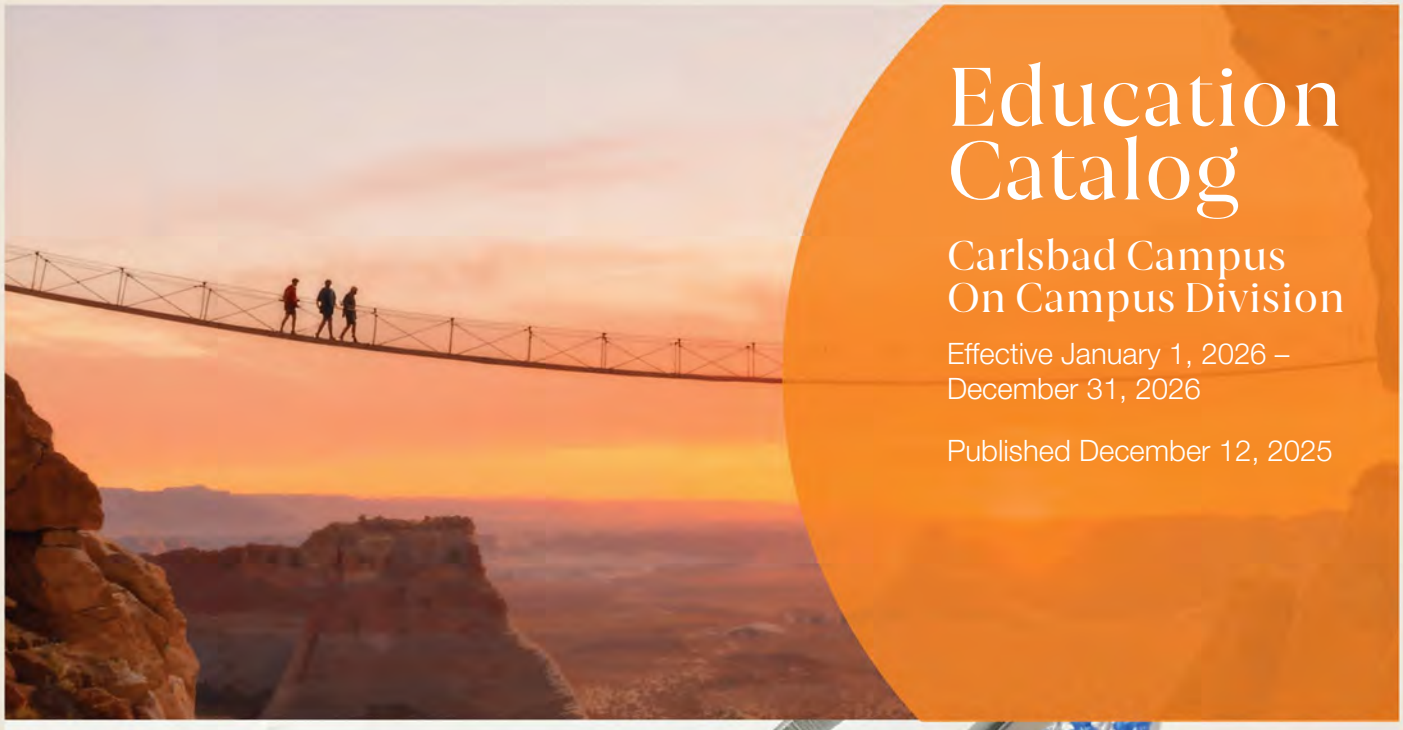
GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

2026
VOL N°1.4



Education Catalog

Carlsbad Campus On Campus Division

Effective January 1, 2026 – December 31, 2026

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2026 Catalog Addendum

Carlsbad On Campus Catalog

Catalog amended 2026 Education Catalog - Carlsbad On Campus, Vol. 1.4

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

This addendum is part of the 2026 Education Catalog for the Carlsbad On Campus education division 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Catalog Provisions Superseded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, 53	Welcome Message, GIA Alumni Collective™	Revised the global alumni network total from 165,000 to 185,000.	October 28, 2026
10	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). Add Kate Zulaski (Director, School)	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 Admissions at admissions@gia.edu or call us at +1 800 421 7250 ext. 4001.

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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

Mission Statement

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

Educational Philosophy

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. The Classification of Instructional Programs (CIP) code for all of GIA's classes, courses and programs is 50.0713. The Standard Occupational Classification code for all of GIA's classes, courses and programs is 51.9071.

Accreditation

GIA's main campus and worldwide headquarters in Carlsbad is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). GIA's campus in New York is accredited by the ACCSC as a branch of GIA's campus in Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus programs only. GIA's online courses and Lab classes do not fall within the purview of GIA's institutional accreditation by the ACCSC. ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Licensing and Approvals

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Ste. 225 Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number +1 888 370 7589, or by fax +1 916 263 1897.

As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Visit www.GIA.edu/student-consumer-information to view the School Performance Fact Sheet.

GIA has been approved by the U.S. Department of Education to offer Title IV federal financial aid to qualified students in GIA's On Campus full time Graduate Gemologist (GG), Graduate Jeweler (GJ) and Jewelry Design & Technology (JDT) programs. Additionally, GIA is approved for qualifying students to receive funding, including veteran's benefits and vocational rehabilitation funding, for the approved On Campus programs from the Department of Veterans Affairs.

Accrediting Commission of Career Schools & Colleges (ACCSC)
2101 Wilson Blvd. Ste. 302
Arlington, VA 22201 USA
+1 703 247 4212
www.accsc.org

ACCSC
Accrediting Commission of Career Schools and Colleges

Bureau of Private Postsecondary Education (BPPE)
1747 N. Market Blvd.,Suite 225
Sacramento, CA 95834 USA
+1 916 574 8900
www.bppe.ca.gov

BPPE
Bureau for Private Postsecondary Education

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.

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 denoted by the symbol ◇.

Faculty and Education Management

Faculty

Our faculty are passionate educators dedicated to helping you gain knowledge, acquire skills and launch your career. 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/carlsbad/faculty for an up-to-date listing of faculty and their qualifications.

Gemology Instruction

Martin Harmon
GIA GG, GJ, AJP, Pearls Graduate, AGS CG

Brenda Harwick, Sr. Manager
GIA GG, AJP

Jessica Kramer
GIA GG, AJP

Samantha Shor
BA Biology, GIA GG, AJP

Steffano Minetto
GIA GG, AJP

Nina Switzer-Spano
GIA GG, AJP

Teresa Tolbert
GIA GG, AJP, Pearls Graduate

Kate Trunnell
GIA GG, AJP, Pearls Graduate, AGS CG

Shelly Verwymeren
GIA GG, AJP, AGS CG

Kate Waterman
MEd, BLS General Studies and Humanity, GIA GG, GJ, AJP, Pearls Graduate

Elly Wedge
GIA GG, AJP, Pearls Graduate

Jewelry Arts Instruction

Amy Ambroult
BFA Graphic Design, GIA AJP

Darla Alvarez
BA Philosophy, GIA GJ, AJP

Manuel Basmajian
GIA AJP

Rebecca Beals
MFA Jewelry Design and Metalsmithing, BFA Jewelry Design and Metalsmithing, NASJ Bench Jeweler, GIA AJP

Paula Carter-Andrews
BA Jewellery and 3D Design, GIA AJP

David Etheridge
GIA GG, GJ, AJP

Douglas Hall
BFA Metalsmithing

Timothy Meier
BFA Jewelry and Ceramics

Timothy O'Meara

Carrie Skinner
BFA Metal and Jewelry Arts, NASJ Bench Jeweler, GIA AJP

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

John Cason
Manager, On Campus Instruction

Nikole Ellis, Ph.D
Manager, Student Services

Brenda Harwick
Senior Manager, On Campus Instruction

Kimberly Overlin
Director, Student Services and Dean of Students

Dianna Parsons
Manager, Richard T. Liddicoat Gemological Library and Information Center

Mathew Stargardter
Manager, Career Services

Facility, Classrooms and Equipment

GIA's Carlsbad Campus and World Headquarters is located at The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, California 92008 USA. All On Campus offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement. Find the Carlsbad 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 18 acres of land and includes 16 classrooms; the world's largest gemological library containing more than 65,000 books, over 1,000 periodical titles in various languages and more than 2,000 videos and other media; a museum gallery; a student lounge; outdoor basketball and sand volleyball courts; a gemological research laboratory; administrative offices; parking for more than 1,000 vehicles, electric car charging stations, electric bike charging stations and bike racks.

Wireless Internet access is available at no charge throughout the campus. Computers with Internet access and CAD software are available in the Library for student use during normal operating hours.

Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act and includes automated doors in all buildings and elevator access to the second floor.

To help ensure the safety and security of our students, employees and guests, the facilities have security officers on duty 24 hours a day, seven days a week with restricted/monitored access to the campus and its buildings. Dedicated facilities and education services departments ensure the ongoing and routine maintenance of the facilities, equipment and replenishment of supplies.





Top: GIA's Carlsbad Campus and World Headquarters; Bottom: Student Lounge Area - ©GIA

Classrooms and Equipment

Gemology classrooms can accommodate up to 24 students and jewelry arts classrooms up to 20 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 description in this catalog. See "On Campus Programs" on page 15.

Student Life

The largest GIA campus located in Carlsbad, CA is a hub of creativity, energy and networking opportunities. You will study with like-minded students who are as passionate about gems and jewelry as you are. You'll be part of an international student body, which gives you a global perspective on the gem and jewelry industry and makes for a multicultural experience.

Events and Activities

On Campus students may participate in a variety of Institute and student-led activities that span from networking events, educational workshops, and more. These experiences are designed to enrich students academic journey, foster professional connections, and enhance their networking skills. Students in our jewelry arts programs, visit GIA's production room to see how fine jewelry is made including the printing of resin and wax models, model processing, spruing and treeing, investing, burnout and casting.

Community Service

Community engagement, outreach and environmental stewardship are incredibly important to GIA and are inherent in both our mission and our corporate culture. As an organization, GIA's *Brilliance in Service* program was created to celebrate and reward our employees for their commitment to volunteering in the community.

We encourage students to build a lifelong habit of nurturing their communities to make a positive difference in the lives of others and foster a sense of belonging and connection.

Our faculty, staff and students participate in community service and volunteering throughout the year benefiting organizations such as North County Food Bank, Feeding San Diego, American Cancer Society, Agua Hedionda Lagoon Foundation and Toys for Tots. While you're on campus, be sure to get involved and share your ideas for service.

Recreation

The campus has outdoor basketball and sand volleyball courts as well as tennis tables for student use. Carlsbad and its neighboring cities have several state beaches, hiking trails, walking and bike paths, gyms, water sports and golf courses. The campus is just two miles from the nearest beach.

Outdoor Activities - https://visitcarlsbad.com/outdoors
Beaches - Visit https://visitcarlsbad.com/beaches







Top/Middle: GIA SummerFest; GIA Spring Fling
Bottom: Assembling hygiene kits - ©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
January 01, 2026 (Thursday)	New Year's Day
January 19, 2026 (Monday)	Martin Luther King Jr. Day
February 06, 2026 (Friday)	AGTA GemFair, Tucson (campus open, no in-person classes)
February 16, 2026 (Monday)	Presidents' Day
May 25, 2026 (Monday)	Memorial Day
May 29, 2026 (Friday)	JCK Show, Las Vegas (campus open, no in-person classes)
June 19, 2026 (Friday)	Juneteenth Freedom Day (campus open, no in-person classes)
June 22, 2026 (Monday)	Instructor In-Service Day (campus open, no in-person classes)
July 03, 2026 (Friday)	Independence Day (Observed)
September 07, 2026 (Monday)	Labor Day
November 11, 2026 (Wednesday)	Veterans Day (campus open, no in-person classes)
November 23, 2026 (Monday) through November 27, 2026 (Friday)	Thanksgiving Break
December 21, 2026 (Monday) through January 01, 2027 (Friday)	Winter Break

Hours of Operation

The Carlsbad campus is open Monday - Friday from 7:30 a.m. to 5:00 p.m. PT except for the scheduled school closures noted above.

Registration Period

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

Class Schedules and Classroom Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for up-to-date class schedules. Class hours are Monday through Friday from 8:00 a.m. to 2:50 p.m. PT. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

Contacts and Resources

Department Contacts

Admissions
Admission, registration, enrollment, cancellation, general inquiries
+1 760 603 4001 | +1 800 421 7250 ext. 4001
admissions@gia.edu

Career Services
Career advising, resume and interview preparation, employment support, professional development workshops
+1 760 603 4450 | +1 800 421 7250 ext. 4450
careerservices@gia.edu

Dean of Students
Reasonable accommodations, leave of absence, withdrawal, probation, dismissal, complaints
+1 760 603 4093 | +1 800 421 7250 ext. 4093
deanstudents@gia.edu

Education Advising
General tutoring, academic progress support
+1 760 603 4382 | +1 800 421 7250 ext. 4382
edadvising@gia.edu

Education Service Desk - Technical Support
Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues
+1 760 603 4350 | +1 800 421 7250 ext. 4350
www.GIA.edu/education-support

Financial Assistance
Federal financial aid, veterans benefits, vocational rehab, scholarships
+1 760 603 4005 | +1 800 421 7250 ext. 4005
financialaid@gia.edu

International Student Advising
Student visas, U.S. arrival / departure, living in the U.S.
+1 760 603 4001 | +1 800 421 7250 ext. 4001
intladvisor@gia.edu

Student Accounts
Financial account, payments, refunds
+1 760 603 4470 | +1 800 421 7250 ext. 4470
educationacctsrec.us@gia.edu

Student Records
Certificates, diplomas, transcripts, contact information updates, FERPA
+1 760 603 4000 ext. 7312 | +1 800 421 7250 ext. 7312
edrecords@gia.edu

Student Services
Housing, transportation, orientation, graduation
+1 760 603 4000 ext. 7304 | +1 800 421 7250 ext. 7304
studentservices@gia.edu

Title IX and 504 Coordinator
Questions, concerns, complaints related to Section 504 or Title IX
+1 760 603 4093 | +1 800 421 7250 ext. 4093
titleixcoordinator@gia.edu | 504coordinator@gia.edu

Resources

Alumni Collective™
Alumni resources, global chapters, networking events
+1 760 603 4145 | +1 800 421 7250 ext. 4145
https://collective.gia.edu | alumni@gia.edu

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



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

GIA Store
Optional books and instruments
+1 760 603 4200 | +1 800 421 8161
https://store.gia.edu | giastore@gia.edu

Library
Library services and information
+1 760 603 4046 | +1 800 421 7250 ext. 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/

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



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, bench techniques and an impressive understanding of the jewelry industry. Our administrators and staff 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	Course Number	Clock Hours	Instructional Weeks	Program Length (Calendar Duration; May vary with scheduled closures)	Description and Details
GEMOLOGY					
Graduate Gemologist®	GEM 2500	780	26	28	Page 16
Graduate Colored Stones	GEM 2300	570	19	20	Page 20
Graduate Diamonds	GEM 2200	210	7	8	Page 18
JEWELRY ARTS					
Graduate Jeweler	JMA 3300	780	26	27	Page 22
Jewelry Design & Technology	JMA 3400	780	26	27	Page 24
Comprehensive CAD/CAM for Jewelry	JMA 400	210	7	7	Page 26
Jewelry Design	JMA 370	270	9	9	Page 28



Students in GIA's Jewelry Design & Technology Program - ©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 completing both courses, students achieve the comprehensive Graduate Gemologist diploma. Participants in the Graduate Gemologist course gain a deep understanding of the gemology field, preparing them for careers in the gemstone and jewelry industries.

Graduate Diamonds Course

The 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; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing. Please see the Graduate Diamonds program description for more details.

Graduate Colored Stones Course

The Graduate Colored Stones course blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the 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
- Detect treated and laboratory-grown gemstones
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the GIA Colored Stone Grading System

Program Highlights

- Comprehensive Curriculum: In-depth study of both diamonds and 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 4C Diamond Grading System, gem identification protocols, and the GIA Colored Stone Grading System.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in gemstone identification, evaluation, and trading.

What you will Earn

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

Occupations May Include

Appraiser, Auction House 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 careerservices@gia.edu for more information.

Details

Graduate Gemologist Program		
Courses/Course Number	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 37	

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. 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 pad folio, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece and an optic figure sphere, dichroscope, handheld spectroscope, pinpoint incandescent light source and lab manuals. Students may download and save PDF copies of the textbooks prior to the course end date.

See "General Technology Requirements " on page 30.



GIA Microscope, rough and polished amethyst - ©GIA

Graduate Diamonds



Description

The Graduate Diamonds 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; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing. Graduate Diamonds may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (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 careerservices@gia.edu for more information.

Details

Graduate Diamonds	
Course 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 37

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. Students will be notified in advance if hours will be modified.

Equipment and Materials

Each classroom is equipped with an electronic balance, 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 pad folio and a lab manual. Students may download and save PDF copies of the textbooks prior to the course end date.

See "General Technology Requirements " on page 30.



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. Graduate Colored Stones may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Outcomes

- Describe the components of the 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 careerservices@gia.edu for more information.

Details

Graduate Colored Stones	
Course 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 37

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. 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. Students may download and save PDF copies of the textbooks prior to the course end date.

See "General Technology Requirements " on page 30.



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

Graduate Jeweler



Description

The Graduate Jeweler diploma program introduces the knowledge and skills required for a career in jewelry fabrication and repair. The course offers a hands-on learning environment for students to practice skills including sawing, filing, stone setting, jewelry repair, fabrication and forging, texturing, polishing and electroplating. Topics include basic jewelry design and planning, safe operation of jewelry manufacturing tools, and how metallurgical and gemological properties can affect jewelry manufacturing. Students learn how to work safely, sustainably, efficiently, and how to evaluate and improve their workmanship.

Learning Objectives

- Demonstrate essential jewelry manufacturing skills
- Fabricate findings and finished jewelry using base and precious metals
- Apply texture, polish and electroplating finishes
- Demonstrate common jewelry repairs
- Describe safe operation of common jewelry manufacturing tools
- Explain how metallurgical properties impact jewelry manufacturing
- Self-evaluate and refine their jewelry-making skills

Modular Course Structure

JMA 201 Bench Basics - This introductory module establishes the essential foundation for safe and effective work at the jeweler's bench. Students learn shop safety protocols, proper maintenance practices, and the fundamentals of metallurgy. Instruction covers the use of tools, the optivisor and loupe, as well as core skills such as layout and measuring, drilling, sawing, and piercing. Students develop hand skills through filing, sanding, surface preparation, polishing, and buffing. Additional training includes torch operation and soldering techniques, ring measurement, milling, wire drawing, and introductory ring sizing using stretch and compression methods.

JMA 202 Bench Level 1 - This module builds on foundational skills and introduces students to jewelry fabrication and repair techniques. Students gain proficiency in basic soldering, stone setting, forging, and chain repair while beginning to produce finished projects. Representative projects include hoop earrings, toggle bracelets, pierced earrings, box rings, and twist rings. The module emphasizes accuracy, craftsmanship, and consistency in developing bench techniques. *Prerequisite: Successful completion of Module 1 with a grade of 75% or higher.*

JMA 203 Bench Level 2 - Students advance their technical skills with an emphasis on setting and casting techniques. Instruction includes prong setting, laser welding, wax carving, and casting methods. Projects such as solitaire rings and laser welding reinforce repair and stone setting concepts, while self-evaluation exercises encourage students to critically assess and refine their work. *Prerequisite: Successful completion of Module 2 with a grade of 75% or higher.*

JMA 204 Bench Level 3 - This module focuses on bezel settings, mesh chain fabrication, and design sketching to expand creative and technical capabilities. Students complete projects including a three-stone ring, a gallery ring, a box clasp, and the D3 design project. Emphasis is placed on precision, creativity, and technical mastery as students move toward more complex bench work. *Prerequisite: Successful completion of Module 3 with a grade of 75% or higher.*

JMA 205 Bench Level 4 - Specialized Techniques and Metals (150 Clock Hours) Students explore advanced setting and repair work with a focus on platinum and specialized techniques. Instruction covers channel setting, flush setting, platinum fabrication, and a range of trade repair practices. Representative projects include a halo ring, wedding sets, and the application of gravers. By the conclusion of this module, students demonstrate readiness for professional-level jewelry bench assignments. *Prerequisite: Successful completion of Module 4 with a grade of 75% or higher.*

JMA 206 Graduate Jeweler Capstone - The capstone module provides students with an opportunity to integrate and demonstrate all skills learned throughout the program. Students complete a creative "Mystery Box" design project, undergo a final practical bench test, and prepare for a design show presentation. This culminating experience serves as the final assessment of technical proficiency and creativity, confirming readiness for professional practice. *Prerequisite: Successful completion of Module 5 with a grade of 75% or higher.*

Program Highlights

- Comprehensive Curriculum: Training in core skill development, metallurgy and gemstones, fabrication, stone setting, torch and laser repairs, wax carving, casting, hand engraving, and working with platinum.
- Hands-on Experience: Access to professional tools and techniques with personal workstations.
- Real-World Application: Instruction by experienced professional jewelers with extensive industry knowledge.
- Career-Focused Skills: Provides graduates with the knowledge required for a range of roles in the jewelry manufacturing sector.

What You Earn

GIA Graduate Jeweler Diploma

Occupations May Include

Bench Jeweler, Business Owner, Custom Order Jeweler, Jewelry Buyer, Jewelry Finisher/Polisher, Jewelry Repair Technician, Manufacturing Specialist, Product Developer, Quality Assurance Specialist, Stone Setter

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

Details

Graduate Jeweler		
Courses/Course Number	Clock Hours	Calendar Weeks
JMA 201 Bench Basics	60	2 weeks
JMA 202 Bench Level 1	180	6 weeks
JMA 203 Bench Level 2	180	6 weeks
JMA 204 Bench Level 3	150	5 weeks
JMA 205 Bench Level 4	150	5 weeks
JMA 206 GJ Capstone	60	2 weeks
Total Program Hours/ Weeks	780	26+ calendar weeks
Total Charges	See "Tuition and Fees" on page 37.	

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. Students will be notified in advance if hours will be modified.

Equipment and Materials

Each classroom is equipped with a laser welder, plating station, steam cleaner, ultrasonic cleaner and grinding and polishing stations. Each student workstation has a microscope, torch, micro-motor and other accessories. As part of their course materials, students receive printed course materials and a tool kit that includes a flex shaft, variety of files, pliers, gravers, twist drills, hammers, mallet, mandrels, tweezers, bench block, burs, saw frame and saw blades. See "General Technology Requirements " on page 30.



Student using a jeweler's saw in Graduate Jeweler program - ©GIA

Jewelry Design & Technology



Description

The Jewelry Design & Technology diploma program covers the design of jewelry from concept to CAD (computer-aided design) model to 3D-printed prototype. Topics include design principles and elements, understanding and applying motifs to jewelry, jewelry manufacturing methods including tolerances and dimensions and gemstone setting. Students learn how to create a concept sketch, what manufacturing challenges to consider and how to apply engineering concepts to create jewelry pieces that are durable, comfortable and manufactural. By the completion of the program, students will have digital and physical portfolios of class projects and custom designs that are ready for presentation to potential clients and employers.

Learning Objectives

- Apply fundamental design concepts
- Describe jewelry manufacturing processes
- Demonstrate ability to create designs based on sources of inspiration
- Create designs using CAD software and a 3D printer
- Design, develop and render CAD models
- Describe and apply engineering concepts to create high-quality, manufacturable designs
- Create concept sketches using illustration software

Program Highlights

- Comprehensive Curriculum: In-depth study of digital jewelry design, jewelry engineering, CAD modeling, and 3D printing for jewelry manufacturing.
- Solid Foundations:Robust course content based on GIA's world class experience in terms of hardware/ software research, design, jewelry engineering, and CAD modeling.
- Professional Instruction: Instruction team with real jewelry manufacturing experience, solid design and CAD modeling knowledge base and effective communication skills.
- Practical application: Instructed hands-on digital design creation, CAD modeling, and 3D printing experience using professional hardware and software.
- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in design, proper engineering, and model creation for jewelry manufacturing.

What You Earn

GIA Jewelry Design & Technology Diploma

Occupations May Include

Jewelry Designer, CAD Designer, Product Developer, Quality Assurance Specialist, CAD/CAM Technician

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

Details

Jewelry Design & Technology	
Course Number	JMA 3400
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 37

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. Students will be notified in advance if hours will be modified.

Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely and a 3D printer. Each student workstation has a computer with Rhinoceros, ZBrush, Preform, Netfabb and Krita software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a 1 TB USB external hard drive, 10X loupe, hand-measuring tool, graphic tablet with pen, student license for Rhinoceros and a 6-month trial version of the ZBrush software and printed course materials.

Computer Proficiency

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

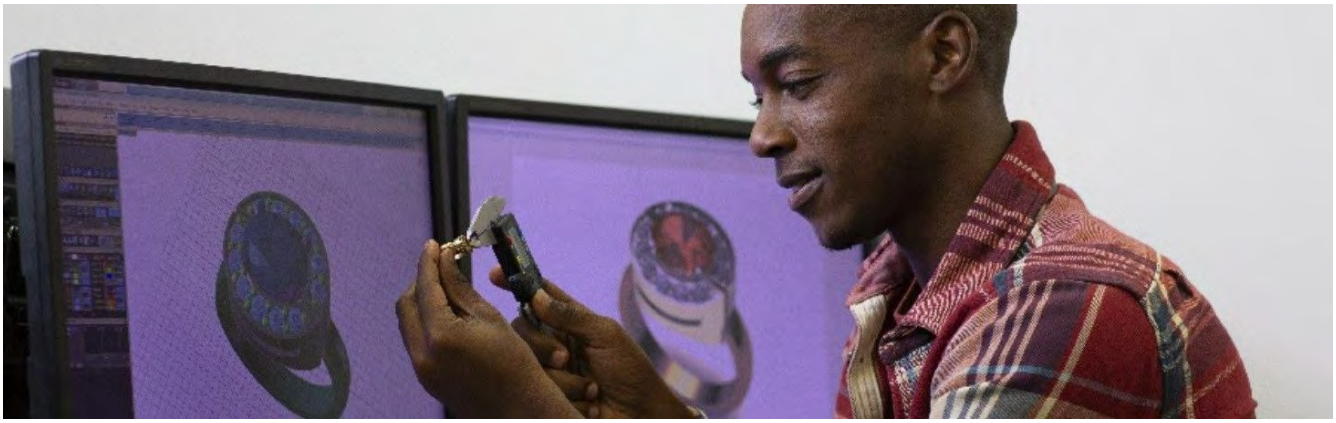
GIA provides computers, graphic tablets and software for classroom use. For home use, the materials fee includes a graphic tablet and pen, a student license for Rhinoceros software and a six month trial for the ZBrush software.

See "General Technology Requirements " on page 30. This program requires additional specialized technology, on page 31.



Students use CAD software and 3D printers as rapid prototyping system to design & manufacture jewelry - ©GIA

Comprehensive CAD/CAM for Jewelry



Description

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

Learning Objectives

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

Program Highlights

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

What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

Occupations May Include

CAD/CAM Technician, Jewelry CAD Technician, Product Developer

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

Details

Comprehensive CAD/CAM for Jewelry	
Course Number	JMA 400
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges	See "Tuition and Fees" on page 37

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. Students will be notified in advance if hours will be modified.

Equipment and Materials

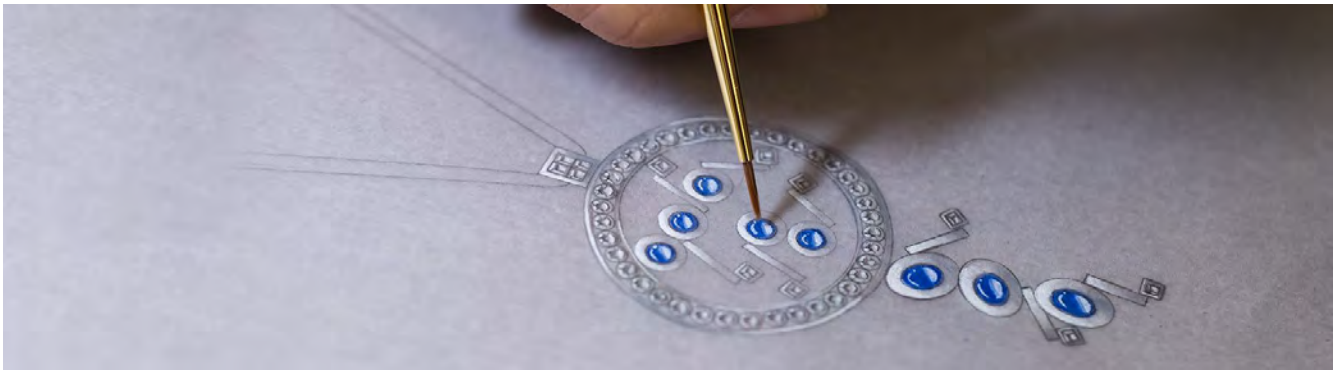
Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely. Each student workstation has a computer with Rhinoceros software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a student license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

See "General Technology Requirements " on page 30. This program requires additional specialized technology, on page 30.



CAD-rendered earrings - ©GIA

Jewelry Design



Description

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

Learning Objectives

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

Program Highlights

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

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

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

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

Details

Jewelry Design	
Course Number	JMA 370
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 37

Schedules and Class Hours

Visit www.GIA.edu/gem-education/carlsbad/schedule for schedules. Students will be notified in advance if hours will be modified.

Equipment and Materials

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

See "General Technology Requirements " on page 30.



Hand-rendered necklace - ©GIA

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

Comprehensive CAD/CAM for Jewelry

For coursework, GIA provides the technology and software required for classroom use. However, it is strongly recommended that students have access to a Windows-based computer that meets the specifications below for practice outside of classroom hours. The estimated cost to purchase a laptop meeting these requirements is $1,800.

Computer

- Windows-based laptop or desktop with mouse and keyboard
- Recommendation: multi-button mouse with scroll wheel

Operating System & CPU

- Windows 10 or later with 64-bit Intel or AMD processor (not ARM)
- Minimum: Intel i7, 2.8 GHz or higher
- Recommended: Intel i9 or AMD Ryzen 7, or Threadripper

Memory

- 16 GB RAM or more

Graphics (GPU)

- OpenGL 4.1-capable video card with 4 GB VRAM (minimum)
- Recommended: NVIDIA GeForce 3000 series or higher for faster photo-realistic rendering

Storage

- Minimum: 512 GB free main drive space
- Recommended: 1 TB HDD or greater; SSD strongly recommended

Display

- 1920 × 1080 or higher with 32-bit color

Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in this program, including creating, naming and organizing folders; finding, opening and saving files; and a familiarity with file types including PDF and JPEG.

If needed, students should complete a training or refresher course on basic Windows skills prior to starting the program.

Jewelry Design and Technology

Prior to the first day of class, students must have access to a laptop or desktop computer that meets the following requirements in order to complete homework assignments. The estimated cost to purchase a laptop meeting these requirements is $1,800.

Computer

- Windows-based laptop or desktop with mouse and keyboard
- Recommendation: multi-button mouse with scroll wheel

Operating System & CPU

- Windows 10 or later with 64-bit Intel or AMD processor (not ARM)
- Minimum: Intel i7, 2.8 GHz or higher
- Recommended: Intel i9 or AMD Ryzen 7, or higher

Memory

- 16 GB RAM or more

Graphics (GPU)

- OpenGL 4.1-capable video card with 4 GB VRAM (minimum)
- Recommended: NVIDIA GeForce 3000 series or higher for faster photo-realistic rendering

Storage

- Minimum: 512 GB free main drive space
- Recommended: 1 TB HDD or greater; SSD strongly recommended

Display

- 1920 × 1080 or higher with 32-bit color

GIA provides computers, graphic tablets and software for classroom use. For home use, the materials fee includes a graphic tablet and pen, a student license for Rhinoceros software and a six-month trial for the ZBrush software.

Note: Technology requirements are reviewed periodically and may be updated. Students will receive advance notice of any changes.

Admissions Policies and Procedures

Admission Requirements

To be admitted to On Campus programs at GIA's Carlsbad campus, applicants must meet the following requirements: i) have a high school diploma or the equivalent, ii) be at least 18 years of age prior to attending orientation or any class, iii) have the ability to read and write in English at the level of a U.S. high school graduate.

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

Required Documents - All applicants

Applicants must provide the following documents. All documents must be in English or accompanied by an English-language translation.

☑ Identification

- U.S. citizens and permanent residents must provide a copy of a valid, government-issued photo ID showing full legal name and birth date. U.S. permanent residents must also provide a copy of their residency card.
- Applicants who are not a U.S. citizen or permanent resident must provide a copy of their passport showing full legal name, birth date, citizenship and country of birth.

☑ Proof of Graduation

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

- High school / high school equivalency diploma
- Undergraduate or graduate degree from an accredited college or university
- State-issued secondary school completion for home-schooled high school graduates

Foreign Credentials

Proof of graduation from foreign countries must be certified to be at least equivalent to a U.S. high school diploma by an evaluation service provider who is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Visit their websites to locate an approved evaluation service:

- NACES: www.naces.org/members
- AICE: https://aice-eval.org/endorsed-members

Extenuating Circumstances

Applicants who meet all admission requirements but are unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee. In such cases, an applicant may be approved to take and pass an admissions test as determined by GIA and complete, sign, and notarize the Sworn Statement of a Student's Graduation from a Foreign High School form attesting that they have obtained a high school diploma or its equivalent. For inquires, contact admissions@gia.edu.

☑ 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* are exempt from this requirement. All others must provide documentation for ONE of the following.

- Completed at least 3 years of study in secondary or post-secondary education with English as the medium of instruction.
  - Provide a transcript or letter on the school's letterhead that states how many years you studied and that English was the medium of instruction.
  - The letter must be signed and dated by the school's dean, director, or headmaster.
- Met the minimum requirement on an approved English-language proficiency exam. See "English-Language_Proficiency_Exams" on page 33.

*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 9144	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 to an On Campus program:

1. Meet with an admissions advisor to discuss programs that align with your career goals, training needs, and interests.
2. Confirm that you meet all admission requirements listed on page 32.
3. Select your program and intended start date.
   - Visit www.GIA.edu/gem-education/carlsbad/schedule for class schedules.
4. Meet with a financial aid advisor to determine your financial obligation.
   - See "Tuition and Fees" on page 37.
   - See "Financial Aid and Scholarships" on page 40.
5. Gather the required documents listed on page 32.
6. Create an account and sign in to GIA's applicant portal at www.GIA.edu/applynow.
7. Follow the instructions to complete your application and upload your supporting documentation.
8. 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 to make any required payment. 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 online orientation requirements and attend the scheduled in-person orientation before the first day of class. An in-person orientation is scheduled for each program prior to the start date from 8:00 a.m. to 12:00 p.m. PT. The in-person orientation for the Graduate Jeweler program is from 8:00 a.m. to 2:50 p.m. PT. Students who cannot attend the in-person orientation, should contact admissions at admissions@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.

Nonimmigrant Visa Requirements

Students from outside the U.S. must be aware of the rules and regulations that govern their stay in the U.S. and pertain to their enrollment at GIA. GIA is authorized under federal law to enroll nonimmigrant students. GIA does not vouch for international applicants and does not offer visa services.

Student Visas. Nonimmigrant students attending GIA generally enter the U.S. on an M-1 (vocational) student visa. Those who enter the U.S. under another visa type usually cannot attend GIA's programs. Students already in the U.S. on a valid nonimmigrant visa may be eligible to apply for a change of status to an M-1 visa but certain restrictions apply. Contact the international student advisor about changing your status.

Dependents. A spouse and/or qualifying children under the age of 21 may accompany you to the U.S. under an M-2 nonimmigrant visa. Notify the international student advisor to include any dependents on your Form I-20 so they may apply for an M-2 visa.

Listed below are the requirements and steps you must follow to apply for a visa, maintain your status, enter and depart the U.S. and a listing of additional resources.

Contact GIA's international student advisor at +1 760 603 4001 or intladvisor@gia.edu for questions or assistance.

Issuing Your Form I-20

Nonimmigrant students and eligible dependents must be issued Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status" by the school in order to obtain the appropriate visa.

Proof of Financial Ability. US regulations require GIA to collect supporting financial documents to show that you have the ability to pay all program costs and living expenses for yourself and any dependents. GIA is required to collect these supporting documents prior to issuing Form I-20.

Download the *Required Financial Documents for Issuance of Form I-20* at https://education.gia.edu/ICS/icsfs/mm/2026 for documentation requirements.

Issuing Your Form I-20. GIA will issue your Form I-20 within 5 business days of receiving your I-20 Release Form. Keep this document safe as you will need it throughout the international student life cycle.

Reviewing Your Form I-20. Review this form carefully and confirm that all personal details are accurate. Compare the form to your passport information to confirm that your name and date of birth are correct. If the information on your Form I-20 is incorrect, contact the international student advisor to correct and send you an updated form.

Paying your SEVIS I-901 Processing Fee

After you verify your Form I-20 is correct, pay your SEVIS I-901 processing fee at https://fmjfee.com

- The fee must be paid prior to applying for your nonimmigrant student visa or, for Canadians and Bermudians, at least three business days prior to arrival at the U.S. port of entry.
- Once you pay your fee, print your receipt from https://fmjfee.com. You will need this as proof of payment at your visa appointment and again when you enter to the U.S.
- The fee is not required for M-2 dependent applicants.

View the tutorial at https://studyinthestates.dhs.gov/students/prepare/i-901-sevis-fee-payment-video.

Applying for Your Nonimmigrant Visa

After getting a receipt for payment of the I-901 fee, you can apply for your student visa. If you are a citizen of Canada or Bermuda, there is no need to apply. You will obtain your visa at the U.S. port of entry.

When to apply. Apply as early as possible. The timing for this process varies by country and can take at least 90 days to complete. The U.S. Embassy or Consulate does not issue student visas earlier than 365 days from the I-20 start date, but you may apply earlier.

How to apply. There are several steps to apply for a visa.

- Locate your U.S. Embassy or Consulate at www.usembassy.gov and review the specific details to apply for your M-1 vocational student visa. The order of these steps and how you complete them may vary by embassy or consulate.
- Complete the Online Nonimmigrant Visa Application, Form DS-160 at https://ceac.state.gov/genniv
  - Note the Application ID for future reference
  - Upload your photo in the format explained on the site
  - Print the application form confirmation page to bring to your interview
- Schedule an interview with your U.S. Embassy or Consulate.
- Prepare for and attend your interview.
  - Pay any required visa application fee. If your visa is approved, you may also need to pay a visa issuance fee. Review the instructions on the website of the U.S. Embassy or Consulate where you will apply to learn more about fee payment.
  - Gather all required documentation to bring to your interview.

U.S. Arrival and Departure

Nonimmigrant students on an M-1 visa may enter the U.S. up to 30 days before their program start date. Do not travel to the U.S. without your Form I-20 and the applicable nonimmigrant student visa (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status.

Nonimmigrant students are only allowed to remain in the U.S. in accordance with current immigration law and the time limits stated on their immigration documents. A student who has maintained their M-1 visa status is allowed to stay 30 days after their graduation date.

Information for Canadian and Bermudian Citizens

Canadian and Bermudian citizens are not required to apply for an entry visa. Instead, the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry grants your visa status after ensuring that you meet all admissibility requirements.

You must have your I-20, SEVIS I-901 fee payment receipt, financial support documents and other important documents in hand when you present yourself at the U.S. port of entry. Visit the U.S. Embassy or Consulate website for your country at www.usembassy.gov for detailed information. Nonimmigrant students can enter the U.S. no earlier than 30 days from the start date indicated on their I-20.

Nonimmigrant Student Resources

U.S. immigration laws and requirements are subject to change. The U.S. Consulate in your home country has the most up to date information. Visit www.usembassy.gov to locate your U.S. Consulate.

- U.S. Department of State: Visa requirements, wait times and more at U.S. Department of State: https://travel.state.gov
- U.S. Department of State: Details about the M-1 vocational student visa, process and application requirements: https://travel.state.gov/content/travel/en/us-visas/study.html
- Study in the States: Resource provided by the Student Exchange Visitor Program for prospective and current students to learn about studying in the U.S. before and after their arrival: https://studyinthestates.dhs.gov

- EducationUSA: U.S. Department of State resource to help international students learn what to expect as a student in the U.S. including pre-arrival, U.S. culture, education system, classroom culture and more: https://educationusa.state.gov

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the Gemological Institute of America 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 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.

GIA will evaluate prior credit for students receiving VA and DOD (Department of Defense) benefits, grant credit as appropriate (if applicable), notify the student of the evaluation and adjust the program hours accordingly (if applicable). Students should contact GIA at FinancialAid@gia.edu for more information.

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.

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.

Student Consumer Information

Additional Student Consumer Information may be found on our website: www.GIA.edu/student-consumer-information.

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 U.S. dollars. The total charges for each program include tuition costs, required books and materials, sales tax and the California Student Tuition Recovery Fund (STRF) assessment fee. See "California Student Tuition Recovery Fund" on page 43.

Program Charges

Program	Tuition	Books	Materials	Sales Tax	CA STRF	Total Charges*	Optional Books**
GEM 2500 - Graduate Gemologist	$25,740.00	$520.00	$1,839.25	$182.84	$0.00	$28,282.09	$870.00
GEM 2200 - Graduate Diamonds	$6,930.00	$165.00	$133.25	$23.11	$0.00	$7,251.36	$200.00
GEM 2300 - Graduate Colored Stones	$18,810.00	$355.00	$1,706.00	$159.73	$0.00	$21,030.73	$670.00
JMA 3300 - Graduate Jeweler	$25,740.00	$575.00	$2,039.50	$202.62	$0.00	$28,557.12	$0.00
JMA 3400 - Jewelry Design & Technology	$25,740.00	$985.00	$766.25	$135.72	$0.00	$27,626.97	$0.00
JMA 400 - Comprehensive CAD/CAM for Jewelry	$6,930.00	$400.00	$276.50	$52.43	$0.00	$7,658.93	$0.00
JMA 370 - Jewelry Design	$8,910.00	$185.00	$365.75	$42.68	$0.00	$9,503.43	$0.00

* Total charges do not include optional textbooks or technology for offsite use.

** Estimated costs exclude shipping, handling and applicable taxes.

Additional Program Costs

Gemology - Optional Printed Textbooks

All gemology course curriculum is accessible online in the Blackboard learning management system. Students can access and download PDF versions of textbooks through the end date specified in their enrollment agreement. Printed versions of these textbooks are optional and may be purchased through the My GIA Education Portal any time after registration. They can be shipped to your home prior to your arrival or delivered to the Carlsbad campus directly to save on shipping costs.

Jewelry Design & Technology - Required Technology

Students are required to have access to a computer that meets the minimum requirements specified on on page 31 to complete their homework. Note that homework is assigned starting the first day of class. The estimated average cost to purchase a laptop meeting the recommended specifications is $1,800 excluding shipping, handling and tax. GIA does not sell computers.

Comprehensive CAD/CAM for Jewelry - Recommended Technology

Students are not required to do work at home, however it is strongly recommended that students have access to a computer that meets the minimum requirements listed on on page 30. The estimated average cost to purchase a laptop meeting the recommended specifications is $1,800 excluding shipping, handling and tax. GIA does not sell computers.

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.
- 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 any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- $35 payment plan administration fee
- $15 late fee (payment plans)
- $15 fee for non-sufficient funds or returned checks
- $15 ID badge replacement fee
- $10 student locker key replacement fee
- $10 parking permit replacement fee
- $10 additional official transcript fee (excludes any applicable taxes and expedited shipping)
- $70 diploma replacement fee (excludes any applicable taxes and expedited shipping)
- $65 certificate replacement fee (excludes any applicable taxes and expedited shipping)

Payment Due Dates

Students may choose to pay all required tuition and fees up front or in installments due at the following increments. After registration, specific due dates and amounts are listed in your account statement available in the My GIA Education Portal.

At Registration. A deposit of $2,500 is due at the time of registration to hold your seat in class. The deposit is applied towards the tuition amount.

Before the First Day of Class. For programs less than 17 weeks, the remaining balance is due before the first day of class (Balance = Total Charges - Deposit of $2,500). For programs that are 17 weeks or longer, 50% of the tuition and fees for books, materials, sales tax and CA STRF are due before the first day of class.

At the Mid-Point of the Program. For programs that are 17 weeks or longer, any remaining balance is due at the mid-point of the program.

VA Education Benefits. For students using Veterans Administration Education Benefits, GIA will not require payment of the portion of tuition and fees expected to be covered by the VA for up to 90 days from the date GIA certifies the student's enrollment, following receipt of a certificate of eligibility or a valid VAF 28-1905. For more information, please contact financialaid@gia.edu.

Deposit Waiver. For students utilizing federal financial aid, or other third-party funding, the $2,500 deposit may be reduced or waived, depending on the total award amount. For more information, please contact financialaid@gia.edu.

Past Due Account Balance

Students who have a past due account balance will experience 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

Students may make payments online through the My GIA Education Portal at https://education.gia.edu. Student accounting staff are available Monday through Friday from 7:30 a.m to 4:00 p.m. PT to discuss your account. Contact us at educationacctsrec.us@gia.edu, +1 800 421 7250 ext. 4470, +1 760 603 4470.

All payments must be in U.S. Dollars. Please note the following information regarding payment methods.

Credit Card. Pay online using VISA, MasterCard, Discover or American Express

ACH. Pay online using ACH (electronic bank transfer). Payment must be drawn on a U.S. bank.

Check. Payments may be made by mailing a bank-issued check payable to GIA. All checks must be drawn on a U.S. bank. Cashier's checks and money orders are not accepted.

Wire Transfer. Pay online using Western Union. To use another wire transfer provider, contact us at +1 800 421 7250 ext. 4470, +1 760 603 4470, or educationacctsrec.us@gia.edu for details. Students are responsible for any wire transfer fees that they incur.

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.

Financial Aid and Scholarships

GIA is pleased to offer a number of financial assistance options to those who qualify including federal student aid, veterans benefits, vocational rehab benefits and institutional scholarships. Students may also find outside aid such as private scholarships and loans. All students are encouraged to apply for federal financial aid funding if unable to meet educational costs on their own. Financial Aid representatives are available to help you understand all of your options. Students seeking financial assistance should visit www.GIA.edu/gem-education-financial-aid or contact us at financialaid@gia.edu or +1 760 603 4005

Federal Student Aid (FSA)

Federal student aid is available to those who qualify.

General Eligibility Requirements

- Be U.S. Citizen, National, Permanent Resident, or other eligible noncitizen.
- Have a valid social security number (SSN)
- Show that you are qualified to obtain a college education by having a high school diploma or recognized equivalent or by completing high school in a home-school setting approved under state law
- Be accepted or enrolled in an eligible program. The following 780 clock-hour programs are eligible for federal aid:
  - Graduate Gemologist
  - Graduate Jeweler
  - Jewelry Design & Technology
- Sign the certifying statements on the Free Application for Federal Student Aid (FAFSA®) stating that:
  - You're not in default on a federal student loan and do not owe a refund on a federal grant
  - You'll use federal student aid only for educational purposes
- Maintain satisfactory academic progress. See "Academic Progress Policies" on page 57.

Additional requirements for each type of aid is listed below.

Federal Grants

A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund).

Federal Pell Grant (PELL). Awarded to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

Federal Iraq and Afghanistan Service Grant. Like other federal grants Iraq and Afghanistan Service Grants provide money to college or career school students to help pay their education expenses. However, Iraq and Afghanistan Service Grants have special eligibility criteria. You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not eligible for a Federal Pell Grant on the basis of your Student Aid Index, but:

- you meet the remaining Federal Pell Grant eligibility requirements;
- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11; and
- you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

Federal Supplementary Educational Opportunity Grant (FSEOG). Awarded to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. This grant has a limited amount of funds. Once the full amount of the funds has been awarded, no more FSEOG awards can be made for that year.

Federal Direct Loans

A loan is money you borrow and must pay back with interest. If you apply for financial aid, you may be offered loans as part of your school's financial aid offer.

Direct Subsidized Loan. Available to eligible undergraduate students (including those enrolled in an eligible GIA diploma program) who demonstrate financial need.

Direct Unsubsidized Loan. Available to eligible undergraduate (including those enrolled in an eligible GIA diploma program), graduate and professional students, but eligibility is not based on financial need.

Direct Parent Loan for Undergraduate Students (PLUS). Loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required.

Federal Work-Study

The Federal Work-Study Program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

You'll earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position. Your total work-study award depends on:

- Job availability,
- when you apply,
- your level of financial need; and
- your school's funding level.

Cost of Attendance (Student Budget)

A standardized cost of attendance, or student budget, is calculated by GIA every year as an estimate of a typical student's total educational and living costs. These are published at www.GIA.edu/gem-education/financial-aid-cost-attendance.

Different budgets are determined for each program and whether or not a student is independent, dependent, or will be living with parents. According to federal regulations, your award cannot exceed the Cost of Attendance. The budget determined for your individual circumstance is shown on your College Financing Plan and on your Financial Aid Student Portal.

GIA's Net Price Calculator is another tool to help you estimate the cost of the program in which you choose to enroll and is available at www.GIA.edu/net-price-calculator.

Student Aid Index (SAI)

The Student Aid Index (SAI) is a formula-based number established by law. It measures a family's strength using information provided on the Free Application for Federal Student Aid (FAFSA®) form and is used to determine a student's eligibility for need-based financial assistance.

How to Apply for Federal Student Aid

Complete the following steps at least two months prior to your program start date.

Step 1. Apply for admission to GIA and indicate the types of financial aid you are requesting on your application. See "Admissions Policies and Procedures" on page 32.

Step 2. Complete the Free Application for Federal Student Aid (FAFSA®); https://studentaid.gov/h/apply-for-aid/fafsa.

Step 3. Meet with a financial aid advisor to discuss your possible financing options and address your questions.

Step 4. After your acceptance for admission and receiving your award notification, decide if the aid being offered is sufficient to allow you to attend GIA and if you would like us to register you into your selected program.

How Federal Student Aid Is Disbursed

All funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment.

- First payment. The first half (50%) of your federal aid funds will be disbursed seven days after the program start date for grants and after 30 days from start date for federal direct loans.
- Second payment. The second half of your funds will be disbursed after completing more than 50% (mid-point) of your program.

If you are receiving aid for more than program, funds are disbursed for each program separately as outlined above.

Excess Funds

Excess funds are any credit balance (funds remaining) on your student account after your tuition and fees have been paid. Funds are first applied to your tuition and fees. Any remaining funds (excess funds) are disbursed to you, the student, as living expenses within 14 days of these funds being received by GIA.

Overawards and Overpayments

An overaward can occur when your financial need is exceeded by your own resources or other financial aid, such as scholarships or VA benefits. You must inform the financial aid office if you receive any additional resources that you did not originally report on your FAFSA application. If your financial need is reduced, it may result in an overpayment of federal aid. Your account will be charged for any aid you are no longer entitled to and any balance must be repaid. GIA services will be disrupted until your account is brought current. To avoid this situation, report any changes in your financial situation immediately. See "Payment Due Dates" on page 38.

Financial Aid Entrance and Exit Counseling

All federal student aid recipients must participate in entrance and exit counseling. A few days prior to your start date, you will meet with a financial aid advisor for entrance counseling. We will review your official award notification listing the types of aid available to you, your student budget, expected family contributions and other pertinent information. You must accept or decline any aid offered before we can disburse funds. If you fail to attend online or in-person entrance counseling, you will not be able to obtain your federal student loan. All students receiving loans are required to attend exit counseling with a financial aid advisor to review your loan obligations, repayment schedule and deferment rights under the various loan programs. Failure to attend exit counseling will result in your diploma being withheld.

Loan Repayment Options

Before accepting a loan, assess your current financial commitments and your future ability to repay loans. Federal loans provide a range of repayment options. For more information, visit https://studentaid.gov/manage-loans/repayment/plans.

It is essential that you understand your commitment and responsibility to repay your loans according to the stipulated repayment schedules. Delinquent or defaulted accounts can be referred to collection agencies and reported to credit bureaus, which can affect your ability to receive credit in the future. GIA services, including future enrollment, can also be withheld due to delinquent loan repayment. See https://studentaid.gov/manage-loans/default.

Veterans Administration (VA) Education Benefits

Students with eligible VA GI Bill® Education Benefits may use them for qualifying On Campus programs. VA GI Bill® Education Benefits provide financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2011, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for VA GI Bill® Education Benefits. Check eligibility status with the U.S. Department of Veterans Affairs at https://benefits.va.gov/gibill and determine the amount for which you qualify prior to enrolling.

Tuition and fee payments will be waived up to 90 days from the program start date.

The California State Approving Agency for Veterans Education (CSAAVE) is part of the California Department of Veterans Affairs (CalVet) and operates under the authority of the U.S. Department of Veterans Affairs (USDVA). CalVet may approve the application of an accredited or non-accredited school, training facility or establishment, when the school, facility, or establishment and its programs are found to have met the criteria and additional reasonable criteria prescribed by law. For more information and most updated approved GIA programs, visit www.GIA.edu/va-gi-bill-benefits.

If you are the spouse or child of a service member who is serving on active duty, you may be eligible for financial assistance from the DOD for education, training and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's VA GI Bill® Education Benefits to you. To check your eligibility and how to apply, please visit www.va.gov.

Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs administered by the Veterans Administration (Veteran Readiness and Employment or VR&E), individual state agencies or private agencies authorize students to enroll and study at GIA's On Campus programs. For more information, contact financialaid@gia.edu or visit www.GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure.

Private Loans

Private student loans offer variable rates that can increase or decrease over time depending on market conditions. Students should determine the interest rate, fees and repayment terms of any private student loan they are considering before accepting a private student loan. You may not borrow more than your Cost of Attendance less any financial aid received.

Scholarships

GIA offers many opportunities for students to receive a scholarship. Scholarship offerings are made available to assist eligible students 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.

California Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education: physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov; phone +1 916 574 8900 or +1 888 370 7589; fax +1 916 263 1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect an assessment of zero dollars ($0.00) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0.00).

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Definitions:

(a) “California resident” means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from qualifying institution offering distance education.

(b) "Closed institution” means an institution at which a closure has occurred.

(c) "Economic loss” means pecuniary loss, as defined n section 94923 of the Code. Economic loss also includes any “educational opportunity loss.”

(d) "Educational opportunity loss” means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution’s closure or due to the institution losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.

(e) "Fund" means the Student Tuition Recovery Fund.

(f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.

(g) "Qualifying institution” is an approved institution that is subject to the provisions of Article 14, commencing with section 94923 of the Code, including out-of-state institutions registered with the Bureau pursuant to section 94801.5 of the Code.

(h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).

(i) "STRF" means Student Tuition Recovery Fund.

(j) "Student Tuition Recovery Fund assessment” or "STRF assessment” means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution.

(k) "Teach-out institution” means the institution offering a teach-out to a former student of an institution that has ceased to operate.

(l) "Third-party payer” means an employer, government program or other entity that pays a student’s charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA's Carlsbad campus are explained in detail in this section and in your enrollment agreement. If you have questions, contact GIA admissions at admissions@gia.edu, +1 760 603 4001 or +1 800 421 7250 ext. 4001 (Toll-free US/Canada).

Cancellation of Enrollment

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date GIA receives the written notice of cancellation.

Students must submit their cancellation notice in writing using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at https://education.gia.edu or by sending an email to an admissions representative at admissions@gia.edu.

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.

Withdrawal of Enrollment

Students may withdraw from a program of enrollment any time after the cancellation period and prior to taking a final examination. Withdrawal is effective on the date GIA receives the student's written notice.

Students must submit their withdrawal notice in writing using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at https://education.gia.edu OR by sending an email to the dean of students at deanstudents@gia.edu.

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. See "Refund Policy" on page 45.

Refund Policy

Students receive a full refund, 100% of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. GIA does not charge or retain a deposit or application fee.

Withdrawn students who have completed 60% or less of the period of attendance receive a pro-rata refund of nonfederal student financial aid program moneys paid for institutional charges. The CA STRF assessment fee is non-refundable in the case of withdrawal. See "Pro-Rata Tuition Calculation" on page 46.

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 not eligible for refund. Optional books and materials are subject to the return and exchange policy for the GIA Store. https://store.gia.edu/pages/gia-return-and-exchange-policy.

For financial aid recipients who have completed less than 60 percent of their program, a Return of Title IV calculation is performed to determine the portion of aid earned. This calculation may result in the return of unearned funds, which could create a balance owed to the institution. See "Return of Title IV Funds" on page 47.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full borrowed amount of the loan, plus interest, less the amount of any refund returned to the lender. Scholarship recipients are subject to the refund policy described in their acceptance letter.

Any credit balance on a student's account after unearned aid and scholarship funds have been returned will be refunded within 45 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

Tuition Refund Chart

Last Day of Attendance	Tuition Refund
Within seven days of enrollment or before the end of the first class day, whichever is later	100%
On or before 60% of the scheduled instructional hours	Pro-rata %
After 60% of the scheduled instructional hours	No refund

Pro-Rata Tuition Calculation

GIA calculates pro-rata tuition using the student's last day of attendance (LDA) and the number of scheduled instructional hours elapsed through the LDA.

1. **Per-hour rate** = Total tuition / Total program hours
2. **Pro-Rata Tuition (owed)** = Per-hour rate x Scheduled hours elapsed (through LDA)

Refund Calculation Example

A student withdraws from a 780 clock-hour program. There were 312 scheduled instruction hours through the student's last day of attendance. Program charges include $25,740.00 (tuition), $2,542.09 (books, materials, sales tax) and $0.00 (CA STRF fee). The student has paid in full and retained all books and materials.

Amount Retained by GIA

Per-hour rate = $25,740 / 780 = 33.00 per hour

Pro-Rata Tuition owed through LDA = $33.00 x 312 = $10,296.00

Books, Materials and Sales Tax = $2,542.09

CA STRF Fee (non-refundable) = $0.00

Total Amount Retained by GIA = $10,296 + $2,542.09 + $0.00(STRF) = $12,838.09

Refund Amount

$28,282.09 (paid by student)

- $12,838.09 (retained by GIA)

= $15,444.00 refund to the student

Definitions

These terms have the following meanings as applied within GIA's cancellation, withdrawal and refund policies:

- **Cancellation**: Student's enrollment is terminated through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- **Cancellation or Withdrawal Date**: The date GIA receives the student's written notice of cancellation or withdrawal or is administratively withdrawn according to policy
- **Enrollment Agreement:** A written contract between a student and institution concerning an educational program.
- **Enrollment**: Execution of an enrollment agreement; enrollment is effective on the date it is signed by both the student and the GIA authorized representative.
- **First Class Day:** First day the student is scheduled to attend a class session.
- **First Class Session**: First part of a class day that the institute conducts instruction in a particular subject.
- **Institutional Charges**: All charges for tuition, required books and materials, CA STRF fee and other educationally-related expenses assessed by the institution
- **Instructional Hours:** The hours in which clock hours are scheduled.
- **Last Day of Attendance**: The last day the student attended class as determined by GIA's attendance records.
- **Period of Attendance:** The entire educational program if measured in clock hours.
- **Withdrawal**: When a student's enrollment is terminated after the cancellation period but prior to taking a final examination (either the student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA policy).

Return of Title IV Funds

Return of Title IV Funds (R2T4) refers to the recalculation of funds required when a recipient of federal financial aid is withdrawn from school after beginning attendance. Title IV funds include: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Loans and Direct PLUS Loans.

The calculation compares the amount of Title IV aid the recipient earned to the amount disbursed and determines whether funds must be returned, or if the student is eligible for a post-withdrawal disbursement.

The requirements for the return of Title IV funds are separate from any refund policy that GIA may have. A student may still owe funds to the school to cover unpaid institutional charges and GIA may charge a student for any Title IV funds the school is required to return.

If you are considering withdrawal, contact the financial aid office contact us at +1 800 421 7250 ext. 4005 or financialaid@gia.edu to advise you on your specific situation. See "Withdrawal of Enrollment" on page 45 for the requirements and procedures to officially withdraw from school.

For general questions about Title IV funds, visit https://studentaid.gov or call the Federal Student Aid Information Center at +1 800 4 FEDAID (+1 800 433 3243). TTY users may call +1 800 730 8913.

Calculation of Earned Aid

Although a student's aid is posted to their account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period or period of enrollment, the amount of Title IV funds the student has earned up to that point is determined by the US Department of Education's Return of Title IV Funds formula.

A student that completed more than 60% of the payment period or period of enrollment has earned 100% of the funds they were scheduled to receive, during the period.

If the student completed 60% or less, a pro rata schedule is used to determine the amount funds earned at the time of withdrawal. For example, if a student completed 30% of their payment period or period of enrollment, they earned 30% of the aid they received.

If the student received more aid than the amount earned, excess funds must be returned by GIA and/or the student. If the student received less aid than the amount earned, the student may be able to receive those additional funds in a post-withdrawal disbursement.

Return of Unearned Funds (Overpayment)

If the student, or parent, receives excess funds that must be returned, GIA must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of his or her funds, or the entire amount of excess funds.

Title IV funds are repaid in the following order:

1. Unsubsidized Federal Direct Loan Program
2. Subsidized Federal Direct Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Other federal, state, private, or institutional student financial aid programs

Any unearned grant funds the student has received is called an overpayment. The maximum amount of grant overpayment the student must repay is equal to half the funds the student received or was scheduled to receive. A student does not have to repay an overpayment if the original amount is $50 or less.

The student must make arrangements with GIA, or the Department of Education, to return unearned grant funds. GIA must return this amount even if GIA did not keep this amount of the student's Title IV program funds. If GIA is not required to return all of the excess funds, the student must return the remaining amount.

Any federal direct loan funds that must be returned must be repaid by the student (or parent) in accordance with the terms of their repayment plan.

If aid has been used for living expenses, GIA will prorate the amount the student is entitled to keep based on the percentage of the program completed. If the aid received exceeds the prorated cost of living amount, the student will be billed for the excess.

Post-withdrawal Disbursement

If a student did not receive all of the funds that they earned, the student may be due a post-withdrawal disbursement.

GIA may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. GIA needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give his or her permission, the student will be offered the funds. It may be in the student's best interest to allow GIA to keep the funds to reduce the student's debt to GIA.

Students who have not completed the first 30 days of their program before they withdraw will not receive any Federal Direct Loan funds they would have received had they remained enrolled past the 30th day.

If a student's post-withdrawal disbursement includes loan funds, GIA must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt.

Return of Veterans Benefits

Effective January 5, 2021, section 1019 of Public Law 116-315 of the U.S. Department of Veterans Affairs made schools financially liable, instead of the student, for payments directly paid to a school. When a school debt is created, the Regional Processing Office (RPO) of jurisdiction sends a letter notifying the school of the overpayment with details regarding the associated student, debt amount and the reason for the creation of the debt. Students may owe tuition to GIA based on the amount of debt calculated by the U.S. Department of Veterans Affairs. GIA will coordinate the return of any debt calculated to the U.S. Department of Veterans Affairs. In some instances, students may owe tuition to GIA and/or owe other debts issued from the U.S. Department of Veterans Affairs.

Note: Funds provided from the Department of Defense or the Veterans Administration and received by service members, reservists and family members who stop attending due to service obligations are refunded in the same manner as Title IV federal funds.

Student Services

Our student services staff, advisors and librarians 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 60 days before your arrival and be sure to use a reputable third-party provider. GIA has no responsibility to assist a student in finding housing.

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 property owner and any occupants as well as doing an Internet search of the address and of any individuals living in the home.

Current housing costs around Carlsbad campus can range from $2,500 to $3,200 per month or more for apartments. Hotel stays can average $3,600 per month or $120 to $375 per night excluding taxes and other fees.

GIA's campus has parking for more than 1,000 vehicles, electric car charging stations, electric bike chargers, bike racks and access to public transportation. Public transportation to the Carlsbad campus is limited and although bicycles are an alternative, a car is recommended. Visit www.sdmts.com/transit-services for more information on public transportation.

Contact student services at studentservices@gia.edu, +1 800 421 7250 ext. 7304 or +1 760 603 4000 ext. 7304 for inquiries or assistance.

Food and Beverage

Students have several choices for meals, snacks and beverages on campus or from a variety of nearby off-campus locations.

GIA's cafe is open from 7 am to 2 pm for breakfast and lunch. Students can order onsite or online for pick-up at the cafe. Refrigerators and microwaves are available for students who prefer to bring their own food. Ample seating is available in the cafe and student lobby, outdoor seating is also available. Self-service vending on campus offers snacks, small lunch items and various bottled drinks options.

Health Care and Insurance

GIA does not provide health insurance for students. All students are strongly urged to maintain medical insurance coverage. Any medical needs, services and expenses are the student's personal responsibility.

Contact us at studentservices@gia.edu, +1 800 421 7250 ext. 7304 or +1 760 603 4000 ext. 7304 for information about companies that provide medical insurance or to help you locate medical professionals in the area.

TELUS Health Student Support

Through TELUS Health, GIA provides students with immediate and/or ongoing confidential, 24-hour multi-lingual support for any school, health, or general life concern at no cost. You can call or chat with a counselor directly from your phone, mobile device or computer.

Phone: +1 866 743 7732
Website: https://myssp.app/us/home
TELUS App:



Disability Services and Accommodation

Our dean's office provides support services, resources and accommodations for students with verified disabilities. 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 57 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 in accordance with Section 504 of the U.S. Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state and local laws. 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 located on the My GIA Education Portal. 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.

Grievances. GIA's 504 Coordinator monitors and oversees the Institute's efforts to comply with and carry out its responsibilities under Section 504 of the U.S. Rehabilitation Act and related regulations. Students, applicants, instructors, administrators or others who participate in GIA's education programs and activities with questions or concerns related to the application of this policy or complaints about discrimination on the basis of a disability are encouraged to contact the 504 Coordinator.

Kimberly Overlin, 504 Coordinator
504coordinator@gia.edu
+1 760 603 4093
The Robert Mouawad Campus
5345 Armada Drive, Mailstop #15
Carlsbad, California 92008 USA

Additionally, complaints of discrimination may be made to the Department of Education's Office of Civil Rights (OCR):

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone +1 800 421 3481
Fax +1 202 453 6012; TDD +1 800 877 8339
OCR@ed.gov

Education Advising and Study Skills Development

GIA's education advisor is available to meet with students who wish to discuss their academic progress and develop strategies to help remove any barriers to their success. We recommend that students who are struggling, as well as those on advising or probation status, meet with the advisor as early as possible.

GIA's Study Skills Development program is designed to foster student-driven success, promote independent learning and provide academic support through an encouraging, engaging and constructive environment. The education advisor provides one-on-one support to students who are seeking additional academic help in written coursework outside of school hours. Outside of specific course material support, the program is focused on helping students learn how to be stronger students, teaching participants how to efficiently take notes, prepare for assessments and become better test takers.

For information, or to schedule an appointment, contact us at edadvising@gia.edu or call +1 800 421 7250 ext. 4382 or +1 760 603 4382.

International Student Advising

GIA's international student advisor provides specialized support to international students by helping them prepare for and adjust to living and studying in the U.S.

The advisor or another designated school official (DSO) provides information about important immigration-related issues and specific assistance with the student visa and other applicable immigration application processes. The advisor also helps students get oriented to life on campus and provide other assistance such as travel, health care and insurance, housing and obtaining a driver's license.

For questions, information, or to schedule an appointment, contact us at intladvisor@gia.edu or call +1 760 603 4001

Computer and Internet Access

The campus has wireless Internet access available at no charge. The library has a computer lab available for student use during operating hours on a first-come, first-serve basis.

Career Services

Career Services offers a range of resources and events to help you advance your career—from the GIA Gem & Jewelry Career Center to focused hiring events and mentorship opportunities with top industry professionals.

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

Career Advising

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

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

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

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

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

Professional development sessions. Advisors offer year-round workshops that help students build practical skills for the industry, ranging from resume preparation and interview strategies to workplace professionalism and industry networking. Whether you are entering the job market or already working in the field, these sessions provide real-world tools that support growth and career success.

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:





Library and Learning Resources

Library and Information Center

The Richard T. Liddicoat Gemological Library and Information Center is the largest library of its kind housing a growing collection of over 67,000 books, 1,000 periodical titles in various languages and 2,000 videos and other media. The collections cover topics on gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacturing and history and are searchable in the Library's Online Public Access Catalog (OPAC) via the library's section of the GIA website www.GIA.edu/library.

Lending library.Students may check-out print materials while they are on campus. The lending library consists of over 17,000 volumes, 124 current subscriptions and approximately 2,000 videos.

Archives.The Library's archives and rare book collection has works dating back to 1496. Print materials in the archives are accessible by appointment only. Public domain works (pre-1930) are being digitized with over 1,200 titles freely available on Internet Archive at https://archive.org/details/gialibrary.

eBooks. Students and alumni may access more than 500 e-Books and 6,000 magazines 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 4:30 p.m. PT, Monday through Friday. Library computers and the reading room are open to students from 7:00 a.m. to 5:00 p.m. PT, Monday through Friday. Contact us at library@gia.edu, +1 760 603 4046 or +1 800 421 7250 ext. 4046.

GIA Museum Collection

GIA’s Carlsbad campus is home to the GIA Museum, which houses an extraordinary collection of gems, gem minerals, jewelry, objets d’art and historical cutting equipment to enhance the student learning experience. Displays throughout campus complement in-class stone sets and allow gemology students to observe additional specimens of stones and jewelry that design students may use for sources of inspiration in their coursework.

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 stone 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).

Guest Speaker Series

GIA's Carlsbad campus is pleased to offer the Guest Speaker Series to inspire and enhance your educational life on campus. Each month, practicing professionals share their expertise on subjects such as diamond and gemstone treatments, jewelry manufacturing and design, field gemology and more. The series, free to both students and alumni, exposes you to different career paths and provides perspective on how skills, knowledge, abilities apply to the workplace. If you are unable to attend in person, the series is often live-streamed and posted on social media.

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

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

Course	Clock Hours	Maximum Missed Hours
Graduate Colored Stones	570	47
Graduate Diamonds	210	21
Jewelry Design	270	23
Jewelry Design and Technology	780	68[1]
Comprehensive CAD/CAM for Jewelry	210	21
Bench Basics	60	6
Bench Level 1	180	18
Bench Level 2	180	18
Bench Level 3	150	12
Bench Level 4	150	12
Graduate Jeweler Capstone	60	6

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

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 dean's office for consideration using the form located on the My GIA Education Portal at https://education.gia.edu.

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 dean's office for consideration using the form located on the My GIA Education Portal at https://education.gia.edu.

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 granted for safety or ergonomic considerations if approved through the dean's office. GIA is not responsible for loss of or damage to personal tools.
- Keycards may not be taken from any classroom.
- Blank or completed worksheets, quizzes or exams may not be taken out of the classroom.
- Projects and materials may not be taken out of the classroom without the instructors permission.
- Students must work individually unless the instructor directs otherwise.
- 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 instructor 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

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

Letter Grade	Percentage Range	Grade Points
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59-below	0.0
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.

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. Practical assignments, quizzes, tests 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, regardless of financial aid status. 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 59, 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.

Satisfactory Academic Progress (SAP) - Title IV Recipients only

In addition to meeting institutional academic standards, students receiving Title IV financial aid must also meet federal Satisfactory Academic Progress (SAP) requirements to maintain financial aid eligibility.

SAP is evaluated at the midpoint of each 780 clock-hour program. For example, in a 780 clock-hour program, SAP is evaluated when the student reaches 390 scheduled clock hours.

Students who fail to meet SAP requirements at the midpoint are placed on Academic Warning/Financial Aid Warning and notified in writing. Students must successfully meet SAP standards by the end of the next payment period (the second 390-hour segment) to be removed from warning status.

If, at any point during that payment period, a student is also placed on Academic Advising and fails to meet the conditions of their Academic Improvement Plan, the student is subject to dismissal prior to the end of the payment period.

Students dismissed for not meeting Satisfactory Academic Progress (SAP) may appeal for reinstatement. Appeals must explain the circumstances that affected academic performance, how those circumstances have been resolved, and why the student should be readmitted. Approved appeals result in reinstatement on Academic Probation; during this period, students remain enrolled but are not eligible for financial aid.

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 are not eligible for a leave of absence. GIA may approve an LOA for a documented family emergency, serious illness, or active military duty, as well as for involuntary reasons such as local, state, or national emergencies, pandemics, or other extenuating circumstances.

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. LOA requests must be submitted in writing to the school director in advance and include supporting documentation. form is available on the My Education Portal at https://education.gia.edu. 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 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 seeking readmission may be required to re-enroll from the beginning of the program at the current tuition and fees.

Active Military Duty. Any student called to active military duty will be promptly readmitted in accordance with the requirements under Title 34 of the U.S. Code of Federal Regulations. The cumulative length of the leave and of all previous absences from the school for service may not exceed five years, except where the obligated period of service exceeds five years or as specified in the federal regulations. Students called to active military duty should contact the school director to discuss their individual situation.

Federal Student Aid Recipients. An LOA may have an impact on federal aid eligibility. Prior to requesting leave, students must meet with a financial aid representative to evaluate their individual situation and explain the effect that a failure to return from an LOA has on any loan repayment terms.

International Students. An LOA may impact student visa status. Prior to requesting leave, students must meet with the international student advisor or other designated school official to evaluate their individual situation.

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. International students who are dismissed are in violation of their M-1 student visa and must meet with the international student advisor or other designated school official to discuss their status. Students receiving federal aid must meet with a financial aid advisor to discuss their individual situation.

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, and the ability to complete the program within the maximum time-frame allowed. Repeat fees apply. See "Additional Fees" on page 38.

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 specified 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.



GIA On Campus Program Graduates

Student Records

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

Contact Information

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

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 your current/old name in our records and one 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 edrecords@gia.edu, +1 800 421 7250 ext. 7312 or +1 760 603 4000 ext. 7312.

Transcripts

Current students may download an unofficial transcript on the My GIA Education Portal at https://education.GIA.edu Graduates may contact student records at edrecords@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 fee for each transcript ordered, plus additional fees for expedited shipping. Contact us at edrecords@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 information by submitting a Modify Personal Information form on the My GIA Education Portal at https://education.GIA.edu or by emailing edrecords@gia.edu. The student will receive an email that provides access to the digital version of their certificate/diploma. Once the print diploma or certificate has been shipped the student will receive an additional confirmation email.

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 replacement hard copy is provided at no charge if the original is damaged in transit or is not delivered within 15 business days. 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 edrecords@gia.edu or +1 760 603 4000 ext. 7312.

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://www.parchment.com/students or student records at edrecords@gia.edu,+1 800 421 7250 ext. 7312 or +1 760 603 4000 ext. 7312.

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/drecoc/GIA_Education_Verification-Request.pdf. For information about directory information that may be released, see "Family Educational Rights and Privacy ("FERPA")" on page 66.

Academic Credentials Usage Policy

Academic credentials from the Gemological Institute of America (GIA) are highly respected in the gem and jewelry industry. Recipients of GIA diplomas should append their academic designation to their name and follow specific usage standards. Credentials can be displayed in their entirety, but must not imply affiliation or endorsement by GIA. Only diplomas or degrees should be listed on business cards, while individual coursework should be on resumes.

For detailed guidance, please refer to the GIA Usage Guidelines located here: https://www.gia.edu/copyrights-trademarks#diplomas.

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

A designated school official will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. See "Title IX Compliance" on page 67. 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. When a student receives a behavioral warning or is placed on probation, they are given an opportunity to realign their conduct with institutional standards and expectations. However, any further misconduct or failure to meet the conditions of probation may result in 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. It is unlawful to sell or furnish alcohol to a person under the age of 21 and a violation of this policy.

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.

Marijuana remains illegal under federal law and use of medical or recreational marijuana is not an exception to this policy. Any student using physician-prescribed medication or other medication that may impair performance in the classroom is encouraged to inform his or her instructor.

As a condition of acceptance for admission, students agree to reasonable suspicion (also referred to as "for-cause") drug testing. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use, may be dismissed from school and/or be subject to additional sanctions. Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a positive test and may result in dismissal.

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.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the dean's office. GIA also offers the TELUS Health Student Support service that connects students with free, confidential emotional health and well-being support conveniently available 24/7 via mobile app, telephone and web. See "TELUS Health Student Support" on page 49.

For detailed information on sanctions, federal and state laws and the health risks associated with alcohol and drug use, see complete Drug and Alcohol Abuse Prevention Policy at www.GIA.edu/student-consumer-information.

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. 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. Smoking is allowed only in designated outdoor smoking areas. Please help to keep these facilities clean by placing package wrappers, cigarette butts and other debris in designated containers.

Campus Safety and Security

Keeping GIA campuses safe for our students, employees and visitors is one of our top priorities.

Clery Report. GIA's Annual Disclosure of Campus Security Policies and Crime Statistics, includes statistics on reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus for the previous three years. The report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, hate crimes and other matters. You can obtain a copy of this report at www.GIA.edu/student-consumer-information.

Lab Safety. 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.

Graduate Jeweler (GJ) students with shoulder-length or longer hair must tie it back. Students must avoid wearing loose clothing or clothing that leaves skin exposed, open-toed shoes and dangling accessories such as bracelets or long chains.

Student Notification of Classroom Chemical Usage

The American Chemical Society's (ACS) Committee on Chemical Safety (CCS) promotes and facilitates safe practices in chemical activities and provides guidance for academic institutions. Such guidance includes asking institutions to promote awareness 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 the Graduate Colored Stones and Graduate Gemologist programs. 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 Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Timely Warnings

GIA will issue a timely warning in the event of a Clery Act crime that occurs on or near GIA's campus that has been reported to a GIA campus security authority or local police agencies and is considered by GIA to represent a serious or continuing threat to students and employees. Timely warnings are issued in a manner that is timely, includes information about the crime that triggered the warning and that will aid in the prevention of similar crimes. Depending on the circumstances, timely warnings may be distributed to students and employees as an emergency text, email alert, or voice message. GIA emergency evacuation alarms and procedures may also be activated. Employee and student notification information is uploaded daily to the emergency notification system's database to ensure accuracy of message delivery. The system is tested at least once each year.

For detailed information on timely warnings, see GIA's Annual Safety Report at www.GIA.edu/student-consumer-information.

Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader 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. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency.

Additionally, 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 visit www.GIA.edu or call +1 760 603 4000 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. You may log on to your My GIA Education Portal at https://education.gia.edu or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at www.GIA.edu/student-consumer-information.

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 items 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.

Family Educational Rights and Privacy ("FERPA")

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students enrolled at a GIA campus located in the United States ("student," or "you") certain rights with respect to their education records. If you are enrolled or enrolling at GIA as part of the GIA Education Corporate Sponsor Program, additional terms and conditions also apply.

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request from you to access your education records.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Disclosures that GIA May Make Without Student Consent

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.3 of the FERPA regulations. Except for disclosures to school officials (as further detailed at www.GIA.edu/ferpa), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Directory Information Definition and Opt-Out

FERPA specifies that directory information includes, without limitation, any information contained in a student's education record(s) that would not generally be considered harmful or an invasion of privacy if disclosed. As such, directory information can be disclosed or released without your written consent. GIA's directory information includes title, first name, last name, phone number, address (home and mailing), email address, business name, business address, business website, business email address, year in applicable program, status and academic level (e.g., full-time or part-time), total clock hours, location of attendance, fields of study, dates of enrollment, degrees, diplomas, certificates awarded, letters of attendance/completion, expected date of graduation, dates conferred, dates of attendance, participation in GIA-recognized activities, academic honors and awards received (including, without limitation, type and date or term granted), previously attended educational agencies or institutions and any unique identifying number created for the purpose of compiling, releasing, or transmitting directory information.

You have the right to restrict the further disclosure or further release of any or all of your directory information. If you do not want GIA to further disclose or further release your directory information, you must submit a written request to that effect to the education records department and such request must indicate whether you want to restrict the disclosure or release of certain categories of directory information or all categories of directory information. You can repeal any such requested restriction at any time by filing a written request to that effect to the education records department.

Title IX Compliance

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex, including sexual harassment and pregnancy or related conditions in any Education Program or Activity operated by a recipient that receives federal financial assistance.

As an educational institution subject to Title IX, Gemological Institue of America, Inc. ("GIA," the "Institute," or "our") has adopted this Title IX Non-Discrimination Grievance Policy and Process. As set forth in detail herein, GIA:

- Does not discriminate on the basis of sex, inlcuding sexual harassment and pregnancy or related conditions, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment and retaliation;
- Prohibits discrimination on the basis of sex and pregnancy or related conditions in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects of its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect to the rights of all parties involved.

Inquiries about this Policy, or the application of Title IX may be referred to GIA's Title IX Coordinator, the Assistant Secretary of the Department of Education's Office for Civil Rights, or both.

The policy can be accessed by visiting www.GIA.edu/student-consumer-information. Inquiries about GIA's Title IX Non-Discrimination & Grievance Policy & Process may be referred to GIA's Title IX Coordinator.

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating GIA's efforts related to the intake, investigation, resolution and implementation of supportive measures to stop, remediate and prevent discrimination, harassment and retaliation prohibited under this policy.

Title IX Coordinator may be contacted with questions about this Policy, to file a report or Formal Complaint, or to otherwise assist individuals in ensuring equal access to GIA's educational programs or activities in compliance with Title IX.

Kimberly Overlin, Title IX Coordinator
titleixcoordinator@gia.edu

+1 760 603 4093
The Robert Mouawad Campus
5345 Armada Drive, Mailstop #15
Carlsbad, California 92008 USA

Additionally, complaints of sexual discrimination may be made to the Department of Education's Office for Civil Rights (OCR):

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone +1 800 421 3481
Fax +1 202 453 6012; TDD +1 800 877 8339
OCR@ed.gov

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, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Complaint Procedure

Students are encouraged to try to resolve any issues or concerns they may have 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 office of the dean of students in writing at deanstudents@gia.edu. It must contain, at a minimum, the basis of any allegation, all relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that support the complaint should also be included.

Students should raise complaints as soon as possible so that they can be properly addressed. Within 10 business days of receiving the complaint, the dean of students will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

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 Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at ACCSC - Student Corner - Complaints.

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education (CA BPPE) by calling +1 888 370 7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's website at https://bppe.ca.gov. Students may utilize GIA's internal complaint process, but are not required to exhaust internal processes prior to contacting the CA BPPE. Students may submit a concern at any time to the BPPE or other oversight agency.

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. For more information, please visit www.GIA.edu/student-consumer-information.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in

making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling +1 888 370 7589 or by visiting https://www.osar.bppe.ca.gov/.

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

Service animals are permitted on campus. A service animal is a dog or, in specific cases, a miniature horse that is individually trained to perform tasks for the benefit of an individual with a disability. The task(s) performed by the service animal must be directly related to the individual's disability. All other animals, including emotional support, therapy, comfort or companion animals, and pets are prohibited on campus grounds, including all facilities and parking lots.

The care and supervision of a service animal is solely the responsibility of the service animal's handler. Service animals must be under the control of the handler at all times. The handler is responsible for any damages caused by the service animal. Service animals may be restricted from certain areas of campus for health and safety reasons.

A service animal may be asked to leave a GIA facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others, or if the service animal is out of control and the handler does not take effective action to control it. Service animals that are not housebroken can also be asked to leave GIA facilities and programs.

Visitors

Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show current government-issued photo identification. A request form is available on the My GIA Education Portal. If you come to a GIA facility for a class, to take an exam or to use the Student Workroom, please arrive early to allow a few extra minutes for this process to be completed. Non-student visitors are not allowed in the classrooms while classes are in session.

Parking Policy

There is no charge for student parking in the Carlsbad campus parking lot. Students must have a valid driver's license to receive a campus parking permit. All vehicles must display a current parking permit. The parking lot is secured every night after 6:00 p.m. PT; vehicles may not be left in the lot overnight. The speed limit in the parking lot is 15 miles per hour. Students who violate the parking policy will be warned and are subject to loss of parking privileges and dismissal for repeated violations.

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 worn and visible at all times while on campus, and there is a fee to replace lost badges. Upon completion of the program and before graduation, or if a student is no longer enrolled before their end date, ID cards or badges must be returned to the instructor or to Student Service.

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, metals 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™

CAMPUS LOCATIONS

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+1 212 944 5900 | nyadmissions@gia.edu | www.GIA.edu

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