminal in nature, you must report it immediately to any GIA instructor, supervisor, manager, or campus personnel. GIA will take whatever actions are deemed necessary to resolve the situation.

Student Privacy Notice

GIA values the privacy of your personal data. This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding our collection, use and handling of your personal data in connection with your relationship with GIA as an educational services applicant, student, or alumni. For complete disclosure and updates, please refer to the Student Privacy Notice at www.GIA.edu/student-privacy-notice

If you use GIA websites other than as an educational services applicant, student, or alumni, your use of those other GIA websites and any information that you submit to us through those other GIA websites will be governed by the posted GIA website privacy notice.

For complete disclosure and updates, please refer to the GIA Privacy Notice at www.GIA.edu/privacy-notice and to the Student Privacy Notice at www.GIA.edu/student-privacy-notice.

Personal Data Collection, Use and Processing

In connection with your relationship with GIA, GIA collects personal data about you (whether online, in-person, or through other means) from the following sources: directly from you; from our affiliated entities, including our subsidiaries and branch offices; from service providers; from alumni chapters; and automatically as you visit GIA websites.

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at www.GIA.edu/privacy-notice#student-privacy-notice, including to facilitate your experience with GIA and provide you with educational services and related products. We may share your Personal Data with our GIA Affiliated Entities at www.GIA.edu/affiliated-entities and others as described in this Notice.Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational services and related products you request.

Complaint Policy and Procedure

Complaint Policy

GIA takes student complaints seriously. GIA reviews all complaints in a timely, fair and equitable manner. GIA gives all individuals named in a complaint, including students, faculty and staff, an opportunity to respond to the complaint. Students are required to cooperate with GIA representatives during an investigation in which we believe the student(s) may provide relevant information. GIA considers all of the information collected in the decision-making process.

Complaint Procedure

Students should raise concerns as soon as possible so that they can be properly addressed. Students are encouraged to try to resolve any issue or concern by first discussing them with the appropriate school official. If the student is unable to reach a resolution, or in cases where informal resolution is not appropriate, the student may submit a formal complaint.

A formal complaint must be submitted to the school director in writing at ukschooldirector@gia.edu and contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included.

The director will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

If the student does not feel the school has adequately addressed the complaint, they may submit their complaint to GIA's Headquarters by emailing the dean of students at deanstudents@gia.edu. The complaint must contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included. The dean will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

If for any reason a person does not feel comfortable directly reporting a complaint as described above, they may report a concern confidentially through GIA's Concern Reporting system at www.GIAwis.ethicspoint.com

Once the student has received GIA's final decision regarding the complaint, if they are not satisfied with the decision, they have the right to submit an appeal to an independent adjudicator. This stage of the process is only available once the complainant has exhausted the institution's complaints procedure. The appeal must be submitted in writing to:

British Accreditation Council (BAC)
14 Devonshire Square
London EC2M 4YT

Upon receiving the complaint, BAC will conduct an investigation, gathering evidence from both the complainant and the institution. BAC will, with agreement of the complainant and the institution, make reasonable attempts to mediate between the two parties to resolve the matter.

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Where issues or educational services, student services, or tuition are concerned, a student complainant must have exhausted all efforts to resolve a complaint with the institution before filing a complaint with DEAC.

Complaints may be submitted to DEAC using the complaint form found at www.deac.org/Student-Center/Complaint-Process.aspx. Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorising DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution. Written complaints may be submitted to:

Executive Director, DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036 USA
ATTN: Complaints

Non-Retaliation Policy

Threats, other forms of intimidation and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of GIA policy and applicable law and is a serious offence. Acts of retaliation may result in discipline up to and including dismissal or termination.

Career Services

Career services advisors offer individualized support to help you develop a personal strategy aligned with your educational and career goals.

The career services department provides resources and hosted events to advance your career, including the GIA Gem & Jewelry Career Center, focused hiring events, mentorship opportunities with leading professionals and more.

For questions, information, or to schedule an appointment, contact us at careerservices@gia.edu or call +1 800 421 7250 ext. 4450 or +1 760 603 4450.

Career Advising

Career services advisors offer one-on-one appointments to provide guidance and assistance on:

Education and career goals. Advisors help you identify the necessary education and experience needed for your career pathway. Taking your background into consideration, they then guide you to the tools and resources that will help you maintain a forward-looking strategy towards achieving your career goals.

Resume and cover letter. Advisors assist in preparing your resume and cover letter, offering tips to highlight your strengths, experience and education effectively.

Interview preparation. Advisors provide guidance on researching and preparing for interviews, anticipating questions, formulating answers and conducting yourself professionally. Mock interviews are also available on the GIA Gem & Jewelry Career Center.

Job search. Advisors offer resources and strategies for conducting your job search using various job search platforms and approaches.

Applied Learning Sessions. Throughout the year, advisors hold educational sessions to prepare students for the industry, providing tips and tools for practical application in real-world settings.

Job Seeker's Handbook

The Job Seeker's Handbook is a guide to starting your job search in the gem and jewelry industry. It includes sample resumes and cover letters, tips on job searches, interviewing and more. We encourage you to use it as you begin your professional journey. Download or view the handbook at www.GIA.edu/gem-careers

GIA Gem & Jewelry Career Center

The GIA Gem & Jewelry Career Center is a premier career platform and online job board exclusively for the gem and jewelry industry. Employers from every sector of the jewelry industry list opportunities with us, including retailers, wholesalers, design houses, auctioneers and many others.

As a job seeker, you will be able to customize your job search and create a full-featured profile that will help you market yourself to employers. You can also access tools to help you prepare for interviews. There is no charge to use this service. You can access the career center on our website or download the App.

Website: www.GIA.edu/gem-job
Simplicity App:

GIA Alumni Collective™

The GIA Alumni Collective is here to provide students and graduates with diverse opportunities, insights and connections that fuel their development, progress and passion at every point of their career. Contact us at alumni@gia.edu

Membership. After successfully completing a GIA course or program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 175,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational and passionate community that aims to help graduates cultivate a lifetime of success.

The community. GIA alumni are key influencers throughout the gem and jewellery industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewellery professionals and display their credentials in our Alumni Directory. Not only can GIA graduates view and participate in virtual and in-person events in their local areas, they can go beyond their borders and network with alumni from around the world. Register for the community at https://collective.GIA.edu.

Global chapters. GIA's global chapters span the globe from Manhattan to Mumbai. As a member of the GIA Alumni Collective, you have the opportunity to participate in local meetings and events that further your professional development and connect you to your gem and jewellery community. Visit https://collective.gia.edu/global-chapters.html to explore or join a local chapter like the one located in London.

Student Life on the London Campus

The London campus is located in Bloomsbury, one of central London's most vibrant and accessible areas, GIA sits between the Hatton Garden jewellery district and the luxury West End stores of Bond Street. Fine jewellery houses, prestigious auction houses, key trade venues, and the Tower of London's Jewel House are all just a few blocks from where you'll be learning your craft. You will study with like-minded students who are as passionate about gems and jewellery as you are. You'll be part of an international student body, which gives you a global perspective on the gem and jewellery industry and makes for a multicultural experience.

Housing and Transportation

GIA does not have dormitory facilities. There are many housing opportunities within close proximity of the campus. Start your search about 6 to 8 weeks before your arrival.

It is important that you thoroughly research your options before taking residence. If renting a room or sharing a flat, your due diligence should include interviewing the renter and any occupants as well as doing an Internet search of the address and of any individuals living in the home.
Visit www.GIA.edu/london-student-housing to view some housing options. GIA does not screen these listings, nor do we offer a flatmate replacement service.

Current monthly housing costs range from £850 for modest flat-share arrangements to £1,500 or more for luxury apartments. Short-term stay hotel arrangements are also available for students attending lab classes or the student workroom, starting at about £70 per night.

GIA London campus is easily accessible by public transportation. Transport for London is a good resource for public transportation: https://tfl.gov.uk/

Food and Beverage

Students have several choices for snack and lunch needs that can be purchased off-campus from a variety of nearby locations. The student lounge is furnished with tables and chairs and a kitchen with fridge, microwave and utensils are available for those who prefer to bring their own food.

Each student is responsible for observing a few simple rules out of respect towards everybody else:

- Keep the kitchen and common areas clean at all times.
- Please tidy and wash up after yourself, disposing of all refuse in the appropriate bins provided.
- Please don't leave things on the kitchen top/sink or tables in the student lounge.
- If something is broken, missing or malfunctioning please inform Reception as soon as possible.
- The dishwasher is for staff use during events only: please do not use.

Eating is not permitted in GIA classrooms. However, drinks in closed containers are allowed. Alcoholic beverages are prohibited at any GIA location, except when served at official GIA functions. Persons under the age of 18 will not be served alcohol.

Student Change of Address

Students must notify reception immediately of any change of home address or telephone number.

Photo ID Cards and Student Cards

At the beginning of a class, a digital ID card will be issued to all students, which will need to be accessed using a mobile device. It will give you access to the building, and must not be used by anyone else. Physical access cards can be issued to students without a mobile device, on request.

You will also be issued a photo student card that you can use outside to claim student discounts.

Student Lockers

Lockers are issued to students for the duration of the programme. Students are responsible for the locker, the key, and its contents. Should the key be lost, a replacement fee of £10 is charged. It is advisable to keep books for daily use in the locker, along with tools and the Lab Manual, which will be used regularly from the beginning.

Student Property

Students bringing any property onto GIA premises do so at their own risk and the campus shall not be liable for any losses, damages, costs and expenses arising directly or indirectly from such property being lost, damaged or stolen.

Animals on Campus

Pets are prohibited on the campus at all times. Applicants with assistance dogs are advised to contact the campus in advance of application for practical advice.

Visitors

Visitors to GIA must register with Reception before entering the building and must be prepared to show photographic identification. Students are not allowed to let in guests (whether accompanied or not) without prior arrangement.

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through. Bare feet and clothing with derogatory or offensive messages are prohibited.

Smoking

Smoking, including e-cigarettes, or use of tobacco in any other form, is prohibited inside GIA buildings. Please refrain from smoking in front of the building.

Health Care and Insurance

Health insurance is not provided by GIA. The National Health Service (NHS) is the U.K.'s state health service which provides treatment for U.K. residents though a wide range of health care services. Some of these services are free of charge and some you have to pay for. Students should be aware that it is their responsibility to check whether they qualify for free health care in the U.K. and, for Tier 4 visa students, this is dealt with as a compulsory part of the visa application process. Private health care can be expensive in the United Kingdom and therefore it is very important to arrange medical insurance for the duration of your stay. Further guidance can be found at https://study-uk.britishcouncil.org/ and on the U.K. Council for International Students website at ukcisa.org.uk

Drug and Alcohol Abuse Prevention

GIA insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities.

Reporting to campus under the influence of alcohol, drugs or other substance that impairs one's mental or physical capacity is a violation of this policy and may result in sanctions up to and including dismissal. GIA may also discipline students for off-campus activities that include the illegal use of alcohol or drugs.

Students or any person in the school community who are aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Weapons

Under no circumstances are students or visitors allowed to bring firearms or other weapons to campus. Students found carrying or concealing weapons are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies.

Search and Seizure

GIA may open and inspect the contents of any student's desk, locker, computer files and software, or other furnishings, if warranted in its judgement, to ensure the health and safety of students and employees. GIA, an independent security service or law enforcement may conduct inspections or searches at any time without notice, including at times when the student is not present. In light of this policy, students should not bring to or store on GIA premises any documents, materials or other item for which they desire privacy. Personal items such as backpacks, purses, totes or other belongings may be subject to search if warranted. Failure to cooperate in any inspection can lead to disciplinary action, up to and including dismissal from GIA.

Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas).

Each facility has signage posted in the locations where video and audio monitoring is occurring. Please see Student Privacy Notice at www.GIA.edu/privacy-notice for complete disclosure.

Image Rights

As stated in the Enrolment Agreement, students authorise GIA to record their name, appearance, likeness, voice, biographical information, and/or statements in any and all manner and media throughout the world in perpetuity. GIA may copyright, publish, and republish, in whole or in part, such recordings, without seeking prior approval. GIA or its designee shall have all ownership rights in any work produced that contains such recordings and may transfer such rights at its sole discretion. Students release GIA and its agents and employees from any claims arising from the making and use of such recordings.

Gifts

GIA's policy is that neither GIA nor staff may receive gifts. GIA understands and appreciates the various gift-giving traditions in all of the countries and cultures where we work. Given the special nature of our work, however, we observe very strict gift-giving policies to avoid a conflict of interest, or even the appearance of one. Visit www.GIA.edu/ethics-compliance to view the GIA Code of Conduct.

Commercial Activities

GIA does not permit students to conduct commercial or business activities on GIA property. The display and sale of merchandise is not permitted.

Copyright Infringement and Peer-to-Peer File Sharing

Students must comply with federal copyright laws. Unauthorised distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution in addition to disciplinary action by GIA, up to and including dismissal. See www.GIA.edu/copyright-infringement for the full policy.

GIA's names and logos, like those of most organisations, are valid trademarks and as such may not be used except as described at www.GIA.edu/copyrights-trademarks. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and printed forms), which may be used only by obtaining prior written consent from GIA. For intellectual property usage requests, please email guidelines@gia.edu

Computer and Internet Access

GIA's London campus has computers available on campus for student use and computer portals and power suppliers to accommodate laptops and other portable devices. Wireless Internet access is available at no charge.

Guest Speakers

GIA occasionally organises free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewellery industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, and coloured stone controversies. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

Library and Learning Resources

London Library Services

GIA's London campus has a small collection of approximately 400 volumes of books and learning resources. The collection offers books on diamonds, coloured stones and jewellery; trade magazines and journals. The campus also subscribes to a variety of science, business, fashion, and jewellery industry magazines. No books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to borrow the books and use the resources, please ask at Reception.

Library and Information Centre

The Richard T. Liddicoat Gemological Library and Information Centre located at GIA's Carlsbad campus and world headquarters is the largest library of its kind housing a growing collection of over 65,000 books, 1,000 periodical titles in various languages and 2,000 videos and other media. Students at London's campus have access the Library's reference service and online resources.

Archives. The Library's archives and rare book collection has works dating back to 1496. Works no longer under copyright (pre-1926) are being digitised with over 1,000 titles freely available on Internet Archive at https://archive.org/details/gialibrary.

eBooks. Students and alumni may access the contemporary e-book collection on the Libby app at https://libbyapp.com. Contact us at library@gia.edu for a username and password.

Website. The library section of the GIA website offers additional resources, from recommended book lists to listings of gemstone pricing guides and appraisal associations. www.GIA.edu/library

Reference service. The library is the first point of reference for gem and jewellery professionals. Whether in person or by phone or email, librarians answer questions from scientists, jewellers, gemologists, students, researchers, authors and the media from around the world. They provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewellery history and more.

Hours and contact. The Library is open from 7:30 a.m. to 5:00 p.m. PT, Monday through Friday. Contact us at library@gia.edu, +1 760 603 4046 or +1 800 421 7250 ext. 4046.

Education Stone Sets

Our education stone sets are a significant learning resource used by students to gain hands-on, practical experience in diamond grading, gem identification and coloured stone grading. Each series of stone sets is specifically integrated with the curriculum at the appropriate learning point. Each stones is carefully selected to ensure students are exposed to a wide variety of natural, lab-grown, and treated gem species, varieties and qualities they might encounter once employed in the trade.

Blackboard Learning Management System

Students have 24/7 online access to the Blackboard Learning Management System (LMS). Gemmology students access their curriculum in a media-rich online format with embedded videos and animations to supplement learning, as well as an online glossary and links to additional learning resources such as additional videos, supplemental reading, PDF charts and references. For all On Campus students, the LMS provides access to the GIA Library and Museum's digital resources, including eBooks, audio books and videos, digital periodicals, the digitised rare book collection, the library lecture schedule, virtual museum exhibits and the Gübelin Gem Project (a repository of data on over 400 gemstones).

Academic Policies and Procedures

Academic policies and procedures help ensure the quality of every student's academic experience, support the investment our graduates make in their education and help to preserve the integrity of GIA's diplomas and certificates.

Orientation Requirements

On Campus students must complete an online and in-person orientation prior to the first day of class. Students who cannot attend the scheduled in-person orientation, should contact admissions at londonadmissions@gia.edu as soon as possible to reschedule. Students are not allowed in class until the orientation requirements are completed. Any time spent out of class to complete orientation will be considered missed hour(s) according to the attendance policy.

Attendance Policy

The curriculum is intense and students are strongly encouraged not to miss any class time. Classes begin promptly at the scheduled start time. A student may not leave the classroom without advising the instructor except at scheduled breaks.

Every morning and at each break, attendance is taken and recorded in full hour increments. A student who misses any part of a scheduled class hour will be marked for a full hour missed. For example, if a student arrives 10 minutes late to class, they are marked for one hour missed.

Attendance is specific to the programme of enrolment as indicated in the chart below. Students are responsible for being aware of how many hours they have missed. Students who approach the maximum hours allowed are given a courtesy warning.

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation. See "Advising and Probation" on page 48 Any student who misses more than the maximum number of hours allowed are dismissed. See "Dismissal Policy" on page 49

Maximum Allowable Missed Hours - On Campus

Programme	Program	Maximum Missed Hours
Graduate Gemologist	780	68*
Graduate Colored Stones	570	47
Jewelry Design	270	23
Graduate Diamonds Comprehensive CAD/CAM for Jewelry	210	21

* No more than 21 hours may be missed in the Graduate Diamonds and 47 hours in the Graduate Colored Stones course.

Maximum Allowable Missed Hours - Lab Classes

Class	Class Hours	Maximum Missed Hours
Diamond Grading Lab Gem Identification Lab	35	3*
Colored Stone Grading Lab	21	2*
Pearl Grading Lab	7	0*

* Students cannot miss any hours on the first day of class.

Clock Hours

"Clock hours" refers to number of scheduled instructional hours for each program. One clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The definition of a clock hour is separate from, and does not apply to, GIA's attendance policy.

Make-Up Hours

The attendance policy allows for a limited number of excused missed hours; make-up hours are not available. Accommodation is made for an approved religious observance. Accommodation requests are to be submitted to the school director for consideration.

Homework Policy

Homework must be submitted by the scheduled due date and time indicated on the class schedule. Students who do not submit homework on time receive a score of zero.

Lost or Damaged Materials

Students are responsible for all GIA property available to them for classroom use or loaned to them during their enrolment, including equipment, tools, gemstones, library books, classroom furniture and gem materials. These may be used during class hours only and are not to be taken home at any time, under any circumstances. Students are responsible for paying the replacement cost determined by GIA for any loss or damage beyond normal wear and tear.

Should a stone or jewellery become misplaced we will do our utmost to retrieve it; however should it not be found by the end of the programme replacement costs will be assessed and requested from you before you receive your diploma. If the item is found at a later date, the amount will be refunded to the student. Students do not have the option of replacing the lost diamond or coloured stone and must pay the replacement fee determined by GIA.

Students will not receive any certificate and/or diploma(s) until the outstanding account with GIA is paid in full.

Make-Up Work

Students have ample time to make-up missed practical work during regularly scheduled lab hours. A student may be approved to make-up a missed quiz or homework assignment for extenuating circumstances such as injury or illness, death in the family, or other circumstance determined by the institution. Requests are to be submitted to the school director for consideration.

Classroom Policies

Students are required to adhere to the following policies:

- Use of mobile phones and other devices in class is strictly prohibited. These devices must be set on silent and placed in a designated location. Devices may be used if the student leaves the classroom.
- Eating is not permitted in classrooms. Beverages in closed containers are allowed.
- Non-GIA issued tools are not allowed in the classroom. Exceptions may be approved by the school director for safety or ergonomic considerations. GIA is not responsible for loss of or damage to personal tools.
- Keycards may not be taken from any classroom.
- Blank or completed worksheets, quizzes or exams may not be taken out of the classroom.
- Projects and materials may not be taken out of the classroom without the instructors permission.
- Students must work individually unless the instructor directs otherwise.

Program-specific policies may be provided and reviewed during orientation.

Testing Policy

Testing measures a student's comprehension of the curriculum and mastery of skills. The following rules apply:

- Students are strongly advised not to miss a scheduled quiz, test or exam. Those not taken on the scheduled date and time receive a score of zero.
- Quizzes, tests and exams in progress may be declared null and void if a classroom must be evacuated for any reason. The test will be rescheduled as necessary.
- Quizzes, tests and exams must be completed within the specified time limit.
- All quizzes, tests and exams are closed-book unless the instructor indicates otherwise.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only provided to gemmology students who do not pass.
- Students with English as a second language may use a printed English translation dictionary, but only after it is examined by the instructor. Electronic translators may not be used.
- Unauthorised electronic devices may not be used during testing.
    - Mobile devices must be turned off and placed in a designated location.
    - Cameras and other recording devices are not allowed.
    - Standard, non-programmable calculators are allowed.
    - In some cases, GIA may provide electronic devices; if so, students must follow instructor's directions.

Grading System

Progress and quality of student's work in their program of study is measured by a system of letter grades and grade percentages as shown below. Grades are based on the quality of work as reflected by the learning deliverables and indicated in the course syllabus.

Letter Grade	Percentage Range	Grade Points
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59-below	0.0
INC	Incomplete	This is a temporary grade that is converted to a letter grade or SWD based on the final grade earned. Students who fail to complete their coursework within the agreed-upon time receive a final grade of SWD.
SWD	Student Withdrawal	Student was withdrawn from their program of enrollment after the cancellation period.
R	Repeat	Course has been retaken and the original grade is replaced by the new grade for academic record purposes.

Grading Policy

Final grades are awarded to each student, in each program, within two business days of the end date.

Assignments, quizzes and exams completed in Blackboard are graded immediately upon submission. Online assignments, quizzes and exams are graded immediately upon submission. Practical assignments, quizzes and exams are typically graded within two business days. Students can access grades and monitor their progress throughout their programme in the Blackboard LMS at https://blackboard.gia.edu

Graduating With Honors. Graduating with honors is a tribute that recognizes academic achievement. Students who have achieved a 3.7 GPA or higher in a program will qualify for honors distinction.

Academic Integrity Policy

GIA highly values academic integrity, meaning an honest representation of one's own work. While we also value the benefit of collaborative education where students are able to work with and learn from one another, there is a line between collaboration and academic dishonesty. Students who violate this policy are subject to discipline up to and including dismissal. Examples of academic dishonesty include but are not limited to the following:

Cheating. Copying another students work or using unauthorised aids during an examination, test or quiz or to complete a project, assignment or worksheet. Examples of unauthorised aids include written notes, mobile phone or other device, AI, the Internet and homework/test/quiz sharing or exchange sites.

Plagiarism. Copying work or ideas, including but not limited to the use of electronic aids and misrepresenting them as one's own.

Falsification. Making up fictitious information or altering records for the purpose of misrepresentation.

Facilitation. Helping another student to cheat, plagiarise, or falsify information. Some examples include:

- knowingly allowing another student to copy your work
- sharing or exchanging quiz, test, exam or assignment questions and/or answers with another student, on a site that may be searched by others, or referring another student to those sites
- copying or reproducing keycards or quiz, test, exam or assignment questions by any means
- unauthorised possession of practical assignments or projects

The failure of a student to report known or suspected cheating or other forms of academic dishonesty is also considered a violation of this policy.

Student Identity Verification

GIA establishes that the student who registers in a programme is the same who participates in and completes the programme by one or more of the following methods:

- Collecting a copy of a government-issued photo ID or passport
- Using a secure login and password to complete written assignments, quizzes and exams
- Taking and recording attendance

Quality Policy

GIA's London campus is committed to providing education, training and associated support services to defined and verifiable standards of quality and continuous improvement.

In order to achieve this, a framework is used which includes as an integral part, the process of self-assessment and the analysis of student feedback.
The School has a strategy for the delivery of education which sets out a common framework for all programmes of study. We aim to meet and exceed the needs of diverse students. However, all programmes must work within the common framework or system, which requires the setting of targets and performance criteria, against which they are monitored, reviewed and evaluated. See Academic Progress Policies below.

Academic Progress Policies

GIA monitors each student's academic progress to ensure they are moving toward successful completion of their program. Students receive progress reports at scheduled benchmarks. Throughout their program, students can monitor their progress in the Blackboard LMS at https://blackboard.gia.edu or request a conference with their instructor.

Satisfactory Academic Progress (SAP)

For 780 clock-hour programs (Graduate Gemologist), SAP is evaluated at the midpoint of the program. Students must maintain a cumulative average score of 75% or higher, rounded up to the nearest 1%, on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for any practical work as specified in the course syllabus.

Withdrawal (SWD) and Incomplete (INC) grades are considered in cumulative grading standards and as attempted hours in maximum time-frame measures.

All students who fail to meet the SAP requirement at the midpoint of the programme placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. See "Advising and Probation" on page 48. Students who do not meet the terms of their Academic Improvement Plan are dismissed. See "Dismissal Policy" on page 49.

Institutional Academic Progress Standards

In addition to the SAP for 780 clock-hour programs, all On Campus students are held to academic standards evaluated at benchmarks specified in the course syllabus. Students who do not meet the academic standards specified in their syllabus are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. See "Advising and Probation" on page 48. Students who do not meet the conditions of their Academic Improvement Plan are dismissed. See "Dismissal Policy" on page 49

Maximum Timeframe

Students must complete their programme within a maximum timeframe not exceeding 150% of the published programme length, measured in calendar time and clock hours. The days that a student is on an approved LOA is excluded from the maximum timeframe measurement.

Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and lab sessions to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed.

Schedule and Student Record Book

On Orientation Day each student will receive a schedule. The schedule is presented in a weekly format. Each box represents one day. Homework due for the day is listed in bold at the top, the lecture subjects and class activities along with any quizzes or tests are noted second, and lastly, stone requirements are noted in the bottom right hand corner. Vacations and holidays have been incorporated and we will add any special events that come up as the course progresses.

Stone Requirements (Gemmology Only)

Most Fridays your lab work for the week will be turned in so that your instructor can ensure that you are meeting and completing the requirements for the course. All required totals for the week and programme to date are listed in your Schedules. Instructors also keep a daily record on the board

so that you can be sure you remain on pace. There is ample space in your student record book for you to record all the stone numbers and wheels that you complete to avoid repeating work. Failing to meet the requirements places you on academic probation or advising which could result in dismissal from the programme. You are encouraged to identify as many stones as you can beyond the requirements so that you can sharpen your skills as well as your accuracy.

Extended Lab Hours

GIA may schedule additional lab hours for students who are not meeting academic progress standards.

Advising and Probation

Students who do not meet academic, attendance or behaviour standards may be placed on an advising or probation status. The purpose of this is to i) formally notify students that their performance does not meet the standards, ii) set goals for improvement and iii) provide guidelines and a reasonable amount of time to meet those standards.

Academic Advising

Students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their plan, their academic status is returned to good standing. Students who do not meet the conditions of their plan are dismissed.

Academic Probation

Students enrolled in 780 clock-hours programs who fail to meet the satisfactory academic progress (SAP) requirements at the midpoint of their programme are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. If the student meets all conditions by the date specified in their plan, their academic status is returned to good standing. Students who do not meet the conditions of their plan are dismissed.

Attendance Probation

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum allowed hours are dismissed.

Behavioural Probation

Students who do not comply with the Student Code of Conduct and Standards of Behaviour may be placed on Behavioural Probation and notified in writing. Students who do not meet the terms of their probation are dismissed.

Leave of Absence Policy

Students enrolled in any On Campus programme may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes are not eligible for a leave of absence. An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact the school director for additional information.

A leave will be approved if GIA determines that **i**) there is a reasonable expectation that the student will return, **ii**) the request complies with this policy and **iii**) there is space available for the student to return to the programme within the maximum allowable leave time. If approved, an addendum to the student's enrolment agreement is generated.

Maximum Length. The maximum length of time for an LOA is 180 calendar days. A student may be granted more than one leave, but combined cannot exceed 180 calendar days within a 12-month period. Students must submit any request to extend an approved LOA in writing to the school director prior to the expiration of their original LOA.

Requesting Leave. The LOA request must be submitted in writing to the school director in advance. If unforeseen circumstances prevent a student from providing a prior written request, GIA may approve the student's leave and collect the written, signed and dated request at a later date. Students who do not select an available return date within five business days of submitting the LOA request will be withdrawn.

Returning from Leave. Students are placed back into the programme at a point determined to ensure their success, generally students are asked to repeat two weeks. There is no fee for repeat class time. Students may return earlier from a leave given class availability. Students who do not return as agreed are withdrawn. A final grade of SWD is posted to the student's academic record and any refund is calculated according to the terms of the student's enrolment agreement.

Withdrawn students who wish to continue will need to re-enrol from the beginning of the programme at current tuition and fees.

Dismissal Policy

GIA may terminate a student's enrolment for academic, attendance or behavioural reasons at any time. Reasons for dismissal include, but are not limited to:

- Violation of Student Code of Conduct and Standards of Behaviour or other institutional policies
- Failure to meet academic progress standards
- Failure to abide by the attendance policy
- Cheating or any other form of academic dishonesty
- Offensive, disruptive, threatening, harassing, bullying or insubordinate behaviour
- Stealing school property or the personal property of any individual
- Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or wilfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA

Upon dismissal, a final grade of SWD is posted to the student's academic record and any refund is calculated according to GIA's Refund Policy.

Appeal for Readmission

Students who are dismissed must submit a formal appeal in order to be readmitted into any GIA program, course or class. Submitting an appeal does not guarantee readmission, which is at the sole discretion of GIA.

Appeal Process

Students must submit an *Appeal for Readmission Form* and any additional supporting documentation to the Admissions Committee for review. The school director, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the appeal.

If approved, the student is notified of any readmission terms or conditions. If a student was dismissed for failure to meet academic progress, the student is no longer eligible for Federal Financial Aid.

A student may submit a maximum of three appeals. If a student is dismissed for behaviour reasons and the first appeal is denied, subsequent appeals will only be considered following a one year waiting period.

Transferability of Credits Earned at Our Institution

The transferability of credits you earn at GIA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Gemological Institute of America to determine if your diploma or certificate will transfer.

Transfer Credit Policy

GIA does not accept transfer credit from other institutions. GIA does not currently have an articulation or transfer agreement with any other institution. GIA does not accept transfer credit for experiential or equivalent learning, challenge examinations or achievement tests.

Transferability of Coursework to another GIA Program

Graduate Diamonds or Graduate Colored Stones diplomas earned through a full-time, On Campus programme at another GIA campus location or a GIA-affiliated school entity will be accepted for credit toward the Graduate Gemologist diploma.

Lab classes are not transferable into a full-time, On Campus program.

Graduation Requirements

To maintain enrollment, students must continue to meet academic progress, attendance, and behavioral standards throughout their program. In order to graduate and earn their credential, students must satisfy the minimum academic requirements detailed in the course syllabus. All tuition and fees must be paid in full and all stones, equipment, library books, and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

Graduation Requirements – Gemology & Jewelry Arts Programs

- Complete all practical work as specified in the course syllabus.
- Achieve a minimum cumulative course grade of 75% (C) or better.
- Pass both the practical* and written final exams with a score of 75% or higher.
  - *Note: For the Graduate Colored Stones program, students must pass the practical* exam with a score of 100%.*
- To pass the Graduate Gemologist program, students must complete the Graduate Colored Stones and Graduate Diamonds courses by meeting the minimum requirements listed above.

*Each practical exam allows for multiple attempts, see course syllabi for details.

GIA On Campus Program Graduates

Student Records

The care and protection of applicant, student and graduate data is of utmost importance. GIA's Student Privacy Notice, found at www.GIA.edu/student-privacy-notice, describes the policies and practices regarding our processing, including collection, use and handling of personal data. Student records are maintained in accordance with federal, state and accreditation requirements; transcript data is retained permanently.

Contact Information

Students may update their contact information through the My GIA Education Portal at https://education.GIA.edu or by contacting us at londonadmissions@gia.edu

Legal Names

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. Students may request to not display their middle name on their credential by contacting the student records department.

GIA requires official documentation and written authorisation to make changes or corrections to the legal name listed in your student records. You must submit one document that shows the current/old name that is in our records and another document that shows your new/updated name. The following documentation is acceptable:

- Valid government-issued photo ID
- Marriage certificate
- Divorce decree
- Naturalisation documents
- Other court-issued document

Preferred Name and Pronouns

GIA recognises that many students use a first name other than their legal first name to identify themselves. A student's preferred name will be displayed on class rosters, in the learning management system (Blackboard) and in the My GIA Education Portal. Members of the GIA community respect each other by using the personal pronouns individuals identify for themselves. Students may provide a preferred first name and pronouns at the time of admission or anytime thereafter on the My GIA Education Portal.

Letters of Good Standing

Upon request, GIA will issue a letter of good standing that are typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact us at londonadmissions@gia.edu or +44 20 7813 4321.

Transcripts

Current students may download an unofficial transcript on the My GIA Education Portal at https://education.GIA.edu. Graduates may contact admissions at londonadmissions@gia.edu to request a copy of their unofficial transcript. These are provided at no charge.

Current students may order an official transcript from our vendor on the My GIA Education Portal at https://education.GIA.edu. Current students and graduates may order an official transcript directly from our vendor at www.parchment.com/u/registration/individual. There is a 10 USD fee for each transcript ordered, plus additional fees for expedited shipping.

Contact us at londonadmissions@gia.edu for inquiries or further instructions.

Diplomas and Certificates

Students will receive both a printed and a digital copy of their On Campus diploma or certificate once all graduation requirements are met and the credential has been conferred. Print diplomas are mailed directly to the student's address on record. Students may update their shipping address on the My GIA Education Portal at https://education.GIA.edu or by emailing londonadmissions@gia.edu . The student will receive a confirmation email once the print diploma or certificate has shipped and a second notification with access to their digital diploma or certificate.

Students must report in writing if a printed diploma or certificate is damaged in transit or was not received within 10 business days after receiving the shipment confirmation. A photo may be required in the case of damage. In these cases, a replacement is provided at no charge and will be reshipped within 15 business days of receiving the student's written notice. For inquiries, contact us at londonadmissions@gia.edu or +44 20 7813 4321.

Diploma and Certificate Holds

Students will not receive a diploma or certificate until all academic and financial obligations are met.

Reprint Diplomas and Certificates

Reprint diplomas and certificates are 70 USD and 65 USD respectively. Reprint diplomas and certificates are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor at https://parchmentsupport.force.com or student records at londonadmissions@gia.edu or +44 20 7813 4321.

Graduation Announcements

Graduation announcements are available upon request. Contact us at londonadmissions@gia.edu or +44 20 7813 4321.

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online. Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at www.GIA.edu/doc/GIA_Education_Verification-Request.pdf.

Academic Credentials Usage Policy

Usage guidelines apply to all current and former students of the Gemological Institute of America, Inc. and its related entities (collectively referred to as GIA).

Usage Guidelines for Academic Credentials

Academic credentials earned at GIA are respected by gem and jewellery professionals around the world. They are the internationally recognised symbol of the highest standard of education in the fields of gemmology and jewellery arts.

It is appropriate and customary for recipients of GIA diplomas to signal their achievement by appending the relevant academic designation to the end of their name. It should be noted, however, that GIA alumni are required to abide by specific standards of usage.

Although the following examples do not reference every diploma offered by the Institute, they should help you determine how GIA's Usage Guidelines for Academic Credentials apply to you.

General Usage

You may reproduce and display your GIA diploma, certificate or letter of completion in its entirety. Note that when a credential is advertised, it must be used in association with the recipient's name and the advertisement must not in any way state or imply an affiliation with or endorsement by GIA.

Only the acknowledgement of a diploma or degree from GIA should be placed on business cards. Individual coursework that is completed but does not result in a diploma is best listed on resumes and curriculum vitae.

Diplomas

The following examples refer to the Graduate Gemologist (GG), Accredited Jewelry Professional or Applied Jewelry Professional™ (AJP®), Gemologist, Jewelry Design & Technology (JDT) and Graduate Jeweler (GJ) diplomas:

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP
- Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT
- John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ
- Jane Doe, GIA GG, GJ

The following examples refer to the Graduate Diamonds, Graduate Colored Stones and Graduate Pearls diplomas:

- Jane Doe, GIA Diamonds Graduate
- John Doe, GIA Colored Stones Graduate
- Jane Doe, GIA Pearls Graduate

The following example refers to the Applied Jewelry Arts (AJA) diploma:

- John Doe, GIA Applied Jewelry Arts, or John Doe, GIA AJA

Employment Citations

Companies may state that they have GIA Graduate Gemologists, Applied Jewelry Professional™ (AJP®), Accredited Jewelry Professionals, Gemologists, Graduate Jewelers, or Jewelry Design & Technology graduates on staff, provided that such statements are accurate and companies agree to cooperate with any verification that may be requested by GIA or others.

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CAMPUS LOCATIONS

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