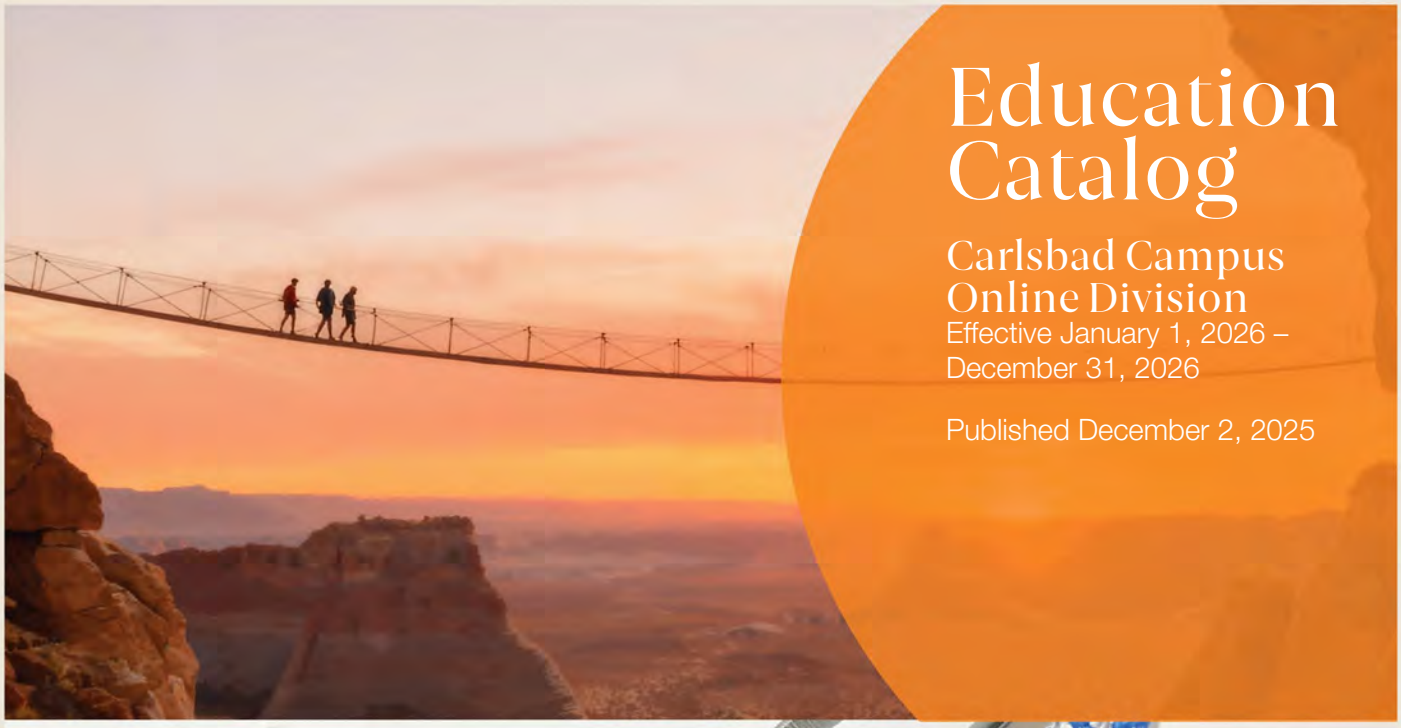
GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

2026
VOL Nº1.5



Education Catalog

Carlsbad Campus Online Division

Effective January 1, 2026 – December 31, 2026

Published December 2, 2025



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2026 Catalog Addendum

Carlsbad Online Division Catalog

Catalog amended 2026 Education Catalog - Carlsbad Online, Vol. 1.5

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

This addendum is part of the 2026 Education Catalog for the Carlsbad Online 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Catalog Provisions Superseded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, 56	Welcome Message, GIA Alumni Collective™	Revised the global alumni network total from 165,000 to 185,000.	October 28, 2026
10-11	Faculty and Education Management	Revised the titles for Kelly Yantzer (Vice President, Global Education Administration), Corey Rosso (Vice President, Global Strategy and School Operations) and Paul Mattlin (Online School Director).	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 Online Division courses and lab classes in the following programs are accredited by the Distance Education Accrediting Commission (DEAC).

- Graduate Gemologist Online
- Graduate Colored Stones Online
- Graduate Diamonds Online
- Graduate Pearls Online

GIA has been continuously accredited by DEAC since 1965. DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

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

GIA's Applied Jewelry Professional™ professional development program and the essentials courses are avocational in nature and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

The information contained in this catalog is true and correct to the best of my knowledge.

Kelly Yantzer

Kelly Yantzer, GIA VP Student Affairs

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, and is available on GIA's website at www.GIA.edu/student-consumer-information.

GIA's online courses and lab classes are not eligible for Federal Student Aid. Students seeking alternative funding options, including veteran benefits such as VA GI Bill® Education Benefits or Vet Readiness and Employment (VR&E) benefits, are encouraged to consult with their financial aid advisor or VA counselor to confirm eligibility for their specific program or course.

Other U.S. State Authorizations

GIA is approved and regulated by the Texas Workforce Commission (TWC), Career Schools and Colleges, Austin, Texas. The Applied Jewelry Professional™ professional development program is exempt from regulation under Texas Education Code, section 132.002 (a)(3).

GIA is Approved with a Certificate of Approval from the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; 785-430-4240

GIA is exempt from authorization in Alaska under as 14.48 and this chapter because the program is online or distance delivered and the institution does not have physical presence in the state.

In addition to the approvals described above, GIA is authorized to offer, and/or recruit for, its online courses in the following states: Alabama, Georgia, Michigan and Nebraska.

GIA does not operate in Washington, D.C. and does not accept applications for online courses from the district's residents.

GIA has the exemption in Arizona and is authorized in Nevada and New York to deliver lab classes.

State licensing in compliance with United States Department of Education State Authorization Regulation in Section 600.9 Program Integrity Rule, GIA has made a “good faith effort” in pursuing state authorization from all states and territories within the U.S. GIA will continue to monitor developments in state laws in each state in which it enrolls students, and, if authorization or licensure is or becomes necessary, will obtain such additional approvals.

Alabama - Approved
Alaska - Exempt
America Samoa - Not Applicable
Arkansas - Not Applicable
Arizona - Exempt
California - Approved
Colorado - Not Applicable
Connecticut - Exempt
Delaware - Not Applicable
District of Columbia- GIA does not operate in Washington, D.C.
Florida - Not Applicable
Georgia - Authorized
Guam - Not Applicable
Hawaii - Not Applicable
Idaho - Not Applicable
Illinois - Not Applicable
Indiana - Not Applicable
Iowa - Not Applicable
Kansas - Approved
Kentucky - Approved
Louisiana - Not Applicable
Maine - Not Applicable
Maryland - Not Applicable
Massachusetts - Not Applicable
Michigan - Approved
Minnesota - Not Applicable
Mississippi - Not Applicable
Missouri - Not Applicable
Montana - Not Applicable
Nebraska - Approved
Nevada - Approved
New Hampshire - Not Applicable
New Jersey - Not Applicable
New Mexico - In Progress
New York - Approved
North Carolina - Not Applicable
North Dakota - Approved
N. Marianas Islands - Not Applicable
Oklahoma - In Progress
Ohio - Not Applicable
Oregon - Not Applicable
Pennsylvania - Not Applicable
Puerto Rico - Application Pending
Rhode Island - In Progress
South Carolina - Not Applicable
South Dakota - Not Applicable
Tennessee - Not Applicable
Texas - Approved
Utah - Approved
Vermont - Not Applicable
Virginia - Not Applicable
Virgin Islands - Not Applicable
Washington - Not Applicable
West Virginia - Not Applicable
Wisconsin - Exempt
Wyoming - Approved

Governance

Board of Governors

The GIA Board of Governors serves as the steward of the public interest and helps guide the Institute's strategy, reputation, and financial sustainability in support of its mission and vision. Governors bring diverse expertise from retail, research, education, finance, law, manufacturing, and other fields, including extensive international experience. The Board's Education Committee provides guidance that supports the Institute's success, growth, and continuous improvement; committee members are indicated by an asterisk (*). 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.

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

Program Advisory Committee

The Program Advisory Committee provides industry perspectives and recommendations to support the relevance and continuous improvement of GIA's educational programs. Members advise on curriculum, industry trends, and the knowledge and skills students need for careers in the gem and jewelry industry.

Pamela Balodimas
Regional High Jewelry / Gemology Advisor, Cartier/ Richemont

Jean Francois Bibet
Workshop Director, Cartier/Richemont

Gina D'Onofrio
Director of Fine Jewelry, Heritage Auctions

Ted Doudak
President/CEO, Riva Precision Manufacturing

Joshua Helmich
Chief Executive Officer, Helmich Luxury Group

Eunyeong Ko
Senior Manager, Product Engineering and Development, Maria Tash

Richard Koll
Owner, Charles Koll Jewellers

JD Lorenz
Owner, Industrial Strength

Mary Todd McGinnis
Consultant, Self-Employed

Kevin Reilly
Senior Vice President, Platinum Guild International

Nathan Reynolds
Lead Gemologist, The RealReal

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

Kumud Wastrad
High Jewelry Director, Diamond and Gemstone Acquisition, Tiffany & Co.

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/distance/faculty for an up-to-date listing of faculty and their qualifications.

Online Gemology Courses

Lab classes are taught by a combination of dedicated lab instructors and select Online Gemology faculty. Online faculty who also teach lab classes are indicated with ◇ in the Online section.

◇Mariam Aboushadi
BS Biology, University of California, San Diego,
GIA GG, AJP, Pearls Graduate

Alexandra Consoli
GIA GG, AJP, GJ, Pearls Graduate

◇ Bethany Crane
BS Print Journalism Utah State,
GIA GG, AJP

Julie Hill
GIA GG, AJP

Donald Hofler
BS Organizational Leadership, Southern Nazarene University,
GIA GG, AJP

Noah Leverton
GIA GG, AJP

◇Michele Mejia
AA Mt. San Antonio, GIA GG, AJP, Pearls Graduate

Daniela Pacheco
BFA Sculpture, Biola University,
GIA GG, AJP, Pearls Graduate

Adam Shor
BS Business Administration and Management, California State University, Fresno,
GIA GG, AJP, Pearls Graduate

◇Glenn Wargo
BA Jewelry Design and Art History, Montclair University,
GIA GG, AJP, Pearls Graduate

◇Danielle Yamamoto
BA English, California State University, Northridge,
GIA GG, AJP, Pearls Graduate

Gemology Lab Classes; Carlsbad Campus

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

Jessica Kramer
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 Educational and Instructional Technology, BLS General Studies and Humanity, Iowa State University,GIA GG, GJ, AJP, Pearls Graduate

Elly Wedge
GIA GG, AJP, Pearls Graduate

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

Heather Cason
Manager, Online Instruction

John Cason
Manager, On Campus Instruction

Brenda Harwick
Senior Manager, On Campus Instruction

Paul Mattlin
Senior Manager, Online Instruction

Kimberly Overlin
Director, Student Services & Dean of Students

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

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 lab class 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; https://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; a student workroom; 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, bike racks and access to public transportation.

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; Middle: Student Lounge Area; Bottom: GIA Student Workroom - ©GIA

Classrooms and Equipment

Lab classes can accommodate up to 24 students. The Student Workroom can accommodate up to 12 students. The capacity of each online course varies to ensure an adequate student/instructor ratio and availability of support services. 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 lab class description in this catalog. See "Lab Class Descriptions" on page 31.

School Calendar and Hours of Operation

2026 School Closure Dates

The campus is closed and services will not be available on these dates (exceptions noted below). Students may still access their online courses on these dates.

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)
February 16, 2026 (Monday)	President's Day
May 25, 2026 (Monday)	Memorial Day
May 29, 2026 (Friday)	JCK Show, Las Vegas (campus open)
June 19, 2026 (Friday)	Juneteenth Freedom Day (campus open)
June 22, 2026 (Monday)	Instructor In-Service Day (campus closed)
July 03, 2026 (Friday)	Independence Day (Observed)
September 07, 2026 (Monday)	Labor Day
November 11, 2026 (Wednesday)	Veterans Day (campus open)
November 23, 2026 (Monday) through November 27, 2026 (Friday)	Thanksgiving Break
December 25, 2026 (Thursday) 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 closures.

Registration Period

GIA operates on a year-long academic term with continuous enrollment. Students may register for most courses up to five days prior to the first day of class.

Gem Identification (GEM 240). For GEM 240 Gem Identification, special permission is required 14 days prior to the course start date. Students may still complete registration up to five days before the course begins.

Remote Gem Identification Lab (GEM 240LR). For the remote Gem Identification lab option, the 14-day preregistration requirement applies, as instructors must confirm equipment readiness. Course stones are shipped the Monday prior to the scheduled start date.

Class Schedules and Classroom Hours

Online Courses

Online courses start on the first Tuesday of each month. Courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m PT from the start date through the end date of the course.

Lab Classes

Lab classes are scheduled throughout the year; visit www.GIA.edu/gem-education/carlsbad/schedule for up to date schedules. Class hours are from 8:00 a.m. to 4:00 p.m. PT. Each day, there is a one-hour lunch break and one thirty-

minute break in the morning. Additional breaks may be given at the instructor's discretion.

Professional Development Courses

Professional Development courses follow a register→pay→start model. Students may register, submit payment, and begin their course on the same day payment is received. Courses are offered on a continuous enrollment basis.

Student Workroom

The Student Workroom is available by appointment Monday–Friday from 9:00 a.m.–12:00 p.m. and 1:00 p.m.–4:00 p.m. PT. Students may also access online, instructor-led workroom sessions; schedules and registration can be found at: https://www.gia.edu/gem-education/student-workroom. For more information regarding the Online Student workroom see page 17.

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 & professional development support
+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
Academic progress, course planning, and academic standing guidance
+1 760 603 4131 | +1 800 421 7250 ext. 4382
edadvising@gia.edu

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

Financial Assistance
Vocational rehab, scholarships
+1 760 603 4005 | +1 800 421 7250 ext. 4005
financialaid@gia.edu

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

Online Course Student Support
General questions, student workroom
+1 760 603 4404 | +1 800 421 7250 ext. 4404
lessons@gia.edu

Stone Shipping
GEM 240 stone shipping requests
+1 760 603 4404 | +1 800 421 7250 ext. 4404
srequest@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, proctored exams, FERPA
+1 760 603 4000 ext. 7312 | +1 800 421 7250 ext. 7312
edrecords@gia.edu, proctor@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 or complaints related to Section 504 or Title IX
+1 760 603 4000 ext. 7776 | +1 800 421 7250 ext. 7776
titleixcoordinator@gia.edu | 504coordinator@gia.edu

Resources

GIA 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 academic, financial and student records; make payment, submit forms, and access courses in the learning management system
https://education.gia.edu/

About Online Education

GIA's Online Education programs combine self-paced online coursework with required in-residence lab classes. Lab classes are held in Carlsbad and at GIA's global campuses throughout the year. Students should consult the global lab class schedule for dates and locations, https://www.gia.edu/gem-education/online-division/schedule.

Online Courses

Online courses provide an engaging learning environment featuring text, audio, video, animation and slide shows. These courses offer the flexibility to study and progress at your own pace. See "Online Division Course Descriptions" on page 28.

- Each course has a set number of online assignments with a questionnaire at the end to assess your knowledge and understanding of the subject. The Gem Identification course also has practical assignments and a final 20-stone exam where you identify gemstones that are shipped to your home or office or in a GIA Student Workroom.
- Course material and texts are available 24/7 beginning on the start date of the course with the exception of questionnaires.
- You can track your completed assignments and monitor your course progress online.
- You may go back and review completed assignments and any available content before the end date of the course.
- Each course has a final exam that requires a passing grade to earn your certificate. See "Graduation Requirements - Online Division" on page 63 for more information.

Completion Times

Each course has a maximum completion time that is more than sufficient to complete all required coursework and the final exam by 11:59 p.m. PT on the end date of the course.

Enrollment Status (Self-Paced Online Courses)

Self-paced online courses are generally classified as less than half-time enrollment for most regulatory, financial aid, and third-party reporting purposes. Because these courses do not require a minimum number of instructional hours per week and allow students to complete coursework at their own pace, there are no required daily or weekly participation benchmarks or due dates, aside from the established course expiration date. Students should be aware that this classification may impact eligibility for certain benefits, funding, or deferment options.

Instructor Support

Instructors are available by email or phone to answer questions and provide instruction and support Monday - Friday, 8:00 a.m. to 5:00 p.m. PT excluding holidays and in-service days. Instructors also offer video conferencing by appointment during normal business hours.

Online Access and Technical Support

The My GIA Education Portal is your single point of entry to an array of services and information. Online courses are administered using the Blackboard Learning Management System. You can access Blackboard through My GIA Education Portal or using the Blackboard App on tablet or mobile device. Technical support is available Monday - Friday, 7:30 a.m. to 4:30 p.m. PT excluding holidays.

Technology Requirements

To access the My GIA Education Portal, Learning Management System (LMS), and all online learning components, students must use a personal (non-shared) email address and have access to a desktop or laptop computer with a stable broadband internet connection that meets the requirements below.

Device & Operating System

- **Windows:** Windows 10 (64-bit) or Windows 11. Windows S Mode and Windows SE are not supported.
- **Mac:**macOS 12 or newer.
- **Chromebook:** Supported only if compatible with GIA's online proctoring platform. Students are responsible for verifying compatibility before use.

Tablets / Mobile Devices

- **iPad (iPadOS 12.0+):** May be used for general course access only. iPads are not supported for proctored examinations and may not support all practical worksheets, including GEM 240 practical activities.
- **Android tablets/phones:** Not supported for proctored exams.

Browser Requirements (General Course Access)

- **Windows:** Current version of Chrome, Firefox, or Edge.
- **Mac:** Current version of Safari or Chrome

- **Settings:** Cookies enabled; pop-up blockers disabled

Display & Hardware

- Minimum display resolution: 1280 × 720
- Recommended display resolution: 1920 × 1080 or higher
- Speakers or headphones for multimedia coursework

Internet Connection

- Stable broadband Internet connection
- Wired or high-quality Wi-Fi connection recommended

Exam Requirements

Students taking proctored examinations must also have:

- Webcam (internal or external)
- Microphone
- Minimum 4 GB available RAM during exam sessions
- At least 300–400 MB free disk space
- Strong, stable Internet connection (wired or high-quality WiFi recommended)with a recommended minimum speed of 5 Mbps upload and 5 Mbps download.

Software

- Current version of Adobe Acrobat Reader
- Any program-specific software, plug-ins, or applications identified in individual course instructions

Additional Notes

- Technical requirements may change as the Learning Management System or online proctoring platform is updated.
- Students are responsible for ensuring that their computer, browser, internet connection, and peripherals meet the current technical requirements before beginning coursework or proctored examinations.

Stone Set Loan Program

When you enroll in the Gem Identification online course, we loan you gems so you can study them at your home or office. We also provide guidance and instruction on how to set up your workstation so you get the most out of your gem identification experience. As an alternative, you may complete your practical assignments in a fully-equipped GIA Student Workroom as availability permits. See on page 30.

Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. The workroom is also helpful if you are preparing for your 20-stone final exam, taking a proctored exam, or practicing on equipment and gemstones. The following reservation requirements and fees apply for the Carlsbad campus:

- Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. PT.
- Fees are $75 for half day and $150 for full day use of the workroom; there is no charge to take a final exam.
- Reservations required; contact us at lessons@gia.edu or call at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404.
- Reservations are not guaranteed for students who arrive late. Students who are repeatedly late may lose workroom privileges.
- Cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

Online Student Workroom

GIA's Online Student Workroom provides enrolled online students with a structured and supportive environment to complete Gem Identification (Gem ID) practical assignments remotely. Sessions are offered two weeks per month in three-hour blocks, with both morning and afternoon options available. Each session accommodates up to 10 students and is currently offered at a fee of $75 per session. Online workrooms focus exclusively on Gem ID practical work and do not include exam proctoring.

Visit www.GIA.edu/gem-education/student-workroom for a complete list of Student Workroom schedules and availability at other GIA locations and affiliated entities.

Lab Classes

Lab classes provide hands-on experience in grading diamonds, colored stones, and pearls while developing proficiency with professional gemological equipment. Under the guidance and support of experienced GIA instructors, students apply industry-standard techniques in a practical learning environment. See "Lab Class Descriptions" on page 31.

Enrollment Status (Laboratory Classes)

Required laboratory classes are delivered in scheduled, instructor-led formats ranging from 1 to 5 consecutive days, with approximately 7 instructional hours per day. Due to the condensed and structured nature of these sessions, 5-day laboratory classes may be considered full-time enrollment for the duration of the class only. Enrollment status for shorter laboratory sessions may vary based on applicable regulatory or reporting standards.

How to Earn your Diploma

When you successfully complete an individual course or class, you will earn a certificate (online courses) or letter of completion (lab classes). To earn your diploma, you must enroll and complete the required combination of individual online courses and lab classes.
See "Online Division Programs" on page 19.
See "Professional Development Programs" on page 34.





Top: Student working on online course assignments; Bottom: Student completing practical coursework in a GIA Student Workroom - ©GIA

Online Division Programs

To earn a diploma in GIA's Online Division, students enroll in and complete the required combination of individual self-paced, online courses and lab classes. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Program \ Course Number	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
Graduate Gemologist® Online — See program description and objectives on page 20						
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 28
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 32
GEM 220	Colored Stones	None	27	12 Months	-	Page 28
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 31
GEM 240L	Gem Identification Lab	None	-	-	35	Page 32
GEM 240	Gem Identification	GEM 220, GEM 240L	44	18 Months	-	Page 29
			Total lessons: 91	Total lab hours: 91		
Graduate Colored Stones Online — See program description and objectives on page 22						
GEM 220	Colored Stones	None	27	12 Months	-	Page 28
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 31
GEM 240L	Gem Identification Lab	None	-	-	35	Page 32
GEM 240	Gem Identification	GEM 220, GEM 240L	44	18 Months	-	Page 29
			Total lessons: 71	Total lab hours: 56		
Graduate Diamonds Online — See program description and objectives on page 24						
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 28
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 32
			Total lessons: 20	Total lab hours: 35		
Graduate Pearls Online — See on program description on page 26						
GEM 149	Pearls	None	8	3 Months	-	Page 28
GEM 149L	Pearl Grading Lab	None	-	-	7	Page 31
			Total lessons: 8	Total lab hours: 7		

Graduate Gemologist® Online



Description

The Graduate Gemologist Online program delivers a comprehensive gemology education covering both diamonds and colored stones. Topics covered include historical and current industry information, practices throughout the supply chain and relevant diamond and colored stone source information. Students learn the science behind diamond and colored stone formation, appearance and identification, how to describe color by hue, tone and saturation and how to evaluate diamond and colored stone quality factors. Students apply classroom knowledge through in-depth, practical application of the GIA International Diamond Grading System™ and the GIA Colored Stone Grading System. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and gemstones; and grade diamonds and colored stones.

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

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 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 Online 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.

Diploma Requirements

To earn your diploma, you must complete the required online courses and the lab classes, which are primarily conducted in person. One lab class may be offered in an online synchronous format. Courses without prerequisites may be taken in any order. GIA recommends the following the sequence shown to support your understanding of key concepts.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 28
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 32
GEM 220	Colored Stones	None	27	12 Months	-	Page 28
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 31
GEM 240L	Gem Identification Lab	None	-	-	35	Page 32
GEM 240	Gem Identification	GEM 220, GEM 240L	44	18 Months	-	Page 29
			Total lessons: 91	Total lab hours: 91		

See "Tuition and Fees" on page 50.
See "Class Schedules and Classroom Hours" on page 13.



GIA microscope; rough and polished amethyst - ©GIA

Graduate Colored Stones Online



Description

The Graduate Colored Stones Online 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 colored stones and simulants; distinguish natural, treated and laboratory-grown colored stones; and grade colored stones.

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

Learning Objectives

- 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 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 trade 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 Online 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.

Diploma Requirements

To earn your diploma, you must complete the required online courses and the lab classes, which are primarily conducted in person. One lab class may be offered in an online synchronous format. Courses without prerequisites may be taken in any order. GIA recommends the following the sequence shown to support your understanding of key concepts.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 220	Colored Stones	None	27	12 Months	-	Page 28
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 31
GEM 240L	Gem Identification Lab	None	-	-	35	Page 32
GEM 240	Gem Identification	GEM 220, GEM 240L	44	18 Months	-	Page 29
			Total lessons: 71		Total lab hours: 56	

See "Tuition and Fees" on page 50.
See "Class Schedules and Classroom Hours" on page 13.



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

Graduate Diamonds Online



Description

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

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

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™
- Detect treated and laboratory-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 Online Diploma

Occupations May Include

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

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

Diploma Requirements

To earn your diploma, you must complete the required online courses and the lab classes, which are primarily conducted in person. Courses without prerequisites may be taken in any order. GIA recommends the following the sequence shown to support your understanding of key concepts.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 28
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 32
			Total lessons: 20		Total lab hours: 35	

See "Tuition and Fees" on page 50.
See "Class Schedules and Classroom Hours" on page 13.



Rough and Polished diamonds - ©GIA

Graduate Pearls Online



Description

The Graduate Pearls Online program provides the product knowledge and classification skills to effectively buy inventory and build confidence when buying and selling natural and cultured pearls. You will be taught GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching – the essential criteria for assessing the value and beauty of pearls. Students explore topics including pearl formation, categorization, culturing, classification, sourcing, treatments, imitations, and identification.

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

Learning Objectives

- Evaluate and grade cultured pearls based on GIA's 7 Pearl Value Factors
- Identify "other" pearl types found in the marketplace
- Describe common pearl treatments
- Explain the differences between natural and cultured pearls
- Explain the process of pearl culturing and marketing
- Describe the components of the GIA Pearl Report(s)
- Describe the relationship of beauty, value, and quality

Program Highlights

- Comprehensive Curriculum: In-depth study of pearls and the pearl industry.
- Scientific Foundations: Robust course content based on GIA's world class research on pearl formation, identification and evaluation.
- Professional Instruction: Instructional team with real gem and jewelry trade experience, sold knowledge base and effective communication skills.
- Practical application: Provides hands-on pearl evaluation experience with a GIA instructor.
- Industry-Relevant Skills: Knowledge applicable to making informed decisions in pearl identification, evaluation and trading.

What You Earn

GIA Graduate Pearls Online Diploma

Occupations May Include

Pearl Grader, Pearl Assorter, Jewelry Business Owner, Jewelry Sales Professional, Pearl Buyer, Retailer, Wholesaler

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

Diploma Requirements

Enroll in and complete one online course and one in person lab class to earn your online diploma. You may take courses in any order. GIA recommends the order shown below to maximize your comprehension of key concepts and course objectives.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 149	Pearls	None	8	3 Months	-	Page 28
GEM 149L	Pearl Grading Lab	None	-	-	7	Page 31
			Total lessons: 8		Total lab hours: 7	

See "Tuition and Fees" on page 50.
See "Class Schedules and Classroom Hours" on page 13.



South Sea cultured pearl and mollusk - ©GIA

Online Division Course Descriptions

Online courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. PT from the start date to the end date of the course. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including all lessons, quizzes and exams, within the maximum completion time.

GEM 149 Pearls

This course examines how to buy and sell Akoya, South Sea, Tahitian and freshwater pearls with insight and skill; and GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching. You will be taught the difference between natural and cultured pearls, post-harvest treatments, imitation pearls and pearl testing. The final exam is online, closed book and proctored.

- **Required for:** Graduate Pearls Online Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 3 months
- **What you earn:** Pearls Certificate

GEM 220 Colored Stones

This course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is online, closed book and proctored.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 12 months
- **What you earn:** Colored Stones Certificate

GEM 230 Diamonds & Diamond Grading

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is online, closed book and proctored.

- **Required for:** Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 10 months
- **What you earn:** Diamonds & Diamond Grading Certificate

Note: Certificates are issued in digital format.

GEM 240 Gem Identification

This course blends the theoretical knowledge and practical experience of identifying natural, laboratory-grown, treated gems and simulants. In their practical work, students practice using the equipment, tests and process to identifying over 500 gemstones including more than 60 species. Topics include gem treatments in the market today as well as advanced laboratory testing and instrumentation. The 20-stone final exam is closed book (except for lab manual) and proctored.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** GEM 220, GEM 240L
- **Self-paced; maximum completion time:** 18 months
- **What you earn:** Gem Identification Certificate

In this course, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See "Student Notification of Classroom Chemical Usage" on page 72 for more information.

Completing Practical Assignments

GIA Student Workroom.Students may choose to complete all practical assignments in a GIA Student Workroom as availability permits where they have access to all required equipment and stones. There is a $150 per day charge for using the onsite student workroom and no charge for taking exams, see "Student_Workrooms" on page 17 for more information. Most students complete their workroom assignments in 20-30 days, though some may require additional time depending on their individual progress and pace. Alternatively, GIA offers an online version of the student workroom, see "Online_Student_Workroom" on page 17 for more information.

Home or Office. Students who live in the U.S., or in a country where GIA is able to ship stones, may complete practical assignments in their home or office. Students must confirm access to required equipment listed below prior to registration (photo required). Stones are shipped to students according to the Stone Set Loan Program listed below. See "Required_Equipment" on page 29 and see "Stone_Set_Loan_Program" on page 30

Note: Certificates are issued in digital format

Required Equipment

Equipment may be purchased in the marketplace or through the GIA Store at https://store.GIA.edu/collections/gem-identification based on availability. Access to a desktop/ laptop meeting the technical specifications on page 15 is required to complete the course's practical worksheets, which are incompatible with mobile devices or tablets like iPads, Surface, Galaxy, or Chromebook.

- Binocular microscope with a minimum of 10x and 30x magnification and darkfield illumination
- Daylight-equivalent (5500k - 6500k) fluorescent overhead light source (included with some microscopes)
- Refractometer with removable magnification piece, white light source, polarizing filter, monochromatic light source
- Refractive index (RI) liquid 1.81
- Calcite dichroscope
- Spectroscope (diffraction grating preferred)
- Polariscope
- Interference figure sphere (included with most polariscopes)
- Plastic or glass diffuser plate
- Non-locking gem tweezers
- Pinpoint incandescent light source
- Gem cloth

Contact us at lessons@gia.edu with for help determining if the equipment you have or plan to purchase meets the requirements.



The student package available through the GIA Store includes some of the basic gemological equipment to get you started - ©GIA

Stone Set Loan Program

GIA loans stone sets to students who complete practical assignments at their home or office. Stones are shipped pursuant to all customs laws and regulations. Students may not transport stones over international borders (outside country of receipt); students are subject to customs laws, regulations and penalties. Customs regulations, beyond GIA's control, may delay or even prevent us without notice from shipping stones to certain countries. Students who do not follow GIA instructions for returning stones may experience delays and/or additional fees.

Loan periods. The loan period for US, domestic students is 60 days for the first stone set and 30 days for each set thereafter. The loan period for international students is 60 days for the first stone set and up to one year for the full international set of 480 stones. If a student is granted an approved leave of absence, they must return all stone sets before the start of their leave and within the designated loan period. Upon returning from the leave, a new shipment may be necessary, and the student will be responsible for any reshipment costs.

Late, lost or damaged stones. Students who lose, damage or otherwise fail to return any stone must pay the cost of replacement. The replacement cost includes GIA's established value for each stone, plus labor and material costs. Loan periods are not extended for students on leave, we ask that they return all stone sets prior to the requested leave and within the loan period.

Lab Class Descriptions

Lab classes are where you gain hands-on experience grading diamonds, colored stones, pearls and learn to use professional gemological equipment.

GEM 149L Pearl Classification Lab

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

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

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

GEM 220L Colored Stone Grading Lab

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

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

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

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

GEM 230L Diamond Grading Lab

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

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

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



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

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

GEM 240L Gem Identification Lab

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

Students must pass an instrumentation exam* with a score of 75% or higher to complete the class successfully. Classrooms contain a prism spectroscope, diffuser plate, color filter, fiber optic light, UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece, optic figure sphere and monochromatic light source. Students receive their own gem cloth, pinpoint incandescent light source, color grading card, hue wheel, tweezers and lab manual as part of the course materials.

GEM 240LR Remote Gem Identification Lab

A remote version of this lab is available for online students enrolled in the Graduate Gemologist and Graduate Colored Stones Diploma programs. The Remote Gem Identification Lab (GEM 240LR) mirrors the on-campus curriculum and provides live, instructor-led sessions conducted via video conferencing. Each student receives a course stone kit shipped directly to them, containing all stones required for the practical exercises and final instrumentation exam. All stones are provided on loan for the duration of the class and must be returned to GIA within 10 days after the course end date. This remote format fulfills the same graduation requirement as the on-campus lab. Students must have access to all of the required equipment for Gem Identification, a webcam and microphone to participate in the remote lab. Preregistration is required for the remote option. Please reach out to Lessons@gia.edu to begin. For scheduling information, please visit: www.GIA.edu/gem-education/carlsbad/schedule.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None

- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See "Student Notification of Classroom Chemical Usage" on page 72 for more information.





Top: Gem Identification lab student using Polariscope; Bottom: Lab student using Dicroscope - ©GIA

Professional Development Programs

GIA's professional development programs are tailored for gem and jewelry professionals seeking to enhance their expertise, as well as enthusiasts eager to delve deeper into their passion. These programs are avocational in nature and, therefore, not accredited by DEAC.



A jewelry professional assists a client with ring selection.

Applied Jewelry Professional™ (AJP®)



Description

The Applied Jewelry Professional (AJP) program is avocational in nature and, therefore, not accredited by DEAC. It is tailored for gem and jewelry professionals seeking to enhance their expertise, as well as enthusiasts eager to delve deeper into their passion.

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

Learning Objectives

- Describe the GIA International Diamond Grading System™
- Explain how the 4Cs (color, clarity, cut and carat weight) affect a diamond's value
- Explain the differences between treated, laboratory-grown and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

Program Highlights

- Comprehensive Curriculum: A panoramic study on the essentials of diamonds, colored gemstones and jewelry.
- Solid Foundations: Robust course content based on in-depth investigation on subjects through research, trade communication and field experience.
- Professional Instruction: Instruction team with real trade experience, solid knowledge base and effective communication skills.
- Industry-relevant Skills: Knowledge and skills that can be easily applied to enhance your personal understanding and appreciation of gems and the jewelry industry.

Delivery Options

- **Online**: Complete coursework through GIA's eLearning platform and virtual workrooms.
- **On Campus**: Attend in-person lab sessions for hands-on learning with direct instructor feedback. For scheduling information, please visit: www.GIA.edu/gem-education/carlsbad/schedule.

What You Earn

GIA Professional Development Diploma

Diploma Requirements

Complete all three courses, earning a passing grade (75% or higher) on each lesson / assignment and final exam to earn your online diploma. Courses may be taken in any order.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Course Description
GEM 110	Jewelry Essentials	None	6	2 Months	Page 37
GEM 120	Colored Stone Essentials	None	8	2 Months	Page 37
GEM 130	Diamond Essentials	None	7	2 Months	Page 37
			Total lessons: 20		

See "Tuition and Fees" on page 50
See "Class Schedules and Classroom Hours" on page 13



Rough and polished opal. Courtesy: Cenki Thomas

Professional Development Course Descriptions

GEM 110 Jewelry Essentials

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation. The course also covers watches and gift-ware. The final exam is online, open book and does not require a proctor.

- **Required for:** Applied Jewelry Professional Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 6 lessons and a final exam
- **What you earn:** Jewelry Essentials Professional Development Certificate

GEM 120 Colored Stone Essentials

This course provides essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. The final exam is online, open book and does not require a proctor.

- **Required for:** Applied Jewelry Professional Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 8 lessons and a final exam
- **What you earn:** Colored Stone Essentials Professional Development Certificate

GEM 130 Diamond Essentials

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. The final exam is online, open book and does not require a proctor.

- **Required for:** Required for: Applied Jewelry Professional Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 7 lessons and a final exam
- **What you earn:** Diamond Essentials Professional Development Certificate

Note: *Certificates are issued in digital format*

Admissions Policies and Procedures

Admission - Online Division

Admission Requirements

To be admitted to GIA's Online Division, applicants must meet the following requirements.

- Have a high school diploma or the equivalent.
- Be at least 16 years of age and at least 18 years of age prior to attending a lab class.
  - Applicants under 18 attending an in-person lab class must have a parent or legal guardian give consent and sign their enrollment agreement.
- 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

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

☑ Identification

A copy of a valid, government-issued photo ID that shows your full legal name and birth date (such as a passport, driver's license, ID card).

☑ 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

Extenuating Circumstances

An online division applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit an appeal to GIA's admissions committee. For example, a student from a war-torn country whose school no longer exists. The student may be approved to take and pass an admissions test as determined by GIA in lieu of documentation and provide a signed statement attesting that they in fact obtained a high school diploma or its equivalent along with the reason(s) why documentation cannot be provided. Contact admissions@gia.edu for inquiries.

☑ 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.

How to Apply

1. **Meet with an Admissions Advisor**
   Discuss programs that fit your career goals, training needs, interests, and financial obligations.
   During this meeting, review class schedules and tuition information:
   Carlsbad class schedules: www.GIA.edu/gem-education/carlsbad/.
   See "Tuition and Fees" on page 50.
2. **Select Your Program and Start Date**
   Choose your program, first course, and intended start date.
3. **Confirm Eligibility**
   Ensure you meet all admissions requirements. on page 38.
4. **Gather Required Documents**
   Refer to the list. on page 38.
5. **Create Your Applicant Portal Account**
   Go to www.GIA.edu/applynow, create an account, and sign in.
6. **Complete Your Application**
   Follow the instructions to submit your application, complete the Online Readiness Assessment, and upload all required documentation.
7. **Submit Your Application**
   Review your information carefully and submit.

After Acceptance

Upon acceptance, you will receive an Enrollment Agreement outlining your course details, financial obligations, and all required policies and notices. You are not enrolled until the Enrollment Agreement is signed by both you and a school official. You will also be tentatively registered in your first course.

To confirm your registration, you must sign the Enrollment Agreement and submit any required payment within 48 hours. Your registration will be canceled if you do not sign the agreement or make the required payment within 48 hours, or prior to the first day of class, whichever occurs first.

Admitted students who do not register or who do not maintain continuous enrollment during the enrollment agreement period will be required to reapply for admission.

Self Registration for Future Courses

After your initial enrollment and first course, you will be required to self-register for all subsequent courses and lab classes through the My GIA Education Portal (link). Lab classes may be taken in Carlsbad or at other convenient GIA global campuses, based on availability.

GEM 240 Pre-registration Interview

Students enrolling in the Gem Identification online course (GEM 240) must complete a phone or video interview with their instructor at least 14 calendar days before the class start date. During this interview, the instructor will review course expectations and confirm that you have access to the required gemological equipment if you plan to complete practical assignments from your home or office. You will be asked to provide photo documentation of the equipment you intend to use.

GEM 240LR Remote Lab Pre-registration Interview

Once your application has been received, you will be contacted by an instructor who will confirm that all of the required equipment is accessible for the duration of the remote learning lab, See "Required Equipment" on page 29. Please reach out to lessons@gia.edu with any questions.

Admission - Professional Development

To be admitted to Professional Development programs or courses, you must provide basic biographical information and a copy of a valid, government-issued photo ID showing your full legal name and date of birth (such as a passport, driver's license, or national ID card). For online professional development courses, participants must be 16 years of age or older. For On Campus professional development programs, participants must be 18 years of age or older. Registration is completed online at www.GIA.edu/applynow.

International Students and Visas

International students who wish to take lab classes or use the student workroom in the U.S. must be aware of the rules and regulations that govern their stay and be certain to enter on the U.S. on the appropriate visa. GIA does not vouch for international applicants and does not offer visa services. For information about temporary visitors, visit the U.S. Consulate's website for your home country at https://www.usembassy.gov.

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.

GIA does not operate in Washington, D.C. and does not accept applications for online courses from the district's residents.

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.

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 of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Gemological Institute of America to determine if your diploma or certificate will transfer.

Transfer Credit Policy

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

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

Programs, courses or lab classes successfully completed at a GIA campus location or a GIA-affiliated school entity will be accepted for applicable credit toward an online diploma.

Coursework successfully completed in an On Campus program that satisfies a graduation or completion requirement will be accepted toward an online diploma. Contact the dean of students at deanstudents@gia.edu for more information.

Student Consumer Information

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

Financial Assistance and Scholarships

GIA is pleased to offer financial assistance options to those who qualify. Financial assistance is not available for professional development courses. Visit www.GIA.edu/gem-education-financial-aid or contact us at +1 800 421 7250 ext 4005, financialaid@gia.edu.

Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs are administered by the Veterans Administration (Veteran Readiness and Employment or VR&E), individual state agencies or private agencies. Depending on the authorization from the student's VA counselor, GIA online courses or lab classes may qualify for use of Vet Readiness and Employment (VR&E) benefits. For more information, contact financialaid@gia.edu or visit www.GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure

Veterans Administration (VA) Education Benefits

Eligible students may be able to apply VA GI Bill® Education Benefits to qualifying GIA programs, These benefits are designed to provide financial assistance for educational expenses to individuals meeting VA eligibility criteria. Students are encouraged to consult the U.S. Department of Veterans Affairs at https://benefits.va.gov/gibill to confirm eligibility and determine the amount of benefits available prior to enrollment.

Scholarships

GIA offers many scholarship opportunities to eligible students. Opportunity scholarships are available year-round. Students may be required to complete a FAFSA application to determine financial need. Merit-based scholarships are competitive and based on the achievements of the application. Students may apply for merit-based scholarships during a specified application period.

Students awarded scholarships receive an award letter that contains the amount as well as any restrictions for use policies.

Visit www.GIA.edu/scholarships for available 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, are not enrolled in a residency program, or are registered in a professional development course.

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.

Kentucky Student Protection Fund

The Kentucky Student Protection Fund was established to relieve or mitigate economic loss suffered by eligible Kentucky students as described herein.

Existence of the Kentucky Student Protection Fund.

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at https://kcpe.ky.gov.

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. Contact edadvsing@gia.edu +1 760 603 4001 or +1 800 421 7250 ext 4001. Texas residents enrolling in online classes are subject to the Cancellation and Refund Policy listed on page 48 and page 48.

Cancellation of Enrollment

Students enrolled in online courses, where instruction is not in real time, have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Students enrolled in lab classes have the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session.

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 email to edrecords@gia.edu. Cancellation is effective on the date the written notice is sent.

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) make a required payment due at the time of registration, or iii) start the course/class within 60 days of the course/class start date.

Withdrawal of Enrollment

Students may withdraw from a course or class of enrollment any time after the cancellation period and prior to taking a final examination. Students must submit their withdrawal notice in writing by using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at https://education.gia.edu, by email to an admissions advisor at admissions@gia.edu (online courses) or the dean of students at deanstudents@gia.edu (lab classes). Withdrawal is effective on the date the written notice is sent.

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.

Refund Policy

Students enrolled in online courses, where instruction is not in real time, receive a full refund, 100% of the amount paid for institutional charges, before the first lesson and materials are received. Students who have submitted 60% or less of the required online assignments receive a pro-rata tuition refund. Students who have submitted more than 60% of the required online assignments are not eligible for a refund.

GIA utilizes an alternative method of calculating lab class tuition refunds in accordance with California Education Code §94921. Students enrolled in lab classes 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. Students who have completed 60% or less of the period of attendance receive a pro-rata tuition refund. Students who have completed more than 60% of the period of attendance are not eligible for a refund.

GIA does not collect or retain a deposit or application fee. The CA STRF assessment fee is non-refundable in the case of withdrawal. The International Stone Set Shipping fee of $2,000 is non-refundable once stones have been shipped.

Student workroom cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

Books and materials that are used or not returned in salable condition are nonrefundable. Students who choose to purchase optional books, materials and equipment through the GIA store are subject to the return and exchange policy for the GIA Store. https://store.gia.edu/pages/gia-return-and-exchange-policy.

GIA's online courses and lab classes are not eligible for federal financial aid. 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 any unearned aid and scholarship funds have been returned, will be refunded within 30 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

Tuition Refund Chart - Online Courses

Assignments Submitted	Tuition Refund
Before submitting your first course assignment	100%
Submitted up to 60% of the course assignments	Pro-rata %
Submitted more than 60% of the course assignments or exceeded the course completion time	No refund

Pro-Rata Tuition Calculation

GIA uses the number of course assignments submitted for grading to determine whether a refund calculation is required. If the percentage of assignments submitted is less than 60%, tuition is prorated based on the number of assignments completed.

Refund Calculation Formulas

Calculation Step	Formula
Percentage of Assignments Submitted	Assignments Submitted ÷ Total Assignments
Cost per Assignment	Total Tuition ÷ Total Assignments
Pro-Rata Tuition Retained	Cost per Assignment × Number of Assignments Submitted

Refund Calculation Example

A student withdraws from an online course with 20 assignments, $2,000 in tuition, and a $5.00 CA STRF fee (non-refundable). The student is paid in full and has submitted 4 assignments.

Amount Retained by GIA

Percentage of assignments submitted:
4 / 20 = 0.20
Cost per assignment:
$2,000 / 0.20 = $100.00
Tuition earned by GIA:
4 x $100.00 + $5.00 CA STRF fee (non-refundable) = $405.00
Total Retained by GIA
$400.00 + $5.00 = $405.00

Refund Amount

$2,005.00 (paid by student)
- $405.00 (retained by GIA) = $1,600.00

Tuition Refund Chart - Lab Classes

Last Day of Attendance	Tuition Refund
Before the end of the first class session	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 uses the student's last day of attendance (LDA) to calculate the pro-rata tuition amount owed as follows.

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

Refund Calculation Example

A student withdraws from a 35 clock-hour lab class. There were 14 scheduled instructional hours through the student's last day of attendance. Total charges include $1,750.00 (tuition). $275.54 (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

Calculate per-hour rate:
$2,025.54 ÷ 35 = $57.87 per hour
Determine tuition owed through LDA:
$57.87 × 14 = $810.18
Add non-refundable charges:
$275.54 (books, materials, sales tax) + $0.00 CA STRF Fee = $275.54
Amount Retained by GIA:
$810.18 + $275.54 + $0.00 = $
Calculate Refund Due to Student:
$1,750.00 (Refundable amount) – $1,085.72 (Retained by GIA) = $664.28 refunded to the student.

Refund Amount

2,025.54 (paid by student)

- $1,085.72 (retained by GIA) = $664.28

Cancellation of Enrollment - Professional Development

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

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

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 the student's written notice of cancellation or withdrawal was sent 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. For lab classes, the first class session is before the scheduled lunch break.
- 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).

Cancellation and Refund Policy; State Specific

GIA's cancellation, withdrawal and refund policies for Texas residents are explained in detail in this section and in your enrollment agreement. For inquiries, contact admissions at admissions@gia.edu, +1 760 603 4001 or +1 800 421 7250 ext 4001.

Cancellation Policies - Texas Residents

Students may cancel or withdraw any time prior to the course end date and before taking a final exam; refunds are calculated according to the refund policy below. The notice of cancellation or withdrawal must be submitted in writing using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at https://education.gia.edu or by email to an admissions advisor at admissions@gia.edu.

Refund Policy - Texas Residents (Online Courses)

The following applies to Texas residents enrolled in GIA's online, asynchronous courses.

1. Refund computations are based on the number of lessons in the course.
2. The effective date of termination for refund purposes will be the earliest of the following:
   - the date of notification to the student if the student is terminated;
   - the date of receipt of written notice from the student; or
   - the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If, after expiration of the 72-hour cancellation privilege, the student fails to begin the course, not more than $50 shall be retained by the school.
4. After the student has begun the course, the student will be refunded the pro rata portion of the remaining tuition and fees that the number of lessons serviced by the school bears to the total number of lessons in the course.
5. A full refund of tuition and fees is due in each of the following cases:
   - an enrollee is not accepted by the school; or
   - the student cancels within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student; or
   - the program of instruction is discontinued by the school and this prevents the student from completing the program; or
   - the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
6. Refunds will be totally consummated within 30 days after the effective date of termination.
7. 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.
8. Students who purchase optional books, materials or equipment through the GIA Store are subject to the return and exchange policy for the GIA Store. https://store.gia.edu/pages/gia-return-and-exchange-policy.

Refund Policy - Texas Residents (Lab Classes)

GIA does not currently offer lab classes in the state of Texas. Students taking lab classes on the Carlsbad campus are subject to the refund policy listed on page 45 and in their enrollment agreement.

Refund Policy for Students Called to Active Military Service - Texas Residents

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a

cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- satisfactorily completed at least 90% of the required coursework for the program; and
- demonstrated sufficient mastery of the program material to receive credit for completing the program.

Program Cancellation or Substantive Change Policy - Georgia Residents

If GIA cancels a program or course, or makes a substantive change to the schedule, location, or method of delivery that prevents a student from continuing, GIA will make reasonable and timely arrangements to enable the student to complete the program or course whenever possible. If an equitable alternative cannot be provided, GIA will refund all tuition and fees paid for the affected program or course, excluding any non-refundable fees permitted by applicable law.

Tuition and Fees

Total charges are valid for 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.

Online Courses

Course	Tuition	CA STRF*	Optional Books**	Proctoring**	Student Workroom**	Equipment**	Shipping Fees**
GEM149 - Pearls	$710.00	-	$155.00	-	-	-	-
GEM 220 - Colored Stones	$2,370.00	-	$335.00	$30-$100	-	-	-
GEM 230 - Diamonds & Diamond Grading	$1,760.00	-	$200.00	$30-$100	-	-	-
GEM 240 - Gem Identification	$3,860.00	-	$335.00	$90-$300	$1,500-$8,000	$2,500-$8,000	$240-$1,500 (US) $2,000 (Non-US)

Lab Classes - Carlsbad Campus

Class	Tuition	Books	Materials	Sales Tax	CA STRF*	Total Charges
GEM 149L - Pearl Grading Lab	$370.00	$100.00	$7.75	$8.35	-	$486.10
GEM 220L - Colored Stone Grading Lab	$1,110.00	$100.00	$58.00	$12.25	-	$1,280.25
GEM 230L - Diamond Grading Lab	$1,840.00	$165.00	$91.00	$19.84	-	$2,115.84
GEM 240L - Gem Identification Lab	$1,840.00	$215.00	$61.00	$21.39	-	$2,137.39
GEM 240LR - Gem Identification Lab (Remote)	*same as on-campus*	-	-	-	-	$2,212.39 (includes $75 shipping fee)

Professional Development Courses

Class	Tuition	CA STRF*	Optional Books	Sales Tax	Total Charges
GEM 1000 - Applied Jewelry Professional (On Campus)	$1,580.00	-	$290.00	$22.48	$1,602.48
GEM 110 - Jewelry Essentials (Online)	$320.00	-	$75.00	-	$320.00
GEM 120 - Colored Stone Essentials (Online)	$420.00	-	$140.00	-	$420.00
GEM 130 - Diamond Essentials (Online)	$370.00	-	$75.00	-	$370.00

* CA STRF fee is applicable to California residents and all students taking lab classes on the Carlsbad campus. See "California Student Tuition Recovery Fund" on page 42.

** Additional costs are estimated and vary. See "Additional_Enrollment_Costs" on page 51.

Payment Due Dates

Total charges for lab classes, as well as tuition for online courses and any applicable STRF or international stone shipping fees, are due at the time of registration. Payment plans for GEM220, GEM230, and GEM240 are available through the third-party provider, Transact, with the first installment and a non-refundable $35 plan administration fee required at registration.

Past Due Account Balance

Students with a past-due account balance will experience disrupted services until the account is made current. This may include loss of access to courses in Blackboard, inability to register for future courses, and delayed issuance of their credential. Students who fail to make payment plan installments on time will be required to pay the remaining balance in full or will be withdrawn from their course or program.

Additional Enrollment Costs

Optional Textbooks - Online Courses

All gemology course curriculum is accessible online in the Blackboard learning management system. Students can access digital versions of textbooks through the end date specified in their enrollment agreement. Printed and/or digital versions of textbooks are optional and may be purchased through the My GIA Education Portal any time after registration.

Proctoring Fees - GEM240

This exam must be taken in a GIA Student Workroom (no charge) or in the presence of an approved proctor. Students are responsible for finding an acceptable proctor and paying proctor fees which typically range from $15 per to $150 per hour. The 20-stone exam in GEM 240 has a six-hour time limit and a maximum of 10 attempts.

Equipment and Stone Shipping Costs - GEM240

Students who live in the US, or in a country where GIA is able to ship stones, may complete practical work in their home or office instead of using a Student Workroom. For domestic students, GIA pays for all initial outgoing stone shipments and students are responsible for return shipments. Domestic students pay on average $30 per shipment. International students pay a one-time, non-refundable flat rate of $2,000 to GIA for initial outgoing and return stone shipping costs. Students are responsible for all costs for reshipping stone sets that have already been sent. If GIA processes and policies are not followed, additional fees may apply which are the responsibility of the student.

Students must also have access to the required gemological equipment See "Required_Equipment" on page 29. Equipment may be purchased in the marketplace or through the GIA Store based on availability. The estimated cost to purchase equipment is $2,500-$8,000 excluding shipping and tax. This includes $6,500 for a professional microscope; however, lower cost microscopes are available.

Additional Fees

Additional, non-refundable, fees may include:

- 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
- $75 half-day or $150 full day use of Student Workroom; $75 per-session for Online Student Workroom
- $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 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 Methods

After registration, 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. Pacific Time at +1 800 421 7250 ext 4470, +1 760 603 4470 or email educationacctsrec.us@gia.edu.

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 check must be drawn on a U.S. bank. **Note:** 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.

Total Program Charges - Online Division

Students register, enroll and pay for each individual online course or lab class at current tuition and fees. Students do not enroll in or pay for an entire program upfront. The program charges shown here reflect the sum of 2026 tuition, required books and materials rounded to the nearest $5 for the online courses and lab classes required to earn each diploma.

Program	Courses	Program Charges*
Graduate Gemologist Online	GEM230, GEM230L, GEM220, GEM220L, GEM240L, GEM240	$13,523.48
Graduate Diamonds Online	GEM230, GEM230L	$3,875.84
Graduate Colored Stones Online	GEM220, GEM220L, GEM240L, GEM240	$9,647.64
Graduate Pearls Online	GEM149, GEM149L	$1,196.10

* Amounts shown exclude additional costs that may be incurred (living expenses, optional books, proctoring, shipping, etc.).

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 for students coming for lab classes or to use the Student Workroom. 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 renter 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 $2,530 to $3,800 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, 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 https://www.sdmts.com/transit-services for more information on public transportation.

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

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.

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 to the dean's office. 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 Accommdation. 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

Our 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. The education advisor hosts an Information Session every month on Zoom introducing Colored Stones (Gem 220) and Diamonds and Diamond Grading (Gem 230). The sessions cover topics such as course duration, quizzes and final exam instructions, and proctoring. The education advisor also reaches out to students throughout the course updating their progress.

The 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 4000 ext 4382.

International Student Advising

The international student advisor provides specialized support to international lab class students to prepare for and adjust to living and studying in the U.S. The international student advisor is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Standard Time at +1 760 603 4001 or by email at intladvisor@gia.edu.

Campus Connect

GIA hosts *Campus Connect* for lab class students where they can connect with key departments and staff while they are onsite. Admissions, career services, online course faculty, education advising, library, financial aid, GIA store, gems & gemology and the alumni collective are available to

meet with students, explain available resources and answer questions.

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 4550.

Career Advising

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

Education and career goals. Advisors can help you identify possible careers paths and the education and experience required to meet your goals. They'll help you consider your prior education and experience, interests, strengths, and transferable skills.

Resume cover letter. Advisors can help you prepare your resume and cover letter, providing tips on how to best highlight your strengths, experience and education so that you stand out.

Interview Preparation. Advisors provide guidance on how to research and prepare for an interview, consider the questions that may be asked, how you would respond to them, and how to conduct yourself during the meeting. Students can also practice interviewing with mock interviews available on the GIA Gem & Jewelry Career Center.

Job search. Advisors provide guidance and resources to conduct your job search using various job sites and platforms, LinkedIn and the GIA's Gem & Jewelry Career Center. You will need to meet the legal requirements of working in any prospective employer's country.

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:

Download on the App Store GET IT ON Google Play

Student Outcomes

As part of GIA's commitment to providing prospective and current students with transparent consumer information, graduation rates, placement rates, and other required student disclosures are published on GIA's Student Consumer Information webpage. Students may access this information at www.gia.edu/gem-education/student-consumer-information.

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. Collection topics cover gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacturing and history and are searchable in the Online Public Access Catalog (OPAC) available at www.GIA.edu/library.

Lending library. Students on campus using the student workroom or taking lab classes 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. Pacific Time, Monday through Friday. Contact us at library@gia.edu, +1 760 603 4046 or +1 800 421 7250 ext 4046.

GIA Museum Collection

The 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.

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 Online students, the LMS provides access to the GIA Library and Museum's digital resources, including eBooks, audio books and videos, digital periodicals, the digitized rare book collection, the library lecture schedule, virtual museum exhibits, and the Gübelin Gem Project (a repository of data on over 400 gemstones).

GIA Alumni Collective™

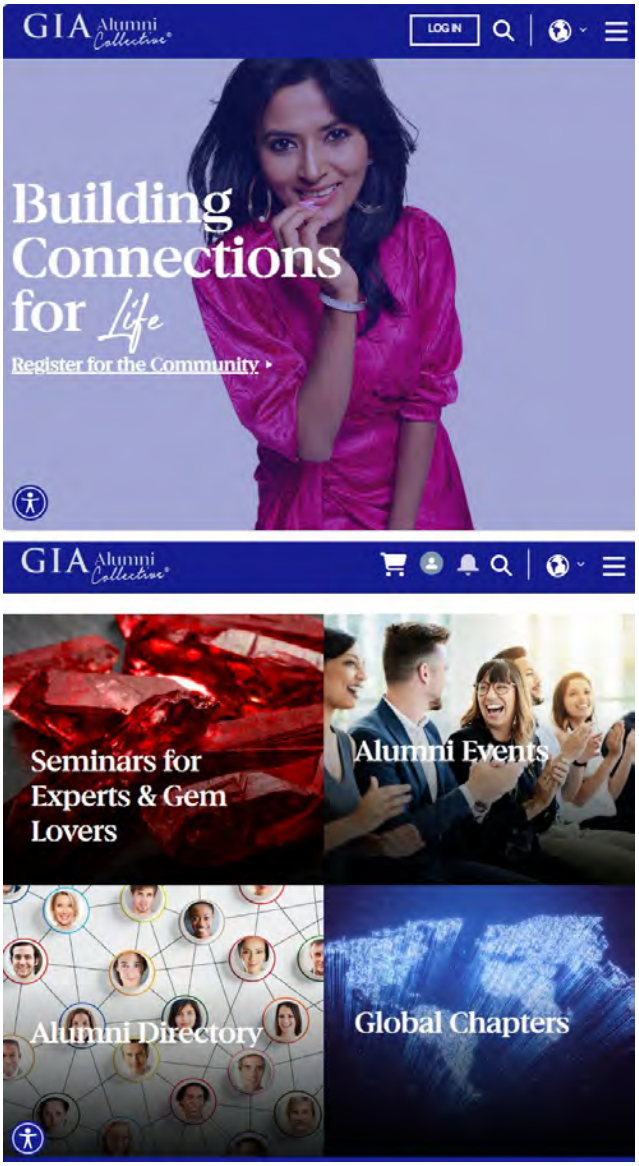
The GIA Alumni Collective is here to provide students and graduates with diverse opportunities, insights, and connections that fuel their development, progress, and passion at every point of their career. Contact us at alumni@gia.edu.

Membership. After successfully completing a GIA program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 165,000 members across 56 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 Global Alumni Chapters (gia.edu) to explore or join a local chapter.



GIA Alumni Collective's community - ©GIA.

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

Lab Classes

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

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

Maximum Allowable Missed Hours

Students who miss any portion of the first day of class, or otherwise exceed the maximum allowable absence listed below are dismissed.

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

Professional Development Program

Students enrolled in the Applied Jewelry Professional Development program may be absent for up to three (3) hours of the total 32 clock hours required for the program.

Make-Up Hours

Due to the short duration of lab classes, students are advised to register for a class when they can be present for the entire duration (no known conflicts). Make-up hours are not available.

Make-Up Work

Online courses are self-paced and lab classes require strict attendance; there is no provision to make-up work. Students have ample time to make-up missed lab work during regularly scheduled hours.

Clock Hours

"Clock hours" refer to number of scheduled instructional hours for each course, class or 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.

Classroom Policies

Students enrolled in lab classes or using a student workroom 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 class. 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.
- Blank or completed worksheets, quizzes and exams may not be taken out of the classroom.
- Projects and other materials may not be taken out of the classroom without the instructor's permission.
- Students must work individually unless the instructor directs otherwise.
- Photography or reproduction of quizzes, exams, worksheets, education gemstones and any other sensitive materials is strictly prohibited without instructor permission.

Class-specific policies are disclosed and reviewed with students in class.

Exam Policy

Exams measure a student's comprehension of the curriculum and mastery of skills.

The following rules apply:

- All final exams in online courses are proctored. See Proctored_Exams for full details.
- Lab students are strongly advised not to miss a scheduled test.
- All exam submissions are final.
- All exams must be completed earning a score of 75% or more.
- Lab manuals are permitted during practical exams.
- Students whose primary language is not English 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 during practical examinations.
- Standard, non-programmable calculators are permitted.

Proctored Exam Requirements

Online Exams (GEM 149, GEM 220, GEM 230)

Final exams for these courses must be proctored. To request a proctored exam, students may submit the exam request form through the My GIA Education portal at https://education.gia.edu.

GEM240 Exam Proctoring Options. To request a GEM 240 proctored exam, students must submit the exam request form through the My GIA Education Portal at https://education.gia.edu, or schedule a time in a GIA Student Workroom. All tuition and fees must be paid in full, and any loaned stone sets must be returned prior to testing. Students must submit all required proctor information and supporting documentation for approval. Once approved and scheduled, the exam is valid for 30 days, not to exceed the published course end date. We recommend scheduling the first exam attempt no later than 30 days before the course end date to allow time for processing, potential retakes, practical exam shipping (if applicable), and any required remedial work. Exam requests require 5 business days to process, excluding holidays. Approved practical exams are shipped via 2-day delivery within the U.S. and 3–7 days for most international destinations. Proctored exams for GEM 240 must remain in the proctor's control at all times.

Local Proctor. Students are responsible for securing their own local proctor and paying any associated fees. All proctors must be approved by GIA; approval is at GIA's discretion and may be revoked at any time. Proctors must be able to visually and audibly monitor the student throughout the full duration of the exam.

Acceptable Proctor. Many learning and testing centers offer proctoring services. Otherwise, an acceptable proctor is a professional outside of the Gem & Jewelry industry that has no real or perceived conflict of interest with the student. Examples include, but not limited to, *a librarian, instructor, teacher, professor, college administrator, attorney, notary of the public, certified public accountant, or military officer*.

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.

Grading System

Online Division Courses and Classes

Courses and lab classes are evaluated using a letter-grade scale as outlined below. Students who achieve a GPA of 3.7 or higher in their program of study will graduate with honors, and this distinction will be noted on their diploma.

Letter Grade	Percentage Range	Grade Points / Grade Definition
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 GIA.
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 course after the cancellation period.
R	Repeat	Course has been retaken and the original grade is replaced by the new grade for academic record purposes.

Professional Development Courses

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

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

Grading Policy

Final grades are awarded to each student, in each course or class, within two business days of completing the final exam.

Online assignments, quizzes and exams are graded immediately upon submission. Practical assignments and exams are typically graded within seven business days. Lab class exam results are available prior to the end of class. Exams taken in a GIA Student Workroom are graded upon submission. Students will be notified of processing delays. Students can access grades and monitor their progress in the Blackboard LMS at https://blackboard.gia.edu.

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
- Verifying the ID of a student who takes a proctored exam
- Taking and recording lab class attendance

Academic Progress Policies

GIA monitors each student's academic progress to ensure they are moving toward successful completion of their course or class.

Online Courses

Students enrolled in an online program are monitored for academic progress both qualitatively and quantitatively to ensure steady progression toward completion.

Qualitative Standard. Students must maintain a minimum 75% cumulative GPA (CGPA) and earn at least 75% in every course. Any course completed below 75% must be repeated, and only the higher-grade counts toward the CGPA. Students who fall below these standards may be placed on Academic Advising with an Academic Plan outlining required improvements. Students who do not meet the expectations of their Academic Plan may be academically withdrawn and must reapply for admission.

Quantitative Standard - Maximum Timeframe. The program length listed on the Enrollment Agreement reflects the average expected time needed to complete all online coursework and required in-residence lab components. Students are expected to stay current with the curriculum and complete their program within the published timeframe but may be permitted to take up to 150% of the published program length (“time and a half”) in documented extenuating circumstances. GIA monitors student activity to ensure reasonable progress. Students who fall significantly behind expected pacing may be placed on Academic Advising. A student may be academically withdrawn if they exceed the maximum time frame or are no longer progressing at a reasonable pace.

Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions, hands-on lab sessions and the final exam in order to successfully progress through the class. Students who exceed the maximum allowable missed hours as described in the Attendance Policy are dismissed. See "Attendance_Policy" on page 58.

Probation

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

Leave of Absence Policy

Students enrolled in an online course may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes, professional development, and essentials courses are not eligible for a leave of absence.

An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact the dean's office at deanstudents@gia.edu for additional information.

A leave will be approved if GIA determines that there is a reasonable expectation that the student will return and the request complies with this policy. If approved, an addendum to the student's enrollment agreement is generated and the course end date is extended to reflect the number of days granted for the leave.

Maximum Length. The maximum length of time for an LOA is 365 calendar days. A student may be granted more than one leave, but combined cannot exceed 365 calendar days per course. Students must submit any request to extend an

approved LOA in writing to the dean's office prior to the expiration of their original LOA.

Maximum Length for Texas Residents. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that period. (c) Except as provided in subsection (d) of this section, in a 12-month period, a student may have no more than two leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.

Requesting Leave. The LOA request must be submitted in writing to the dean's office in advance. A request 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 student's leave and collect the written, signed and dated request at a later date.

Returning from Leave. Student's access to their online courses is automatically reinstated on the end date of the leave. Students may review/repeat any lessons they completed prior to leave to ensure their success. No additional fees are charged for the leave. Students may return early from a leave by notifying the dean's office. Students enrolled in GEM240 will need to request stones sets in order to complete their practical assignments. If re-shipment is required, students are responsible for all associated costs.

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 dean's office to discuss their individual situation.

Active Military Duty for Texas Residents. Any student called to active military duty will, upon request and upon providing GIA with a copy of their official military orders, be granted a leave of absence for a period of time not to exceed the term of the active duty plus sixty (60) days. If the total leave of absence period exceeds 60 days within a 12-month period, the student is dismissed, a grade of SWD is posted, and the published refund policy is applied. The student may re-enroll when they are able to resume their studies.See "Refund Policy for Students Called to Active Military Service - Texas Residents" on page 48.

Repeat Courses

Students may repeat an online course or lab class to earn a passing grade; current tuition and fees apply at enrollment. After two non-passing attempts (C- or 74% and lower) of an online course, a student must petition for re-enrollment.

Appeal for Re-enrollment

Students who wish to repeat an online course after two unsuccessful attempts, must submit a completed Appeal for Re-enrollment Form. At a minimum, the appeal includes the student's self-assessment of the reasons that prevented them from successfully completing the course and the actions they would take to ensure that they would be able to meet and maintain academic progress going forward.

Appeals are reviewed by the Admissions Committee. The student will be notified of the decision in writing within 10 business days of the receipt of the appeal. If an appeal is approved, the student may re-enroll and repeat the course from the beginning, paying current tuition and fees. If an appeal is denied, the student is required to wait one year before submitting another appeal. A maximum of three appeals are allowed. For more information, please contact the admissions@gia.edu.

Dismissal Policy

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

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

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

Appeal for Readmission

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

Students must submit the Appeal for Readmission Form and any additional supporting documentation to the Admissions Committee for review. The student will be notified of the committee's decision within 10 business days of the receipt of the appeal.

If approved, the student is notified of any readmission terms or conditions. Students are required to enroll into the course from the beginning at current tuition and fees.

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.

Graduation Requirements - Online Division

In order to graduate, students must:

- successfully complete all of the online courses and lab classes required for a program,
- complete each assignment / lesson, and
- pass each final exam within the maximum attempts allowed and prior to the specified end date as indicated in the chart below.

Program / Courses	Maximum Exam Attempts Allowed*
Graduate Gemologist Online - meet the requirements for Graduate Diamonds and Graduate Colored Stones programs.	
Graduate Diamonds Online	
GEM 230 Diamonds & Diamond Grading	3
GEM 230L Diamond Grading Lab	3
Graduate Colored Stones Online	
GEM 220 Colored Stones	3
GEM 220L Colored Stone Grading Lab	3
GEM 240L Gem Identification Lab	3
GEM 240 Gem Identification	10*
Graduate Pearls Online	
GEM 149 Pearls	3
GEM 149L Pearl Grading Lab	3

* Remedial Work. After five unsuccessful exam attempts, students are required to complete remedial work before the next attempt. Remedial options include:

1. Receiving six remedial stone sets shipped to the student, or
2. Completing two full remedial days in a GIA Student Workroom, or
3. Re-taking the Gem Identification Lab class, as determined appropriate by GIA

Students are responsible for all applicable shipping fees, customs, and taxes for shipped remedial materials, or for the standard Student Workroom rate when completing work onsite. The international shipping fee covers shipping, customs, and taxes for students outside the United States who receive remedial coursework by mail.

Student Records

The care and protection of applicant, student and graduate data is of utmost importance. GIA's Student Privacy Notice, found at https://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.

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 item of documentation that shows the current/old name that is in our records, and one item of documentation 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 student records at edrecords@gia.edu, +1 760 603 4000 ext. 7312 or +1 800 421 7250 ext. 7312.

Diplomas and Certificates

Students will receive both a printed and a digital copy of their Online diploma 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 a confirmation email once the print diploma has shipped and a second notification with access to their digital diploma or certificate. For online courses, certificates are issued in a digital format only; a hard copy is not issued. Students have the option to purchase a hard copy of the certificate through the vendor.

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, +1 800 421 7250 ext. 7312 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 (excludes any applicable taxes and expedited shipping) respectively. Reprints are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor at https://parchmentsupport.force.com or student records at

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 us 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 https://www.parchment.com/u/registration/individual. There is a $10 fee (excludes any applicable taxes and expedited shipping) for each transcript ordered. Contact us at edrecords@gia.edu for inquiries or further instructions.

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online. Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at www.GIA.edu/doc/GIA_Education_Verification-Request.pdf. For information about directory information that may be released, See "Family Educational Rights and Privacy ("FERPA")" on page 68

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. Sanctions may include verbal warning, written warning, behavioral probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

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, Gemolgical Institute of America, Inc. ("GIA," the "Institute," or "our") has adopted the Title IX Non-Discrimination Grievance Policy and Process. As set forth in detail herein, GIA:

- Does not discriminate on the basis of sex, including sexual harassment and pregnancy or related conditions, inlcuding in admissons and employment, and is committed to providing an educational 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.

Inquires 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

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 may have a chemical dependency or substance abuse issue and are seeking assistance are encouraged to contact the dean's office for available resources.

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.

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 opt-out of the disclosure or release of directory information as further defined and specified in the "Directory Information Definition and Opt-Out" section below.
5. 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.

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

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

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

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.

Residents of Alabama can submit a complaint by contacting the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130 USA, https://psl.asc.edu/External/Complaints.aspx.

Residents of the state of Georgia who wish to file a complaint should make every attempt to achieve a fair and reasonable solution with GIA within a two year period of the triggering event. If this effort is not satisfactory, residents may contact the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305 USA, phone +1 770 414 3300, fax +1 770 414 3309 or online at https://gnpec.georgia.gov/student-resources/complaints-against-institution.

Residents of Kansas can submit a complaint by contacting the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; +1 785 430 4240 or at .https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

Filing a Complaint with the Kentucky Commission on Proprietary Education. To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website at https://kcpe.ky.gov/.

Residents of Michigan may submit complaints by contacting the Michigan Department of Licensing and Regulatory Affairs, at P.O. Box 30018, Lansing, MI, 48909, USA or by phone: 517 241 7000.

Residents of Nebraska may submit a complaint by contacting the Program Director of Private Postsecondary Career Schools, Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509.

Residents of Nevada may submit a complaint to Nevada Commission on Postsecondary Education by email at mjwu@det.nv.gov, by fax at 702-486-7340, or mail at 2800 E. St. Louis Avenue, Las Vegas, NV 89104.

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. GIA Applied Jewelry Professional (AJP™) program is exempt from regulation under Texas Education Code, section 132.002 (a) (3).

Notification of Complaint to the Texas Workforce Commission. Students must address their concerns about this school or any of its educational programs by following the grievance process outlined above. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If as a student you were not provided with this information, please inform school management.

Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with the Texas Workforce Commission (TWC), as well as with other relevant agencies, if applicable. Students who reside in Texas may direct unresolved complaints to:

Texas Workforce Commission, Career Schools and Colleges
Room 226T, 101 East 15th Street,
Austin, TX 78778-0001
Phone +1 512 463 2222

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at www.twc.texas.gov/programs/career-schools-colleges.

Residents of Utah can submit a complaint by contacting the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, P.O. Box 146704, Salt Lake City, Utah 84114-6704 USA, phone +1 801 530 6601, fax +1 801 530 6001 or online at https://db.dcp.utah.gov/complaints.html.

Residents of Wyoming can submit a complaint by contacting the Wyoming Department of Education, 2300 Capitol Avenue, 2nd Floor, Cheyenne, WY 82002 USA, +1 307 777 7675 or online at https://edu.wyoming.gov/.

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.

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.

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 form is available on the My Education Student Portal at https://education.gia.edu/. 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.

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.

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.

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 program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The 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 details, 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.

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 mph. Students who violate the parking policy will be warned and are subject to loss of parking privileges and dismissal for repeated violations.

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.

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 https://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 https://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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