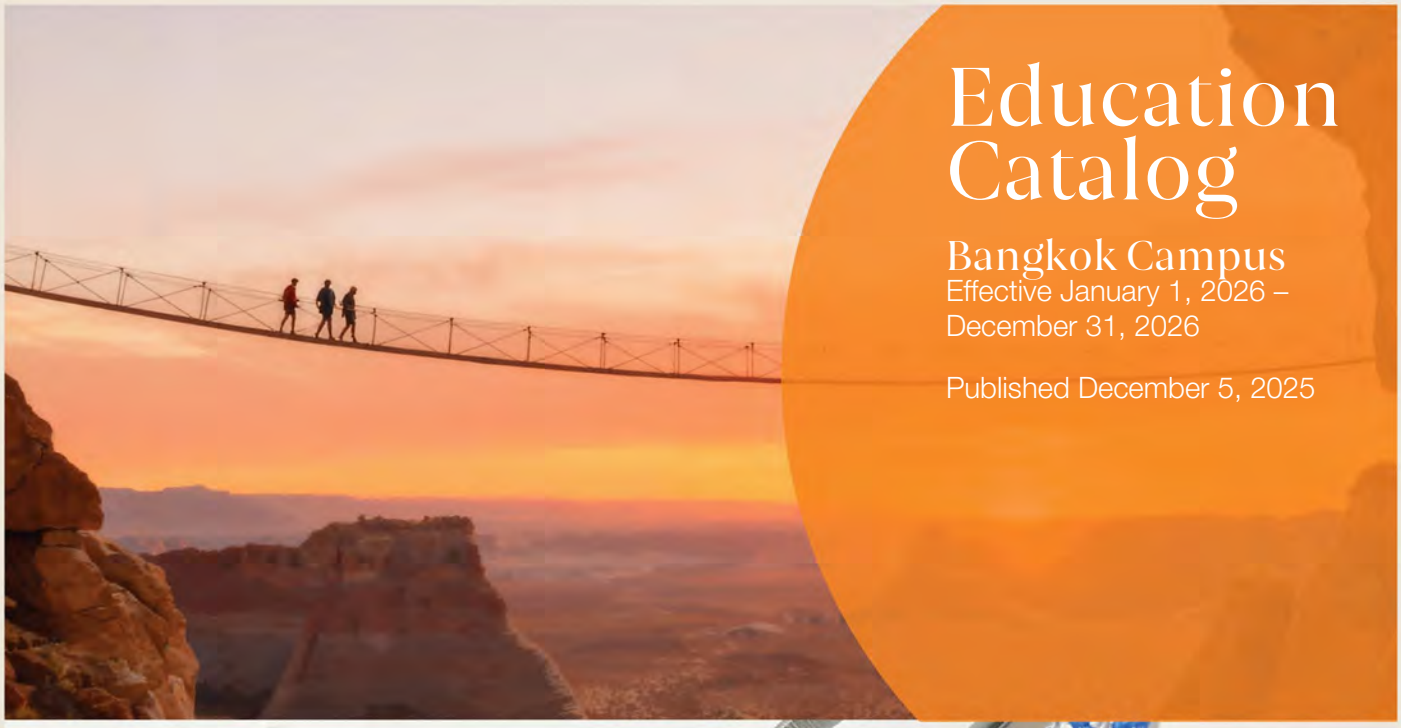
GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

2026
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Education Catalog

Bangkok Campus

Effective January 1, 2026 – December 31, 2026

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2026 Catalog Addendum

Bangkok Catalog

Catalog amended 2026 Education Catalog - Bangkok Campus, Vol. 1.9

Effective date(s) As specified for each revision below.

This addendum is part of the 2026 Education Catalog for the Bangkok Campus and must be read together with that catalog. In the event of a conflict between the catalog and this addendum, the provisions of this addendum shall control.

Catalog Provisions Superseded

The following provisions of the 2026 Education Catalog are revised as stated below:

Page	Catalog reference	Revision	Effective Date
5, 35	Welcome Message, GIA Alumni Collective™	Revised the global alumni network total from 165,000 to 185,000.	October 28, 2026
9	Faculty and Education Management	Revised the titles for Kelly Yantzer (Vice President, Global Education Administration) and Corey Rosso (Vice President, Global Strategy and School Operations).	October 28, 2026

No Other Changes

Except as expressly stated in this addendum, all other information, policies, requirements, and disclosures in the 2026 Education Catalog remain unchanged and in effect.

For questions regarding this addendum, contact GIA Bangkok Admissions at giabkkedu@gia.edu, or call us at +66 2779 6100.

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Welcome Message

Growing up in a multi-generational family jewelry business, I always knew GIA would shape my future. Looking back now, I can say with certainty that a GIA education opened the door to a rewarding career filled with opportunities I never could have imagined.

When I completed the Graduate Gemologist program, I gained more than knowledge and credentials. I gained the confidence to shape my own path and a network of fellow alumni who continue to inspire, support, and guide me to this day.

My career began at Tiffany & Co., where I advanced from sales professional into management. Today, I have the privilege of serving as Senior Vice President and Chief Learning Officer at GIA.

While my journey is uniquely mine, it reflects something many GIA alumni share: a GIA education is transformative. It equips you with skills, credibility, and connections that open doors across the gem and jewelry industry. It was the best investment I made for my future, and I believe it can be the same for you.

From gemology to jewelry arts, our programs provide the knowledge and expertise you need to excel in your chosen field. Whether your path leads to sales, manufacturing, design, appraisal, or auction, you will graduate prepared for success. GIA alumni hold influential roles across every sector of the industry, and with a GIA diploma, you will be ready to step into that world with confidence.

Beyond what you learn in our programs, you will also join a powerful global community. The GIA Alumni Collective®, more than 165,000 strong across 59 chapters worldwide, is here to celebrate your achievements, share knowledge, and connect you to opportunities that will shape both your career and your life.

As you explore this catalog, I invite you to imagine what's possible for your future. At GIA, you will find the foundation, the inspiration, and the community to achieve your dreams. The world of gems and jewelry is waiting – your journey begins here.

Warm regards,

Cathryn Ramirez, GIA GG
Senior Vice President & Chief Learning Officer



Cathryn Ramirez, SVP and Chief Learning Officer - ©GIA

Mission and History

GIA's mission is to transform students into the trusted gem and jewelry professionals and makers of the future through flexible education.

Educational Values

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

Lifelong Learning and Curiosity

We encourage continuous learning, growth and exploration.

Creativity and Innovation

We champion creative thinking and innovative solutions, driving progress and inspiring new ideas.

Integrity and Respect

We uphold the truth with consideration for the thoughts and ideas of others.

Global Community

We foster collaboration and enduring relationships with peers and colleagues around the world.

History

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

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize 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 center 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, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry arts and related subjects.

Accreditation

Lab classes offered through the Bangkok campus are accredited by Distance Education Accrediting Commission (DEAC). GIA's Applied Jewelry Professional™ development program and the Essentials courses are avocational in nature and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

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

Licensing and Approvals

GIA's Bangkok office is registered with the Office of the Private Education Commission, Ministry of Education in Thailand.

Office of the Private Education Commission, Ministry of Education in Thailand
319 Chankasem Palace, Ratchadamnoen
Nok Road, Dusit, Bangkok 10300 Thailand
+66 2282 1000
https://opec.go.th/

Governance

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

Wendy A. Bohrson, Ph.D.*
Professor, Department of Geology and Geological Engineering, Colorado School of Mines

Lisa Bridge*
President and CEO, Ben Bridge Jeweler

Lake Dai
Adjunct Professor, Applied AI at Carnegie Mellon University

François Delage*
Experienced global luxury, fashion and jewelry retail CEO

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

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

Pritesh Patel*
President and CEO, GIA

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

Tammy Storino
Chief Financial Officer, Beach House Group (BHG)

Marcus ter Haar
Experienced diamond industry executive

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

Education Committee of the Board

The Education Committee of GIA's Board of Governors provides input and perspectives that are vital to the Institute's success, growth, and continuous improvement. Committee members are indicated with an asterisk (*).

Faculty and Education Management

Faculty

GIA's faculty meet or exceed applicable 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 catalog. Please refer to our website at www.GIA.edu/gem-education/bangkok/faculty for an up-to-date listing of our faculty and qualifications.

Pitchaya Lopiti, Manager
MBA, Chulalongkorn University
BS Material Science, Srinakharinwirot University
GIA GG, AJP, Pearls Graduate

Chotika Siribunsuk, Associate Instructor
Beng Chemical and Process Engineering , University of Leeds
GIA GG

Teerarat Pluthametwisute, Associate Instructor
B.Sc. Faculty of Gem, Burapha University, Ph.D. Department of Geology, Chulalongkorn University
Post-doctoral researcher, Department of Mineralogy & Crystallography, University of Vienna, Austria

Executive Management

GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewelry industry who are responsible for carrying out the Institute's mission. 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.

Cathryn Ramirez
Senior Vice President and Chief Learning Officer

Corey Rosso
Vice President, Academic Affairs

Kelly Yantzer
Vice President, Student Affairs

Education Management

Robyn Burrell
Director, Education Administration and Financial Aid

Claudia D'Andrea
Director, Thailand Education

Kimberly Overlin
Director, Student Services and Dean of Students

Nattaya Sirisuttarom
Supervisor, Administration

Facility, Classrooms and Equipment

GIA's Bangkok campus is located at Mitrtown Office Tower, 19th Floor, Unit 1901-1902 944 Rama IV Road, Wangmai, Pathumwan Bangkok 10330. All On Campus and lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement. Find the Bangkok 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 495 square meters and includes three classrooms, reception area, library, student canteen and administrative offices.

Wireless Internet access is available at no charge throughout the campus.

GIA has been designed and constructed in compliance with any applicable local laws and codes in effect at the time of design. All travel pathways, door openings, force ratings, reach ranges, sinks, lavatories, toilets and other elements subject to the code are designed and specified in compliance with these mandates.

To help ensure the safety and security of our students, employees and guests, the building has security officers on duty 24 hours a day, seven days a week with GIA security officers present during the school week. There is restricted/ monitored access to the campus. A dedicated facilities department ensures the ongoing and routine maintenance of the facilities, equipment and replenishment of supplies.

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 program and class description in this catalog.

See "On Campus Programs" on page 13.
See "Lab Class Descriptions" on page 20.







Top: Student Reception; Middle: Student Canteen; Bottom: Library - ©GIA

School Calendar and Hours of Operation

2026 School Closure Dates

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

Date	Holiday / Event
01 January 2026 (Thursday) through 02 January 2026 (Friday)	New Year's Day
03 March 2026 (Tuesday)	Makha Bucha Day
06 April 2026 (Monday)	Chakri Memorial Day
13 April 2026 (Monday) through 15 April 2026 (Wednesday)	Songkran Festival
01 May 2026 (Friday)	National Labour Day
04 May 2026 (Monday)	Coronation Day
01 June 2026 (Monday)	Subsitution for Visakha Bucha Day
03 June 2026 (Wednesday)	H.M. Queen Suthida Bajrasudhabimalalakshana's Birthday
28 July 2026 (Tuesday)	H.M. King Maha Vajiralongkorn Phra Vajiraklaochaoyuhua's Birthday
29 July 2026 (Wednesday)	Asarnha Bucha Day
12 August 2026 (Wednesday)	H.M. Queen Sirikit the Queen Mother's Birthday
13 October 2026 (Tuesday)	H.M. King Bhumibol Adulyadej The Great Memorial Day
23 October 2026 (Friday)	Chulalongkorn Day
07 December 2026 (Monday)	Substitution for H.M. King Bhumibol Adulyadej the Great's Birthday
10 December 2026 (Thursday)	Constitution Day
31 December 2026 (Thursday)	New Year's Eve

Hours of Operation

The Bangkok campus is open Monday - Friday from 9:00 a.m. to 6:00 p.m. except for the scheduled school closures noted above.

Registration Period

GIA has one year-long academic term with continuous enrollment.

Class Schedules and Hours

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

On Campus Programs. Class hours are Monday through Friday from 9:30 a.m. to 4:30 p.m. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Class hours will be extended to 5:30 p.m. to accommodate for school closures. Students should expect to spend several hours each day outside of class on homework. There is no orientation for Applied Jewelry Professional; normal class hours are 9:30 a.m. to 5:30 p.m.

Lab Classes. Normal classroom hours are from 9:30 a.m. to 5:30 p.m. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

Contacts and Resources

Campus Contacts

Bangkok Campus
Admissions, registration, payment, cancellation, withdrawal, visas, housing, transportation, library, student workroom
+66 2779 6100 | giabkkedu@gia.edu

School Director
Reasonable accommodations, leave of absence, cancellation,
withdrawal, probation, dismissal, complaints
+66 2779 6100 | cdandrea@gia.edu

Resources

Alumni Collective™
Membership, benefits, events
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+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:
Download on the App Store GET IT ON Google Play
Web and App requires set-up of a new password.

Education Service Desk - Technical Support
Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4350 | www.GIA.edu/education-support

GIA Store
Optional books and instruments
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4200
https://store.gia.edu | giastore@gia.edu

Library - GIA Main Campus (Central)
Reference service, online resources
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4046 | library@gia.edu

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

On Campus Programs

GIA offers full-time, instructor-led gemology and jewelry arts certificate and diploma programs through its On Campus division. Our faculty have an in-depth knowledge of gemstones, diamonds, equipment, CAD software and an impressive understanding of the jewelry 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.

Program Name	Program Number	Clock Hours	Instructional Weeks	Program Length in Weeks (Calendar Duration; May vary with scheduled closures)	Description and Details
GEMOLOGY					
Graduate Gemologist®	GEM 2500	780	26	28	See on page 14
Graduate Diamonds	GEM 2200	210	7	8	See on page 16
Graduate Colored Stones	GEM 2300	570	19	20	See on page 18
PROFESSIONAL DEVELOPMENT					
Applied Jewelry Professional™	GEM 1000	35	1	1	See on page 22



Students use gemological equipment to identify colored stones - ©GIA

Graduate Gemologist®



Description

The Graduate Gemologist diploma program at GIA provides an extensive education in gemology, encompassing both diamonds and colored stones. This program consists of two specialized courses; Graduate Diamonds and Graduate Colored Stones, each leading to an individual diploma. Upon completion of both courses, students achieve the comprehensive Graduate Gemologist diploma. Participants in the Graduate Gemologist program gain a deep understanding of the gemology field, preparing them for careers in the gemstone and jewelry 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 – color, 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; and 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

The Graduate Colored Stones course blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color 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 gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones. Please see the Graduate Colored Stones program description for more details.

Learning Objectives

- Describe the components of the diamond and colored stone supply chain
- Explain the science of diamond and colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Describe 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 colored stones, including traditional and current industry practices.
- Scientific Foundations: Robust course content based on decades of original research on diamond and colored stone formation, identification, and evaluation.
- Professional Instruction: Instruction team with real gem and jewelry trade experience, solid gemology knowledge base and professional teaching skills.
- Practical application: Hands-on training using professional gemological tools with the GIA 4Cs 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 Jewelry Specialist, Colored Stone Buyer, Diamond Buyer, Diamond Sorter/Grader, Estate Jewelry Dealer, Staff Gemologist, Inventory Control Specialist, Jewelry Business Owner, Jewelry Buyer, Jewelry Sales Professional, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Wholesaler

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

Details

Graduate Gemologist		
Courses	**Clock Hours**	**Calendar Weeks**
GEM 2200 Graduate Diamonds	210	8+ weeks
GEM 2300 Graduate Colored Stones	570	20+ weeks
Total Program Hours/Weeks	780	28+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 27	

Schedules and Class Hours

Visit www.GIA.edu/gem-education/bangkok/schedule for schedules. Normal class hours are 9:30 a.m. to 4:30 p.m. Students will be notified in advance if hours will be modified.

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, diamond grading tray, a handheld 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 padfolio, 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.

See "Technology Requirements" on page 23.



GIA Microscope, rough and polished amethyst - ©GIA

Graduate Diamonds



Description

The GIA Graduate Diamonds diploma program 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 – color, 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; and 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. The Graduate Diamonds program 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 (color, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the effects of diamond treatment
- Describe characteristics of natural and lab-grown diamonds
- Describe how quality, rarity, color and market factors affect gem value

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 Sorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Auction House Jewelry Specialist, Wholesaler

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

Details

Graduate Diamonds	
Program Number	GEM 2200
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 27

Schedules and Class Hours

Visit www.GIA.edu/gem-education/bangkok/schedule for schedules. Normal class hours are 9:30 a.m. to 4:30 p.m. Students will be notified in advance if hours will be modified.

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, a handheld light source and diamond grading tray. As part of their course materials, students receive a 10x loupe, diamond tweezer, gem cloth, pointer probe, plotting pens, table gauge, crown angle cards, color grading cards, GIA padfolio and a lab manual.

See "Technology Requirements" on page 23.



Rough and polished diamonds - ©GIA

Graduate Colored Stones



Description

The Graduate Colored Stones diploma program blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color 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 gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones. The Graduate Colored Stones program may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of colored stone supply chain
- Explain the science of colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Identify diamonds, colored stones and simulants
- Grade colored 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

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

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

Details

Graduate Colored Stones	
Program Number	GEM 2300
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 27

Schedules and Class Hours

Visit www.GIA.edu/gem-education/bangkok/schedule for schedules. Normal class hours are 9:30 a.m. to 4:30 p.m. Students will be notified in advance if hours will be modified.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, UV lamp with viewing cabinet, desktop prism spectroscope, color 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 polarizing 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, colored stone tweezer and lab manuals.

See "Technology Requirements" on page 23.



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

Lab Class Descriptions

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

GEM 149L Pearl Grading Lab

The 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, color, luster, surface, nacre thickness and matching.

Students must pass a two-stone pratical exam* with a score of 75% or higher to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes a daylight equivalent light source, neutral bead string tray and a pearl grading master set with an informational keycard. Students receive a pencil, gem cloth and lab manual as part of the course materials.

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

Students must pass a two-stone practical exam* with a score of 75% or higher to complete the class successfully. Each student workstation includes a binocular microscope with a daylight equivalent light source, tweezers and a 10x loupe. Students receive a pencil, gem cloth, pinpoint incandescent light source, color grading card and lab manual as part of the course materials.

- **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 color scale, students apply their knowledge by assigning color, 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 practical exam* with a score of 75% or higher to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a handheld light source and diamond grading tray. Students receive a pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, loupe, color grading card and lab manual as part of the course materials.

- **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 jeweler's loupe - ©GIA

GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the gem identification process and the operation of the gemological equipment used to test and identify colored 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* with a score of 75% or higher to complete the class successfully. Classrooms contain a prism spectroscope, diffuser plate, color filter, fiber optic light, UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece and optic figure sphere, monochromatic light source and tweezers. Students receive a gem cloth, pinpoint incandescent light source, color grading card and lab manual as part of the course materials.

- **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 45 for more information.

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. Students are required to pass within three exam attempts, achieving a minimum score of 75% or higher.



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

Professional Development

GIA's professional development offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewelry professionals who wish to further their knowledge or aficionados looking to explore their passion, professional development offerings are a fast way to become familiar with a target topic or issue and stay current with industry research and trends.

The classes listed here are offered by the Bangkok campus.

Continuing education offerings are not intended to prepare individuals for entry-level employment and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

GEM 1000 Applied Jewelry Professional™ (AJP®)

The program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. Students learn basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store. To enable effective product conversations, examples are provided on how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP coursework provides clear and concise information that can be immediately implemented on the job.

Duration:5 days
What you earn: Professional Development Diploma
Cost: 37,500 THB due at the time of registration

Details

Applied Jewelry Professional	
Program Number	GEM 1000
Clock Hours / Instructional Weeks	35 hours / 1 instructional week
Program Length (Calendar Duration)	1+ calendar week (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 27

Schedules and Class Hours

Visit www.GIA.edu/gem-education/bangkok/schedule for schedules. Normal class hours are 9:30 a.m. to 5:30 p.m. Students will be notified in advance if hours will be modified.

Technology Requirements

All students are required to have access to the My GIA Education Portal and Blackboard LMS, using a computer, tablet, or mobile device with a stable Internet connection. A valid email address that is not shared with others is also required for security purposes.

General Technology Requirements

All students are expected to have regular access to the following technology in order to participate successfully in their courses:

Operating Systems (Recommended)

- Windows (computers): Windows 11 (64-bit) or Windows 10 (64-bit), version 22H2 or later
- macOS (computers): macOS 12, 13, or 14 (Sonoma)
- Tablets & mobile devices: Most recent version of iOS or Android

Supported Browsers

- PC: Latest versions of Firefox, Chrome, Edge, or Safari
- Mac: Latest versions of Safari or Google Chrome

Monitor Resolution

- 1280 × 720 screen resolution (recommended for accessing online curriculum)

Browser Settings

- Cookies enabled
- Pop-up blockers disabled

Adobe Acrobat Reader

- Most recent version (free at get.adobe.com/reader)

Compatibility Notes

- Systems can operate with Windows 8 or higher, or macOS 11 or higher
- Support for Windows 8.1 and earlier and macOS 11 and earlier is no longer available
- Requirements are subject to change; students will receive advance notice

Admissions Policies and Procedures

Admission Requirements

To be admitted into programs or classes at GIA's Bangkok campus, applicants must meet the following requirements: i) have a high school diploma or the equivalent, ii) be at least 18 years of age, iii) have the ability to read and write in English at the level of a graduate of a secondary school where English is the primary language of instruction.

All programs are taught in English. GIA does not offer English as a second language (ESL) instruction.

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

- Thai residents must provide a copy of a valid Thai Identity Card or Thai Resident Certificate.
- Applicants who are not a Thai resident must provide a passport copy (all paged that have been used).

☑ Proof of Graduation

Copy of your diploma or degree, or an official/unofficial transcript showing the graduation date for ONE of the following:

- High school / high school equivalency diploma
- Undergraduate or graduate degree from a college or university

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 example, a student from a war-torn country whose school no longer exists. The student may be approved to attest to the fact that they have obtained a high school diploma or its equivalent.

☑ 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

Applicants whose citizenship or proof of graduation is from a country where English is the official language* and all lab class applicants are exempt from this requirement. All other On Campus applicants must met the minimum requirement on an approved English-language proficiency exam. See "English-Language_Proficiency_Exams" on page 25 .

☑ Purpose of Attending and Personal History Forms

"Purpose of Attending the Course" and "Personal History" forms. Contact giabkkedu@gia.edu for these forms; original must be submitted to GIA by mail or in person.

*English-language Countries. Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Rwanda, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Virgin Islands, Wales, Zambia, Zimbabwe (Field Listing - Languages, The World Factbook. Central Intelligence Agency)

English-Language Proficiency Exams

Applicants who are required to take an English-language proficiency exam must meet the minimum requirement for ONE of these approved exams or courses.

Testing / Language Center	Minimum Requirement
Test of English as a Foreign Language (TOEFL®); www.ets.org/toefl.html GIA's TOEFL code is 9028	Overall band score of 8 on TOEFL Essentials™ or 61 on TOEFL iBT® or 500 on paper-based TOEFL or 3.5 on the TOEFL iBT® 1–6 scale. *The Institutional TOEFL (ITP) test is not accepted.*
International English Language Testing System (IELTS™); www.ielts.org	Overall band score of 6.0 on IELTS Academic
International Test of English Proficiency (iTEP); www.itepexam.com	Level 4 on iTEP Academic-Plus
Pearson Test of English (PTE); www.pearsonpte.com	50 or higher on PTE Academic
Cambridge English Exams; www.cambridgeenglish.org/exams-and-tests	Overall Cambridge English Scale score of 173 on B2 First, C1 Advanced or C2 Proficiency
ELS Language Centers; www.els.edu	Successfully complete a level 109 or higher course
Duolingo English Test; www.englishtest.duolingo.com	Score of 105 or higher

TOEFL®, IELTS™, iTEP, Duolingo English Test, and PTE academic scores are valid for two years from the date of the examination.

For ELS Language Centers, request your official academic record from the campus you attended and submit to GIA; certificates are not accepted.

How to Apply

To apply for admission:

1. Confirm that you meet all admission requirements listed on page 24
2. Select your program and intended start date.
   - Visit www.GIA.edu/gem-education/bangkok/schedule for class schedules.
3. Determine your financial obligation. See "Tuition and Fees" on page 27
4. Gather the required documents listed on page 24
5. Create an account and sign in to GIA's applicant portal at www.GIA.edu/applynow
6. Follow the instructions online to complete your application and upload your supporting documentation.
7. Review and submit your application.

After you have been accepted for admission, you will receive information on how to log into the My GIA Education Portal. A registration confirmation and an enrollment agreement will be sent to your email address on record. The agreement includes course details, financial obligations, important policies, disclosures and notices.

Application Deadline and Waitlists

Applications should be submitted in advance of your intended start date. Classes typically reach capacity 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.

Orientation Requirements

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 giabkkedu@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.

Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrollment in GIA on the basis of race, color, 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, enrollment, scholarships, loan programs, employment and access to participation in all GIA programs and activities.

Residency and Applicant Screening

Educational services to some countries may be restricted by U.S. 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 Offenses

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

International Visa Requirements

Lab class applicants and those applying for the Applied Jewelry Professional do not require a student visa to attend school. All other international applicants must obtain a valid Non-Immigrant Student Education Visa ("ED" Visa) prior to entering Thailand. For additional details, please contact our education assistant at giabkkedu@gia.edu

At least 90 days before the first day of class, international applicants must submit their application, required documents, a non-refundable 5,000 THB visa processing fee and a 50% deposit of the total program charges.

Once documents and required payments are received and we confirm you meet the admissions requirements, GIA sends a letter of acceptance (issued by Thailand Ministry of Education). The student uses this letter to apply for their student visa with the Thai Royal Embassy or Thai Consulate in their country.

A student whose visa application is unsuccessful will be refunded the full deposit fee amount; GIA will withhold the visa processing fee 5,000 THB.

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 program at a 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.

Any credential, course or lab class completed through GIA's Online Division are not transferable into a full-time, On Campus program. Therefore, students who have completed any portion of their Graduate Gemologist diploma program online will receive an online diploma. Details on credit awarded towards an online diploma are documented in the GIA Education Catalog for GIA's Online Division.

Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2026 through December 31, 2026 and are subject to change with reasonable advanced notice. Amounts shown are in Thai Baht. The total charges for each program include tuition costs and required books and materials.

Course Charges

Program or Class	Tuition	Books	Materials	Total Charges
GEM 2500 - Graduate Gemologist	702,000	50,300	69,200	821,500
GEM 2200 - Graduate Diamonds	189,000	13,200	6,400	208,600
GEM 2300 - Graduate Colored Stones	513,000	37,100	62,800	612,900
GEM 1000 - Applied Jewelry Professional	27,000	10,500	0	37,500
GEM 230L - Diamond Grading Lab	57,750	6,000	4,400	68,150
GEM 220L - Colored Stone Grading Lab	34,650	3,700	2,900	41,250
GEM 240L - Gem Identification Lab	57,750	7,800	3,500	69,050
GEM 149L - Pearl Grading Lab	11,550	3,700	500	15,750

- Total Charges do not include living expenses, technology and additional fees that may be assessed. See "Additional_Fees" on page 27.
- All payments must be in Thai Baht. .
- Scholarships are available to those who qualify. See "Scholarships" on page 29.

Additional Fees

Additional, non-refundable, 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.
- Non-refundable visa processing fee of 5,000 THB for international applicants.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment
- Wire payment transfer fees
- Fees for optional books and materials, shipping, handling and applicable taxes
- Fees for optional field trips
- Fees for any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- 1,500 THB half-day; 2,500 THB full-day use of the Student Workroom
- 1,000 THB ID or access badge replacement fee
- 100 THB letter of completion replacement fee
- 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)

Payment Due Dates

Payment amounts and due dates are as follows.

Lab Classes and Continuing Education. Total charges, including tuition, books and materials fees, are due at the time of registration.

On Campus Programs. 50% of the Total Charges are due at the time of registration to hold your seat in class. For international students, the non-refundable visa processing fee of 5,000 THB is due along with the 50% tuition and fee deposit at least 90 days before the class start. The remaining balance is due before the first day of class.

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.

Payment Methods

Staff members are available Monday through Friday from 9:00 a.m to 6:00 p.m. to accept payment and discuss your account.

All payments must be in Thai Baht drawn on a Thai bank. GIA is not responsible for any bank charges that result from payments through a non-Thai bank. Please note the following information regarding payment methods and contact us at giabkkedu@gia.edu or +66 2779 6100 for more information.

Credit Card. You must make payment in person at GIA. Only VISA and MasterCard are accepted. A 3% bank surcharge is added. Applicants are responsible for paying any surcharges.

Direct Deposit. A direct deposit may be made to HSBC bank under GIA's account. Send payment slip with your application.

Wire Transfer. Students are responsible for any wire transfer fees that they incur.

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

Scholarships offerings are available to those who qualify to help 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 Bangkok campus are explained in detail in this section and in your enrollment agreement. If you have questions, contact us at giabkkedu@gia.edu or +66 2779 6100.

Cancellation and Withdrawal of Enrollment

Students may submit their cancellation or withdrawal notice by contacting admissions at giabkkedu@gia.edu, +66 2779 6100 or in person. Cancellation or withdrawal is effective on the date GIA receives the student's notice in any manner.

A student's registration/enrollment will be cancelled by the school with a full refund of institutional charges for failure to i) sign the enrollment agreement, ii) start the program ("no-show") and/or iii) make a required payment at the time of registration and prior to the class start date.

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

Students may cancel their enrollment agreement and receive a refund of all monies paid if they cancel before the first day of class less any nonrefundable visa processing fee. 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 salable 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.

The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Pro-Rata Tuition Refund

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 52,500 THB for a lab class with 35 clock hours and withdrew after 14 class hours. GIA retains 26,250 THB, calculated as follows:

% Completed = 14 / 35 hours = 0.40 (40%)
Tuition Retained by GIA = 50%
GIA Retains = 52,500 THB (tuition) x 0.50 = 26,250 THB
Refund = 52,500 THB - 26,250 THB = 26,250 THB

Cancellation of Enrollment - Professional Development

Students enrolled in professional development courses are encouraged to carefully consider their ability to participate before registering. Refund eligibility is determined by the course delivery method as outlined below.

Delivery Method	Cancellation Deadline for Refund
Instructor-Led	Students who cancel at least five business days prior to the scheduled start date are eligible for a refund. Students who cancel after this period are not eligible for a refund. On a space-available basis, students may request a one-time change to a later start date.
Self-Paced Online	For self-paced online courses, the registration process follows a "register → start → pay" model. Students gain immediate access to coursework upon registration. A refund may be issued within 48 hours of registration provided that no assignments have been submitted. Once an assignment has been submitted, no refunds will be granted.

Student Services

Our administrative staff provide a variety of services and resources to help ensure your success as a student and graduate of GIA.

Housing and Transportation

GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus. Start your search about 45 days before your arrival and be sure to use a reputable third-party provider.

It is important that you thoroughly research your options before taking residence. If renting a room or sharing an apartment, 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. GIA does not screen these listings, nor does it offer a roommate placement service.

Current housing costs around the Bangkok campus can range from 25,000 to 110,000 THB per month or more for apartments. Hotel stays can average 2,000 to 4,000 THB per night excluding taxes and other fees.

GIA is easily accessible by public transportation with a direct underground walkway link to the MRT Samyan Station: https://www.mrta.co.th The location has easy access to other main public transportation and expressways.

Contact us at giabkkedu@gia.edu or +66 2779 6100 for information or assistance.

Food and Beverage

Students have several choices for snack and lunch needs. Food can be purchased off-campus from a variety of nearby locations with many restaurants and food vendors in the building. The student lounge is furnished with tables and chairs and a kitchen with refrigerator, microwave and utensils is available for those who prefer to bring their own food.

Health Care and Insurance

GIA student services can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. If you do not have medical insurance, GIA Student Services representatives can give you information about companies that provide student medical insurance.

Students should be aware that any medical needs, services and expenses are the student's personal responsibility.

Disability Services and Accommodation

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

GIA is committed to ensuring equal access to its programs and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate. See "Academic Progress Policies" on page 39 for the details and procedures for requesting accommodation.

Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. This includes making reasonable, appropriate and effective modifications in policies, practices and procedures for qualified individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programs.

Requesting accommodation. Students requesting reasonable accommodation must provide documentation of the reported disability along with the Reasonable Accommodation Request Form to the school director. Documentation must be from a professional who is qualified

in the testing of the disability. GIA will review the request and inform the student or applicant of its decision in writing.

Confidentiality. All information submitted to or developed by the Institute related to the diagnosis, documentation, 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.

Providing accommodation. Each circumstance will be considered on an individual basis according to the means, limits and experience of GIA and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in GIA's education programs and services. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with the applicant to evaluate the applicant's potential for success and decision to apply.

Students must continue to meet minimum academic, attendance and behavioral 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.

International Student Support

Our admissions team provide specialized support to international students by helping them prepare for and adjust to living and studying in Bangkok.

They provide information about important immigration-related issues and specific assistance with the student visa and other applicable immigration application processes. They also help students get oriented to life on campus and provide other assistance such as travel, health care and insurance and housing. Contact us at giabkkedu@gia.edu or +66 2779 6100.

Internet Access

Wireless Internet access is available at no charge.

Career Services - Resources

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:



Guest Speaker Series

GIA regularly organizes free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries and colored 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

Bangkok Library Services

GIA's Bangkok campus has a small library with books on diamonds, colored stones and jewelry; trade magazines and journals. The library also subscribes to a variety of science, business, fashion and jewelry industry magazines. Books belonging to GIA are not to be taken from the premises. Photocopying is not permitted. For more details of how to use the library, please ask at reception.

Library and Information Center - Main Campus (Central)

The Richard T. Liddicoat Gemological Library and Information Center 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 Bangkok'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 digitized 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 jewelry professionals. Whether in person or by phone or email, librarians answer questions from scientists, jewelers, 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, jewelry 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 or +1 760 603 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 colored 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). Gemology 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 digitized rare book collection, the library lecture schedule, virtual museum exhibits and the Gübelin Gem Project (a repository of data on over 400 gemstones).

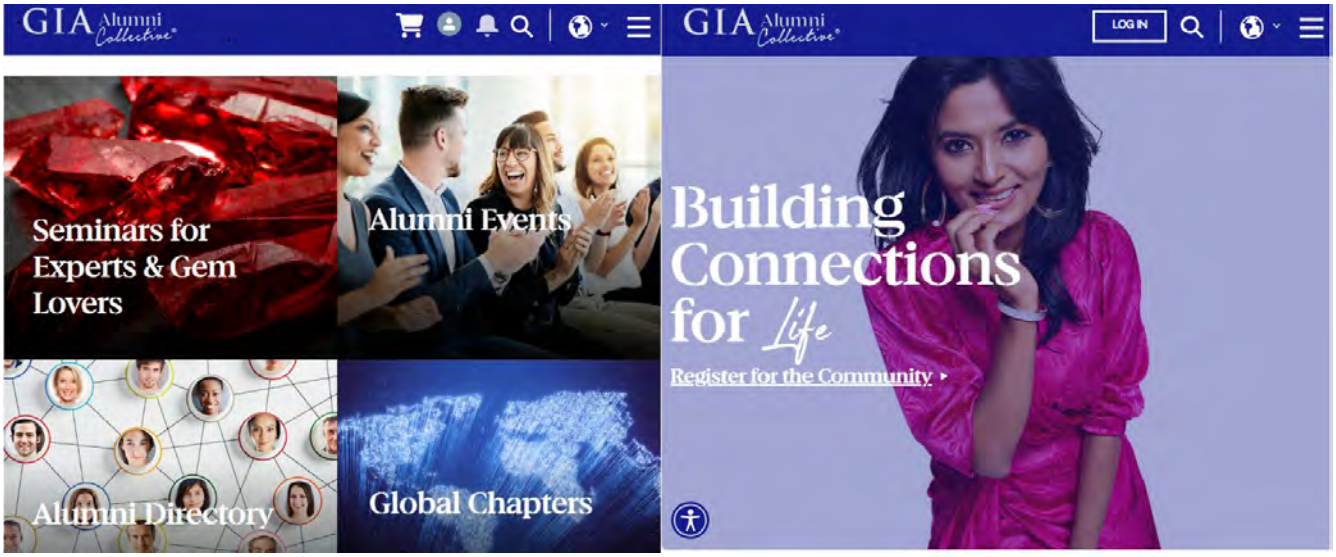
GIA Alumni Collective™

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 program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 165,000 members across 59 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 jewelry industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewelry 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 jewelry community. Visit https://collective.gia.edu/global-chapters.html to explore or join a local chapter.



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

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 during scheduled breaks.

Attendance is taken every morning and at each scheduled break in full-hour increments. A student who misses any portion of a scheduled class hour will be marked absent for a full hour. For example, if a student arrives 10 minutes late, one full hour is recorded as missed. Students are responsible for monitoring their own attendance and understanding how many hours they have missed in each course or program.

Programs and Course Structure

- Single-course programs: Attendance requirements apply to the program as a whole.
- Multi-course programs: Attendance requirements apply individually to each course within the program. Students must meet the attendance requirements in each course in order to successfully complete the overall program.

Attendance Warning

Students who are nearing the midpoint of the maximum allowable absence hours will receive an Attendance Warning, issued in writing. This warning serves as an opportunity to correct attendance patterns before probation is initiated.

Attendance Probation

Students who accumulate absences totaling six hours less than the maximum allowed will be placed on Attendance Probation and notified in writing. This status indicates that the student is at serious risk of exceeding the attendance limit and must take immediate corrective action. Students who exceed the maximum allowable absence hours are subject to dismissal from the program.

Additional Consequences

Students who do not meet the conditions of their attendance probation may be required to repeat part or all of the course. In such cases, students are responsible for any associated tuition and fees.

Attendance Charts

Attendance requirements, including maximum hours permitted to be missed, are outlined in the chart provided for each program (or course, where applicable).

Maximum Allowable Missed Hours - On Campus

Program	Program	Maximum Missed Hours
Graduate Gemologist	780	68[1]
Graduate Colored Stones	570	47
Graduate Diamonds	210	21

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

2. A maximum of 21 hours may be missed in the first seven weeks of the program.

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 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.

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 instructor's permission.
- Students must work individually unless the instructor directs otherwise.
- Photography is not permitted in the classroom without prior approval.

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

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 unauthorized aids during an examination/quiz to complete a project, assignment or worksheet. Examples of unauthorized aids include written notes, mobile phone or other device, AI, the Internet, homework/quiz sharing sites, and artificial intelligence (AI) tools unless explicitly authorized by the instructor.

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, plagiarize, or falsify information. Examples include knowingly allowing another student to copy your work; sharing or exchanging quiz, 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, exam or assignment questions by any means; or unauthorized possession of practical assignments or projects

The use of artificial intelligence (AI) tools, including but not limited to generative AI platforms, to assist with or complete coursework (e.g., assignments, projects, or assessments) is prohibited unless explicitly authorized by the instructor. Any unauthorized use of AI will be considered a violation of this Academic Integrity Policy.

Student Identity Verification

GIA establishes that the student who registers in a program is the same who participates in and completes the program 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

Testing Policy

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

- Missing a scheduled quiz or exam will result in a score of zero.
- Quizzes and exams may be void if a classroom evacuation occurs and rescheduling will follow as needed.
- Quizzes and exams must be completed within the specified time limit.
- All quizzes and exams are closed-book unless the instructor indicates otherwise.
- All quiz and exam submissions are final.
- Students with English as a second language may use a printed English translation dictionary subject to instructors approval; electronic translators are not permitted.
- Unauthorized 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

On Campus Programs and Lab Classes

Progress and quality of students' 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
L	Leave of Absence	Student has partially completed coursework; remaining work to be finished at a future date. No impact on GPA.
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.

Professional Development Courses

Courses are graded using a Pass/No Pass grading system as defined below.

Grade	Definition
P (Pass)	75% and higher and met the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
SWD (Student Withdrawal)	Student was withdrawn from their course after the cancellation period.

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 program 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 Progress Policies

Students are expected to meet institutional academic standards in all courses and programs. All students must meet these institutional standards in order to remain enrolled. 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.

Academic Advising

All on-campus students are held to academic standards evaluated at benchmarks as specified in the course syllabus. Students who do not meet the academic standards at a benchmark are placed on Academic Advising and required to meet with the school director to create an Academic Improvement Plan tailored to the benchmark requirement that was missed.

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 Academic Improvement Plan will be required to repeat the hours in the evaluation period see repeated course work on page , or repeat the course to continue the program.

Extended Lab Hours

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

Maximum Timeframe - All Students

All students must complete their program within a maximum timeframe not exceeding 150% of the published program length, measured in clock hours. A student is ineligible to continue when it becomes mathematically impossible to complete the program within this timeframe. Approved leaves of absence (LOAs) are excluded from the maximum timeframe measurement.

Leave of Absence Policy

Students enrolled in any On Campus program may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes, and programs less than 40 hours, 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, or their delegate, at cdandrea@gia.edu 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 program within the maximum allowable leave time. If approved, an addendum to the student's enrollment 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. The request must be signed and dated by the student and include the reason for the request. 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 program 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 enrollment agreement. Withdrawn students who wish to continue will need to re-enroll from the beginning of the program at current tuition and fees.

Dismissal Policy

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

- Violation of Student Code of Conduct and Standards of Behavior 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 behavior
- 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 willfully 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 a decision has not been reached within 10 business days, the student will be notified that additional time is required. If approved, the student is notified of any readmission terms or conditions.

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

Repeated Coursework

Students who are dismissed and allowed to return to their program after a successful appeal may be required to repeat course hours in order to fulfill the graduation requirements. The ability to repeat hours is subject to seat availability, the ability to complete the program within the maximum time-frame allowed . Repeat fees apply. See "Additional Fees" on page 27.

Student Workroom

Student Workroom is available to complete the practical requirements of the Gem Identification online course, take a supervised exam, or practice on equipment and gemstones.

Student workroom is available on a first-come, first-served basis for up to four students. Please contact us at giabkkedu@gia.edu or +66 2779 6100 to determine availability and reserve a seat. Students who wish to cancel their reservation must notify GIA at least 24 hours in advance. Otherwise, students will be charged for the reservation.

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges.

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 shown below and 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 outlined in the course syllabus.
- Pass both the practical and written final examinations with a minimum score of 75 percent or higher.
- Achieve a minimum cumulative course grade point average (GPA) of 75 percent (C) or better.

Program-Specific Requirements

- Graduate Colored Stones Program: Students are required to pass the practical examination with a perfect score of 100 percent.
- Graduate Gemologist Program: To be awarded the Graduate Gemologist diploma, students must successfully complete both the Graduate Colored Stones and Graduate Diamonds courses, meeting all requirements listed above in each course.

Completion Requirements – Lab Classes

Class	Minimum Requirement	Maximum Number of Attempts
Diamond Grading Lab	75% score on 2-Stone Practical Exam	3*
Colored Stone Grading Lab	75% score on 2-Stone Practical Exam	3*
Gem Identification Lab	75% score on Instrumentation Exam	3*
Pearl Grading Lab	75% score on 2-Stone Assessment	1

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom.

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 by contacting us at giabkkedu@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 authorization 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
- Naturalization documents
- Other court-issued document

Preferred Name

GIA recognizes 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. Students may provide a preferred first name 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 giabkkedu@gia.edu or +66 2779 6100.

Transcripts

Current students may download an unofficial transcript on the My GIA Education Portal at https://education.GIA.edu. Graduates may contact our campus manager at giabkkedu@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 giabkkedu@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 by emailing giabkkedu@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 giabkkedu@gia.edu or +66 2779 6100

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 and $65 respectively, plus additional fees for expedited shipping. 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 giabkkedu@gia.edu or +66 2779 6100.

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

The Gemological Institute of America, Inc. (GIA) sets high standards for the use of its academic credentials, which are widely recognized and respected within the gem and jewelry industries. GIA alumni are encouraged to display their credentials to reflect their achievements and expertise, but it is essential to follow GIA's specific guidelines for appropriate usage. These guidelines ensure that credentials are presented accurately and professionally, without implying any unauthorized affiliation with GIA. For detailed information on the proper use of GIA academic credentials, please review the full guidelines here: Academic Credentials Usage Policy.

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.

Administrative Policies

This section includes standards, policies and procedures that describe the rights and responsibilities of students.

Student Code of Conduct and Standards of Behavior

GIA's Student Code of Conduct and Standards of Behavior 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 behavior includes, but is not limited to:

- Threatening or harassing behavior, 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 behavior
- Academic dishonesty
- Property damage or theft
- Violation of other GIA policies

In addition to the policies published in this catalog, 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 behavior which is brought to the attention of a school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under this policy.

Students are asked to use good judgment 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 favoritism 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 offense. Sanctions may include verbal warning, written warning, behavioral 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.

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.

Violation of this policy will result in disciplinary action up to, and including, student dismissal. Students may be subject to federal, state, and local fines and/or prosecution. GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

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 on Campus

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

Campus Safety and Security

Keeping GIA campuses safe for our students, employees and visitors is one of our top priorities. During hands-on lab sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must follow all safety guidelines and the 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 Notifications

Emergency notifications are triggered by a broad range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. Students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also call +66 2779 6100 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation.

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 judgment, 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.

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 cdandrea@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.

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 authorizing 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 offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

Animals on Campus

Pets are prohibited at all times, including all facilities.

Visitors

Visitors to GIA must register with Reception before entering the building and must be prepared to show current government-issued photo identification. Students are not allowed to let in guests, whether accompanied or not, without prior arrangement or an appointment with Reception. Non-student visitors are not allowed in the classrooms while classes are in session.

Student ID Badges

At the beginning of class, an ID card or badge will be issued to each On Campus student. ID badges must be carried and available at all times while on campus. There is a fee to replace lost badges. ID cards or badges must be returned to Student Services if a student is no longer enrolled before his or her end date.

Lost or Damaged Materials

Students are responsible for the books, equipment, metals and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are charged the replacement cost determined by GIA for any lost books, equipment and stones and the repair costs of equipment that is damaged beyond normal wear and tear; replacing an item is not an option. If the item is found at a later date, the amount will be refunded to the student.

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. Unauthorized 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 organizations, 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.

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GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

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