



GIA®

Education Catalog

State of Texas

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THE ROBERT MOUAWAD CAMPUS 5345 ARMADA DRIVE CARLSBAD, CA 92008

T 760 603 4000 F 760 603 4003

WWW.GIA.EDU

Discover a World of Possibilities.



BUYER

Monitor industry and consumer trends, assess the competitive landscape, seek out gems and finished jewelry destined to turn a profit.

BENCH JEWELER

Drive the production flow with expert craftsmanship, a steady hand, and concentrated eye.

APPRAISER

Meticulous, detail-oriented, and curious. Evaluate antique and contemporary jewelry and fine watches, and write careful descriptions.

DESIGNER

Dare to share your ideas with the world – inspire, visualize, create. Then, see your creation in a fashion jewelry display or on a famous model.

AUCTION SPECIALIST

Engage in one of the jewelry industry's oldest traditions, facilitating eager buyers as they compete for privately owned, one-of-a-kind jewelry pieces.

FASHION

Stay up to date on the latest trends in contemporary style – inspire what people wear, what people love, and what people buy.

GEMOLOGIST

Expertly and objectively determine gemstone quality to ensure the integrity of gems and jewelry.

RETAIL SALES

Share your customers' happiest moments or inspire your team members to achieve their greatest potential in a fast-paced and rewarding retail career.

WHOLESALER

Import and supply diamonds, colored stones, watches, cultured pearls, and finished jewelry from exotic places around the globe.

RESEARCHER

In the field and in the laboratory, investigate new gem finds, new treatments, and new methods of detection.

MANUFACTURER

Build an international team that will transform a great idea into a product cherished by consumers everywhere.

MARKETING

Product placement, promotion, and public relations – find new and interesting ways to communicate the value of your merchandise.

Everywhere. GIA®

This very moment, somewhere in the world, someone like you is learning a skill, expanding their abilities, and moving their career forward through GIA's incomparable educational programs. Someone else is turning to a GIA-trained jeweler to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA Laboratory report to determine a gemstone's quality.

GIA represents an ever-expanding network of training and trust. For more than 80 years, GIA has been the world's foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments, and research define the professional standards for a global gem and jewelry industry. We are honored that you have chosen us for your education, and we are proud to offer you the knowledge and credentials you need to reach across the world.



People come to GIA from all over the world and from all walks of life. Some are taking their very first step toward a career in gems and jewelry. Others are looking to expand and fine-tune their skills. What they have in common is ambition, creativity, and an absolute, unbridled passion for gems and jewelry, and that's why more than 325,000 have chosen GIA.

Chances are that's what brought you here, too. Whether you're furthering your already established jewelry career, or you are brand new to this exciting and timeless industry, I can assure you that you've come to the right place.

Here, you'll find a respected institution fortified by more than 80 years of groundbreaking research, state-of-the-art instruments, impassioned faculty, an expansive museum collection, a renowned gemological library, and a worldwide family of alumni. Whether you choose to study online or at any one of our locations across the world, GIA offers the world's most admired education in the world's most adored industry.

Delivering our education is a privilege, and we are here to champion and nurture your success, both during your time at GIA, and once you enter the industry as one of our graduates. We are thrilled that you chose GIA. I look forward to greeting you as a student and watching your career grow, expand, and develop.

Donna Baker, GG
President and Chief Executive Officer



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

Donna Baker, GG

President and Chief Executive Officer



What is GIA?

AN INSTITUTION FOUNDED ON RESEARCH,
FUELED BY PASSION.

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

EDUCATIONAL PHILOSOPHY

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

RESEARCH

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

RELEVANCE

We provide the necessary balance of both theoretical knowledge and practical skills.

LEADERSHIP

We equip our graduates to become industry leaders who operate with a high degree of integrity, ethics, and trust; meeting the occupational demands of the global gem and jewelry industry.

ACCESSIBILITY

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

SUSTAINABILITY

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



Work Across the World

TAKE YOUR PLACE IN A GLOBAL INDUSTRY.

Everywhere on earth, people honor and appreciate the beauty and mystery of gems. And so it follows that everywhere you go, you'll find the gem and jewelry industry.

IMAGINE YOU, LEADING THE WAY.

Negotiate deals with jewelry executives in Hong Kong. Become a buyer or wholesaler of gems in Dubai. Lead a research team charting ruby and sapphire mining trends in Tanzania. Rise to the top as a retail sales professional in Chicago. Become a diamantaire in Mumbai. Be known as the top appraiser in London, or famous designer in New York.

Working in the gem and jewelry industry ensures at least one thing – that you'll be able to find a career everywhere you go – or imagine you could go. From a family-owned jewelry boutique in Kansas City, to a bustling trade show in Hong Kong, to a remote mining town in East Africa – the gem and jewelry industry is there – and there – and there.

WORK IN RETAIL'S MOST GLAMOROUS SECTOR.

Surround yourself with beautiful jewelry, and play a role in the significant milestones of people's lives. A career in jewelry retail sales can be exciting, lucrative, and it's the starting point for nearly any career path in the industry. You can move into store management, marketing, merchandising, buying, fine jewelry consulting, or even open your own store.

WATCH YOUR IDEAS COME TO LIFE.

In the jewelry design and manufacturing sector, great ideas come to life as beautiful, wearable pieces of jewelry. As an artisan you'll exercise your design talent and bench skills to craft exquisite, award-winning pieces. Or you'll work for an international manufacturer sourcing materials for a new jewelry line. Design and manufacturing knowledge can be your entry point into a host of careers, including quality control, production management, model making, jewelry buying, and business ownership.

BE A DETECTIVE FOR THE GEM WORLD.

There's one common element in all gems – mystery. If you enjoy science and deductive reasoning, a career as a gemologist could be for you. You'll combine knowledge, observation, and use specialized tools to identify gemstone species and rarities. You'll use your skills to conduct appraisals for insurance companies, retail stores, and other clients. You'll detect and identify treated and synthetic stones as they come through laboratories and jewelry stores. Your research will allow the industry to stay ahead of new treatments and protect consumers and business owners.

These are just a sampling of the many career pathways you can take in this industry. Just like the gems that are at the heart of this work, the opportunities are infinite, limited only by your imagination, passion, and the professional skills you need to take you there.

Known Across the World



GIA DIPLOMAS – EMBLEMS OF CREDIBILITY.

A comprehensive GIA education is regarded as the pinnacle of training and professional development in gems and jewelry. We teach using the latest research and technology while instilling the value of professional integrity in our students. As a true mark of distinction, the global perception of a GIA diploma is one of trust.

GIA graduates are united by this common bond of prestige and credibility. Our graduates fill key positions at Tiffany & Co., Bulgari, Ben Bridge, Borsheim's, Cartier, David Yurman, DeBeers, Harry Winston, Kwiat, Birks and Mayors, Neiman Marcus, Swarovski, Christie's, and Sotheby's – just to name a few.

To employers all over the world, a GIA diploma signals your commitment to a career in gems and jewelry. And to customers all over the world, it is the badge of a trusted expert – the emblem of credibility across the world of gems and jewelry.

For more than 80 years, GIA has been the starting point for many of the world's renowned gemologists, top jewelry business owners, successful designers, bench jewelers, and leading retail sales professionals. Our credentials are coveted, respected, and known everywhere. Earning a GIA diploma gives you the expertise, confidence, and high ethical standards that can help you realize the career you've always dreamed of.

When you equip yourself with a GIA education, you not only empower yourself with the knowledge you need for a successful career, but also with a network of GIA alumni, who share your passion for gems and jewelry, in almost every corner of the globe.



History

ON FEBRUARY 15, 1931, A FORMER RETAIL JEWELER NAMED ROBERT M. SHIPLEY AND HIS WIFE, BEATRICE, CASHED IN THEIR SAVINGS TO ESTABLISH THE GEMOLOGICAL INSTITUTE OF AMERICA.



When most jewelers knew little about the gems they traded, Robert Shipley decided 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 with more than 325,000 students and alumni from eleven schools in nine countries, a prestigious laboratory grading the world's most important diamonds, the leading gemological research center, and the author of the 4Cs and the International Diamond Grading System – the worldwide standard for evaluating diamond quality.

1942

U.S. government recognizes GIA as nonprofit center of learning and research.

1948

GIA confers first Graduate Gemologist (G.G.) diploma. Quickly becomes the designation of a senior professional in the jewelry industry.

1962

First formal resident education program begins.

1965

Courses are accredited by the National Home Study Council, now known as the Distance Education Training Council (DETC).

1970

First courses taught overseas.

1973

GIA is accredited by National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges (ACCSC).

1982

GIA Alumni Association is established.

1987

GIA-Net, an online education and information network, is launched. Soon becomes GIA Online, and later renamed GIA Virtual Campus.

1997

GIA officially moves into its state-of-the-art, 230,000-square-foot facility in Carlsbad, California. The Robert Mouawad Campus opens its doors to students.

Further historical information can be obtained by visiting:
www.gia.edu/about-gia/history/index.html



Admissions

General Admissions 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 origin, ethnicity, religion, gender, age, disability, medical condition, pregnancy status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the right and privileges to participate in programs and activities generally accorded or made available to students of the school. GIA reserves the right to deny an application and cancel an enrollment at any time.

Admissions Requirements

All applicants must be at least 18 years of age and possess a high school diploma, GED, or the equivalent.

Distance Education applicants who do not have a high school diploma, GED, or the equivalent may be eligible to enroll upon successfully meeting the minimum required scores on the Wonderlic Basic Skills Test (WBST). Contact the Admissions Office for additional information.

Applications for applicants under the age of 18 years must be signed by a parent or legal guardian. Applicants under age 18 and who are still in high school must also submit letters of approval from a parent or guardian and from a school counselor, principal, or administrator and must successfully meet the minimum required scores on the Wonderlic Basic Skills Test. The WBST test must be conducted by an independent certified test administrator; GIA will assist prospective students in locating a testing center. All waiver requests are reviewed by the Admissions Committee. Admissions waivers are not granted to on-campus applicants or to any applicant under the age of 16 years.

Applicants who have been convicted of a felony must also submit the following documents to be reviewed by the Admissions Committee:

- A detailed explanation of the circumstances surrounding the felony and how a GIA education will support the applicant's career goals
- A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
- At least one character reference letter from a non-relative written on appropriate letterhead

English Proficiency

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction.

Special Accommodations

GIA will make reasonable accommodations for students with qualified disabilities. Each course requires students to perform particular physical and mental ability tasks related to that course. Upon request, GIA will provide a list of examples of these tasks to allow individuals to evaluate their potential for success and their decision to apply. Students who will be requesting special accommodations are asked to do so following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

GIA does not generally award academic credit for previous educational training, and GIA has not entered into an articulation or transfer agreement with any other college or university. GIA evaluates the previous education and training of all veterans and persons applying for veterans' benefits. If credit is warranted, the course will be shortened and the Veterans Administration will be notified.

Students enrolling in the on-campus Graduate Gemologist program and who have previously completed the Diamond Essentials or Colored Stone Essentials courses via Distance Education do not receive transfer credit into the on-campus Graduate Gemologist program. Students must participate in and complete these courses again as part of their on-campus program. Their transcript will show both class grades with the two dates of completion.

Appeal of Denial of Admission

Applicants who are denied admission may appeal this decision in writing to the Dean of Students. The Admissions Committee will review the admissions decision and the written appeal, and respond within 10 days of receipt of the appeal. The decision of the Admissions Committee is final.



Programs

Graduate Gemologist

The GIA Graduate Gemologist (G.G.) diploma program is designed to deliver a comprehensive gemology education across the entire spectrum of diamonds and colored stones. Through extensive practice, you'll be able to grade diamonds efficiently, accurately, and consistently. You'll also work with real diamonds and gemstones and the latest gemological equipment, under the trained eyes of GIA instructors.

STUDENTS IN THIS PROGRAM WILL:

- Gain in-depth, hands-on experience in the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learn how they affect diamond value
- Consistently and accurately grade diamonds in the D-Z color range
- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Detect diamond and colored stone synthetics, treatments, and simulants
- Discover how to translate your technical knowledge into winning techniques that help you close sales
- Delve deep into the world of diamonds and gemstones and follow their paths from formation to marketplace

OCCUPATIONS: Assistant Buyer, Assistant Store Manager, Customer Service Representative, Diamond Grader, Gemologist, Inventory Control Clerk, Outside Sales Representative, Diamond Sales Representative, Wholesale Sales Representative, Quality Control Professional, Retail Sales Associate, and Stone Sorter.

OCCUPATIONAL SETTINGS: Retail Store (ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses, or production shops), Stone Dealer Office (inside and outside sales).

WHAT YOU EARN: GRADUATE GEMOLOGIST DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM120	Colored Stone Essentials	None	8	3 months
GEM220	Colored Stones	GEM120	27	18 months
GEM130	Diamond Essentials	None	7	3 months
GEM230	Diamonds & Diamonds Grading	GEM130	20	15 months
GEM240	Gem Identification	GEM120, GEM220	42	24 months
GEM220L*	Colored Stone Grading Lab	None	Lecture / Lab Format with Exam	21 hours
GEM230L*	Diamond Grading Lab	None	Lecture / Lab Format with Exam	35 hours
GEM240L*	Gem Identification Lab	None	Lecture / Lab Format with Exam	35 hours
			Total Lessons: 104	Total Lab Hours: 91

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Programs (cont.)

Graduate Diamonds

The Graduate Diamonds diploma program provides the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. Students analyze crown, pavilion, and total depth. You'll learn GIA diamond grading procedures to assess the 4Cs – color, clarity, cut, and carat weight and how they affect diamond value. By learning to use professional diamond grading equipment, you'll also learn to determine proportions, create plotting diagrams, examine diamonds professionally, and detect synthetics and treatments.

STUDENTS IN THIS PROGRAM WILL:

- Gain in-depth, hands-on experience in the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learn how they affect diamond value
- Consistently and accurately grade diamonds in the D-Z color range
- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Detect diamond synthetics, treatments, and simulants
- Discover how to translate your technical knowledge into winning techniques that help you close sales
- Delve deep into the world of diamonds and follow the path from formation to marketplace

OCCUPATIONS: Assistant Buyer, Assistant Store Manager, Customer Service Representative, Diamond Grader, Gemologist, Inventory Control Clerk, Outside Sales Representative, Diamond Sales Representative, Wholesale Sales Representative, Quality Control Professional, Retail Sales Associate, and Stone Sorter.

OCCUPATIONAL SETTINGS: Retail Store (ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses, or production shops), Stone Dealer Office (inside and outside sales).

WHAT YOU EARN: GRADUATE DIAMONDS DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM130	Diamond Essentials	None	7	3 months
GEM230	Diamonds & Diamonds Grading	GEM130	20	15 months
GEM230L*	Diamond Grading Lab	None	Lecture / Lab Format with Exam	35 hours
			Total Lessons: 27	Total Lab Hours: 35

** Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Programs (cont.)

Graduate Colored Stones

In the Graduate Colored Stones diploma program, students learn how to grade and identify gemstones—both common and unusual—found in today’s marketplace. You’ll learn by applying the GIA Colored Stone Grading System and by using standard gemological equipment to distinguish natural, treated, and synthetic gemstones. This program is designed to provide working knowledge that you can apply directly to your business, including how external market factors affect value.

STUDENTS IN THIS PROGRAM WILL:

- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Detect colored stone synthetics, treatments, and simulants
- Discover how to translate your technical knowledge into winning techniques that help you close sales
- Delve deep into the world of gemstones and follow the path from formation to marketplace

OCCUPATIONS: Assistant Buyer, Assistant Store Manager, Customer Service Representative, Gemologist, Inventory Control Clerk, Outside Sales Representative, Wholesale Sales Representative, Quality Control Professional, Retail Sales Associate, and Stone Sorter.

OCCUPATIONAL SETTINGS: Retail Store (ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses, or production shops), Stone Dealer Office (inside and outside sales).

WHAT YOU EARN: GRADUATE COLORED STONES DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM120	Colored Stone Essentials	None	8	3 months
GEM220	Colored Stones	GEM120	27	18 months
GEM240	Gem Identification	GEM120, GEM220	42	24 months
GEM240L*	Gem Identification Lab	None	Lecture / Lab Format with Exam	35 hours
GEM220L*	Colored Stone Grading Lab	None	Lecture / Lab Format with Exam	21 hours
			Total Lessons: 77	Total Lab Hours: 56

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Programs (cont.)

Graduate Pearls

The Graduate Pearls diploma program provides all the pearl product knowledge and grading skills needed to buy inventory, build confidence, and increase profits when buying and selling akoya, South Sea, Tahitian, and freshwater pearls. You'll learn techniques for selling pearls at the retail level by using GIA's 7 Pearl Value Factors™. You'll get hands-on training with pearls and discover how to test pearls for authenticity and post-harvest treatments.

STUDENTS IN THIS PROGRAM WILL:

- Become proficient with gemological equipment and procedures to grade pearls
- Discover how to translate your technical knowledge into winning techniques that help you close sales
- Delve deep into the world of pearls and follow the path from formation to marketplace

OCCUPATIONS: Assistant Buyer, Assistant Store Manager, Customer Service Representative, Gemologist, Inventory Control Clerk, Outside Sales Representative, Wholesale Sales Representative, Quality Control Professional, and Retail Sales Associate.

OCCUPATIONAL SETTINGS: Retail Store (ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses, or production shops), Pearl Dealer Office (inside and outside sales).

WHAT YOU EARN: GRADUATE PEARLS DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM149	Pearls	None	8	6 months
GEM149L*	Pearl Grading Lab	None	Lecture / Lab Format	6 hours
			Total Lessons: 8	Total Lab Hours: 6

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Programs (cont.)

Course Descriptions

Colored Stone Essentials GEM120

Prerequisite: None

This course provides basic, vital working knowledge of colored stones, with in-depth focus on the “Big Three” of the gemstone world: ruby, sapphire, and emerald. You’ll become introduced to the fundamental language of colored stones. You’ll learn about color’s powerful role in gemstone value and the unique characteristics of today’s most popular colored stones. You’ll also understand how color, clarity, cut, and carat weight all affect a gem’s value. You’ll learn proven techniques that take you through every step of a successful sales presentation. Course materials include the *GIA Essential Colored Stone Reference Guide*, which contains helpful and interesting facts on today’s most popular gemstones.

Exams are unproctored and open book.

Maximum completion time: 3 months

Number of Lessons: 8

1. Introduction (Month 1)
2. Understanding Color and Phenomena (Month 1)
3. Clarity, Cut, and Carat Weight (Month 1)
4. Market Awareness (Month 2)
5. Treatments, Synthetics, Imitations, and Disclosure (Month 2)
6. Durability, Care, and Cleaning (Month 2)
7. Presenting Colored Stones (Month 3)
8. Presenting the Big 3 (Month 3)

Colored Stones GEM220

Prerequisite: GEM120

As the next step after Colored Stone Essentials, this course provides in-depth working knowledge about the multitude of colored stones in today’s market. You’ll discover which gems are commercially important and why. This course will introduce you to the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. Course materials include the *GIA Colored Stone Reference Guide*, which contains information and properties for virtually all commercially available gemstones.

Exams are proctored and closed book.

(See Proctored Exams under Academic Policies and Procedures)

Maximum completion time: 18 months

Number of Lessons: 27

1. Introduction to Colored Stones (Month 1)
2. Gemstone Formation and Mining (Month 1)
3. Gems & Their Physical Properties (Month 2)
4. Gems and Light (Month 2)
5. Synthetics and Imitations (Month 3)
6. Treatments (Month 3)
7. The Colored Stone Market (Month 4)
8. Color (Month 4)
9. Cut (Month 5)
10. Clarity (Month 5)
11. Carat Weight and the Gem Business (Month 6)

12. Ruby (Month 6)
13. Blue Sapphire (Month 7)
14. Fancy Sapphire and Phenomenal Corundum (Month 7)
15. Emerald (Month 8)
16. Pearl Formation, Types, and Market (Month 8)
17. Pearl Value Factors, Processing, and Treatments (Month 8)
18. Jade (Month 9)
19. Opal (Month 10)
20. Quartz and Chalcedony (Month 11)
21. Tanzanite, Iolite, Chrysoberyl, and Andalusite (Month 12)
22. Topaz and Beryl (Month 13)
23. Tourmaline, Peridot, and Zircon (Month 14)
24. Garnet and Spinel (Month 15)
25. Lapis Lazuli, Turquoise, and Other Opaque Gems (Month 16)
26. Feldspar, Spodumene, and Diopside (Month 17)
27. Organics and Collectors’ Stones (Month 18)

Diamond Essentials GEM130

Prerequisite: None

This course will teach you how to sell diamond jewelry effectively and ethically. You’ll become familiar with the internationally accepted and respected GIA clarity grading system and learn how diamonds are graded for color and how color affects value. You’ll discover how modern technology is changing the way diamonds are cut and learn the relationship between size and weight. You’ll become introduced to the operations of a retail jewelry store. You’ll be able to complete more sales by combining product knowledge with solid sales techniques. Course materials include the *GIA Essential Guide to Selling Bridal Jewelry*, an instant sales reference that describes popular engagement ring styles.

Exams are unproctored and open book.

Maximum completion time: 3 months

Number of Lessons: 7

1. Diamonds and Diamond Value (Month 1)
2. Clarity and Value (Month 1)
3. Color and Value (Month 2)
4. Cut and Value (Month 2)
5. Carat Weight and Value (Month 2)
6. The Daily Retail Business (Month 3)
7. Presenting Diamond Jewelry (Month 3)



Programs (cont.)

Course Descriptions

Diamonds & Diamond Grading GEM230

Prerequisite: GEM130

This course will help you gain the important skills you need to judge and grade the color, clarity, and cut of diamonds. You'll learn to determine proportions and estimate weight and study the fundamentals of diamond treatments, synthetics, and simulants and understand the effect of fluorescence on diamond body color. You'll analyze the role cut plays in the marketplace and acquire the technical knowledge needed to make profitable buying and selling decisions. In addition, you'll explore the diamond industry beyond its retail level and gain an understanding of diamond value in other market segments.

Exams are proctored and closed book.
(See Proctored Exams under Academic Policies and Procedures)

Maximum completion time: 15 months

Number of Lessons: 20

1. Introduction — Beyond the Essentials (Month 1)
2. Birth of the Modern Diamond Industry (Month 1)
3. The Modern Diamond Market (Month 2)
4. How Diamonds Form (Month 2)
5. Exploring for Diamonds (Month 3)
6. Diamond Mining (Month 3)
7. The Diamond Crystal (Month 4)
8. Diamonds and Light (Month 4)
9. The Evolution of Diamond Cutting (Month 5)
10. Finding and Identifying Clarity Characteristics (Month 5)
11. Grading Clarity (Month 6)
12. Diamonds and Color (Month 7)
13. Grading Color (Month 8)
14. Grading Proportions — Table, Crown, and Girdle (Month 9)
15. Grading Proportions — Pavilion and Culet — and Evaluating Finish (Month 10)
16. Grading Fancy Cuts (Month 11)
17. Estimating Weight, Recutting, and Repolishing (Month 12)
18. Diamond Simulants (Month 13)
19. Synthetics and Treatments (Month 14)
20. Succeeding in the Marketplace (Month 15)

Gem Identification GEM240

Prerequisites: GEM120 and GEM220

Students will: learn to identify more than 60 species of gemstones, distinguish natural gems from synthetics, and detect gem treatments. Develop your skills by practicing testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today and how illumination techniques can facilitate the identification process. Additionally, you'll learn how—and when—to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes.

To complete this course, you must have access to gem tweezers, a 10x loupe or microscope, refractometer with polarizing filter, optic figure sphere, dichroscope, polariscope, and spectroscope. These instruments are not included with the course materials. As a current Distance Education student, you can purchase a professional Gem Identification instruments package through GIA's Instruments division. As an alternative, you can use these professional tools to complete your assignments in a GIA Student Workroom.

Exams are proctored and open book.
(See Proctored Exams under Academic Policies and Procedures)

Maximum completion time: 24 months

Number of Lessons: 42

1. Introduction to Gem Identification (Month 1)
2. General Observation of Gem Identification & Worksheet (Month 2)
3. Refraction and the Refractometer & Worksheet (Month 3)
4. Polariscope Testing & Worksheet (Month 4)
5. Pleochroism and the Dichroscope & Worksheet (Month 5)
6. Magnification & Worksheet (Month 6)
7. Selective Absorption and the Spectroscope & Worksheet (Month 7)
8. Fluorescence and Phosphorescence & Worksheet (Month 8)
9. Additional Tests & Worksheet (Month 9)
10. Separation and Identification & Worksheet (Month 10)
11. Separating Natural Gems from Synthetics and Imitations & Worksheet (Month 11)
12. Detecting Gem Treatments & Worksheet (Month 12)
13. Separating Red, Pink, and Purple Gems & Worksheet (Month 13)
14. Separating Blue and Violet Gems & Worksheet (Month 14)
15. Separating Green Gems & Worksheets (2) (Month 15 & 16)
16. Separating Orange, Yellow, and Brown Gems & Worksheets (2) (Month 17 & 18)
17. Separating Colorless, White, Gray, and Black Gems & Worksheets (2) (Month 19 & 20)
18. Identifying Rough Gems, Parcels, and Mounted Gems & Worksheets (2) (Month 21 & 22)
19. Advanced Laboratory Testing & Worksheets (2) (Month 23 & 24)
20. Plus: 23 worksheets to complete listed in items 1 – 19

Programs (cont.)

Course Descriptions



Pearls GEM149

Prerequisite: None

This course examines popular techniques for selling pearls at the retail level. Students will gain the working knowledge needed to buy inventory, build confidence, and increase profits. You'll be able to buy and sell akoya, South Sea, Tahitian, and freshwater pearls with informed insight and skill. You'll learn GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality, and matching. You'll learn the difference between natural and cultured pearls and learn about post-harvest treatments, imitation pearls, and pearl testing. This course was developed with the generous support of the South Sea Pearl Consortium, Perles de Tahiti G.I.E., and the Japan Pearl Exporters Association.

Exams are unproctored and open book.

Maximum completion time: 6 months

Number of Lessons: 8

1. Pearls and their Value Factors (Month 1)
2. Pearl Farming (Month 2)
3. Pearl Processing, Treatments, Imitations, and Testing (Month 3)
4. Akoya Cultured Pearls (Month 4)
5. Freshwater Cultured Pearls (Month 4)
6. South Sea Cultured Pearls (Month 5)
7. Tahitian Cultured Pearls (Month 5)
8. The Business of Pearls (Month 6)



Programs (cont.)

Course Descriptions

Colored Stone Grading Lab GEM220L*

Prerequisite: None

Through extensive hands-on practice using actual gemstones, you'll develop skills in grading the color, clarity, and cut quality of a wide range of colored stones. You'll learn the GIA Colored Stone Grading System and how to describe color in terms of hue, tone, and saturation. You'll gain professional insight as you learn to judge gem quality factors and increase the consistency and accuracy of your colored stone grading skills. You'll also learn about the relationship between light and color and develop your color memory.

CLASS DURATION: 3 days (21 hours)

WHAT YOU EARN: Letter of Completion

LAB SCHEDULE:

Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30	Lecture: Introduction, Class Objectives, Schedule, Student Materials, Student Introductions	0.50	0.00
8:30 – 9:30	Lecture: Gemstone Materials, the 4Cs, Gem Cloth, Tweezers, Grading Card	1.00	0.00
9:30 – 10:00	Lecture: Color World & Color Nomenclature	0.50	0.00
10:00 – 11:30	Lecture/Lab: Color Estimation & Description, Grading Dominant Color & Additional Color (lecture = 45 minutes, lab = 45 minutes)	0.75	0.75
11:30 – 12:30	Lunch Break	0.00	0.00
12:30 – 1:00	Lecture: Color Verification/GemeWizard Software	0.50	0.00
1:00 – 1:30	Lab: Colored Stone Grading	0.00	0.50
1:30 – 2:30	Lecture/Lab: Cut – How it Affects Color and Grading Brilliance (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
2:30 – 3:45	Lecture/Lab: Cut – Face-up Outline, Profile & Proportions (lecture = 30 minutes, lab = 45 minutes)	0.50	0.75
3:45 – 4:00	Lecture: Review of today, Preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		4.50	2.50

Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review	0.25	0.00
8:15 – 8:30	Lecture: Loupe Grading	0.25	0.00
8:30 – 9:00	Lecture/Lab: Cut – Finish (lecture = 15 minutes, lab = 15 minutes)	0.25	0.25
9:00 – 10:30	Lab: Colored Stone Grading	0.00	1.50
10:30 – 11:30	Lecture/Lab: Microscope Techniques and Clarity Characteristics (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
11:30 – 12:30	Lunch Break	0.00	0.00
12:30 – 1:45	Lecture/Lab: Clarity Grading (lecture = 30 minutes, lab = 30 minutes)	0.50	0.75
1:45 – 2:30	Lab: Colored Stone Grading	0.00	0.75
2:30 – 3:15	Lecture: "The Big 3" (ruby, sapphire, emerald)	0.75	0.00
3:15 – 3:45	Lab: Colored Stone Grading	0.00	0.50
3:45 – 4:00	Lecture: Review of today, Preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		2.75	4.25

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus.

Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.

Programs (cont.)

Course Descriptions



Colored Stone Grading Lab GEM220L* (cont.)

Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review	0.25	0.00
8:15 – 10:15	Lab: Colored Stone Grading	0.00	2.00
10:15 – 11:45	Lab: 2-Stone Exam	0.00	1.50
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 21:00	Lecture: 2-Stone Exam Results	0.25	0.00
1:00 – 1:45	Lecture: Grading Mounted Stones – Carat Weight and Weight Estimation	0.75	0.00
1:45 – 2:15	Lecture: Treatments	0.50	0.00
2:15 – 3:00	Lecture: Pricing & Purchasing	0.75	0.00
3:00 – 3:45	Lecture: Grading Phenomenal Stones, Great Gems	0.75	0.00
3:45 – 4:00	Lecture: Summary, Review, Current Gem News	0.25	0.00
Total Daily Clock Hours = 7.00		3.50	3.50

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.

Programs (cont.)

Course Descriptions



Diamond Grading Lab GEM230L*

Prerequisite: None

Through our unique combination of hands-on training, one-on-one coaching, and integrated multimedia presentations, you'll learn to grade diamonds consistently and accurately using a modern gem microscope and jeweler's loupe. You'll become proficient in GIA's Diamond Grading System, discover time-saving shortcuts to determine a variety of grading factors, and learn to read a GIA Laboratory Diamond Grading Report. You'll spend more than 21 hours practicing grading techniques on diamonds in the lab that were carefully selected and graded in the GIA Laboratory. In the process, you'll learn to recognize the most common diamond features. Students must pass a 2-stone practical test to complete the class successfully.

CLASS DURATION: 5 days (35 hours)

WHAT YOU EARN: Letter of Completion

LAB SCHEDULE:

Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30	Lecture: Introduction, Class Requirements, Schedule, Student Introductions, Student Materials	0.50	0.00
8:30 – 8:45	Lecture: The 4Cs	0.25	0.00
8:45 – 9:00	Lecture: Gem Cloth, Tweezers	0.25	0.00
9:00 – 10:00	Lecture/Lab: Cut Grade – Brightness, Fire, Pattern (30 minutes lecture, 30 minutes lab)	0.50	0.50
10:00 – 10:30	Lecture: Cut – How Proportions Affect Weight	0.50	0.00
10:30 – 11:45	Lecture: Microscope Use, Facet Nomenclature	1.25	0.00
11:45 – 12:45	Lunch Break	0.00	0.00
12:45 – 2:15	Lecture/Lab: Clarity Characteristics and Clarity Grading (45 minutes lecture, 45 minutes lab)	0.75	0.75
2:15 – 3:45	Lab: Clarity Grading	0.00	1.50
3:45 – 4:00	Lecture: Review, Homework, Preview	0.25	0.00
Total Daily Clock Hours = 7.00		4.25	2.75

Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30	Lecture: Review Clarity Characteristics, Clarity Grading, and Homework	0.50	0.00
8:30 – 9:00	Lecture/Lab: Cut Grading – Estimating by Proportions (Direct Measurement, Table % Flash Method, Star Facet Length %) (15 minutes lecture, 15 minutes lab)	0.25	0.25
9:00 – 10:45	Lecture/Lab: Cut Grading – Crown Angle, Crown Height %, Girdle Thickness (45 minutes lecture, 60 minutes lab)	0.75	1.00
10:45 – 11:45	Lunch Break	0.00	0.00
11:45 – 1:15	Lecture/Lab: Cut Grading – Pavilion Depth %, Girdle Thickness %, Lower Girdle Facet %, Culet Size (45 minutes lecture, 45 minutes lab)	0.75	0.75
1:15 – 3:45	Lab: Diamond Grading	0.00	2.50
3:45 – 4:00	Lecture: Review/Preview	0.25	0.00
Total Daily Clock Hours = 7.00		2.50	4.50

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.

Programs (cont.)

Course Descriptions



Diamond Grading Lab GEM230L* (cont.)

Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30	Review	0.50	0.00
8:30 – 9:00	Lecture/Lab: Loupe Grading (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
9:00 – 9:45	Lecture/Lab: Chart Grade, Finish/Polish/Symmetry, Final Cut Grade (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
9:45 – 11:00	Lecture/Lab: Color Grading (Lecture = 30 minutes, Lab = 45 minutes)	0.50	0.75
11:00 – 11:45	Lecture: Plotting	0.75	0.00
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 2:00	Lab: Diamond Grading	0.00	1.25
2:00 – 3:45	Lab: Diamond Grading	0.00	1.75
3:45 – 4:00	Lecture: Review and Preview	0.25	0.00
Total Daily Clock Hours = 7.00		2.50	4.50

Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:00	Lecture: Intensive Review	1.00	0.00
8:00 – 11:45	Lab: Diamond Grading	0.00	2.75
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 2:00	Lab: Diamond Grading	0.00	1.25
2:00 – 2:30	Lecture/Lab: Diamond Simulants (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
2:30 – 3:45	Lab: Diamond Grading	0.00	1.25
3:45 – 4:00	Lecture: Review and Preview	0.25	0.00
Total Daily Clock Hours = 7.00		1.50	5.50

Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review with Q&A	0.25	0.00
8:15 – 9:45	Lab: Diamond Grading	0.00	1.50
9:45 – 12:00	Lab 2-Stone Exam	0.00	2.25
12:00 – 1:00	<i>Lunch Break</i>	0.00	0.00
1:00 – 1:15	Lecture: 2-Stone Exam Results	0.25	0.00
1:15 – 2:00	Lecture/Lab: Fancy Shapes (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
2:00 – 3:30	Lecture: Grading Mounted Stones, Treatments & Synthetics, Fancy Colors	1.50	0.00
3:30 – 4:00	Lecture: Summary, Current Gem News	0.50	0.00
Total Daily Clock Hours = 7.00		2.75	4.25

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus.
Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Gem Identification Lab GEM240L*

Prerequisite: None

In this lab, you learn the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. You'll gain confidence using a microscope, refractometer, polariscope, dichroscope, spectroscope, and loupe as you use these instruments to identify natural gemstones, imitations, and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. Students must pass a 5-stone practical test to complete the class successfully.

CLASS DURATION: 5 days (35 hours)

WHAT YOU EARN: Letter of Completion

LAB SCHEDULE:

Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Introduction, Class Objectives, Schedule, Materials, Student Introductions	0.25	0.00
8:15 – 8:45	Lecture/Lab: Cloth/Color Card/Tweezers (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
8:45 – 10:00	Lecture/Lab: General Observation (Lecture = 45 minutes, Lab = 30 minutes)	0.75	0.50
10:00 – 11:45	Lecture/Lab: Refractometer – Flat Facet Reading And Birefringence (Lecture = 1 hour, Lab = 45 minutes)	1.00	0.75
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:45	Lecture/Lab: Polariscope and Dichroscope (Lecture = 30 minutes, Lab = 30 minutes)	0.50	0.50
1:45 – 2:30	Lecture/Lab: Microscope Techniques (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
2:30 – 4:00	Lab: All observation and equipment techniques learned today	0.00	1.50
Total Daily Clock Hours = 7.00		3.00	4.00

Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review	0.25	0.00
8:15 – 10:00	Lecture/Lab: Lab Manual, Diffusion Treatment, and Practical Work (Lecture = 45 minutes, Lab = 60 minutes)	0.75	1.00
10:00 – 10:45	Lecture/Lab: Glass, Plastic and Assembled Stones (Lecture 30 minutes, Lab = 15 minutes)	0.50	0.25
10:45 – 11:45	Lab: Practical Work – Gem Identification	0.00	1.00
11:45 – 12:45	<i>Lunch Break</i>	0.0	0.00
12:45 – 2:00	Lecture/Lab: Refractometer – Spot Readings & Birefringence Blink (Lecture = 30 minutes, Lab = 45 minutes)	0.50	0.75
2:00 – 2:45	Lecture/Lab: Polariscope – Optic Figure Sphere and Amethyst vs. Scapolite (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
2:45 – 4:00	Lab: Practical Work – Gem Identification	0.00	1.25
Total Daily Clock Hours = 7.00		2.25	4.75

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Programs (cont.)

Course Descriptions

Gem Identification Lab GEM240L* (cont.)

Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30	Lecture/Lab: Review (Lecture = 15 minute, Lab = 15 minute)	0.25	0.25
8:30 – 9:30	Lecture: Additional Lighting Techniques and Natural Inclusions	1.00	0.00
9:30 – 10:15	Lecture/Lab: Synthetic vs. Imitation – Flame Fusion & Czochralski (15 minute lecture, 30 minute lab)	0.25	0.50
10:15 – 11:15	Lecture/Lab: Synthetic Processes – Flux Melt, Hydrothermal, Skull Melt, Opal & Turquoise (Lecture = 30 minute, Lab = 30 minute)	0.50	0.50
11:15 – 11:45	Lecture/Lab: Natural vs. Synthetic Ruby (Lecture = 15 minute, Lab = 15 minute)	0.25	0.25
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:30	Lecture: Spectroscope, Ultraviolet, Specific Gravity, Color Filter	0.75	0.00
1:30 – 4:00	Lab: Practical Work – Gem Identification	0.00	2.50
Total Daily Clock Hours = 7.00		3.00	4.00

Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review	0.25	0.00
8:15 – 9:15	Lecture: Gemstone Treatments & Diamond Simulants	1.00	0.00
9:15 – 11:45	Lab: Practical Work – Gem Identification	0.00	2.50
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 4:00	Lab: Practical Work – Gem Identification	0.00	3.25
Total Daily Clock Hours = 7.00		1.25	5.75

Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Review	0.25	0.00
8:15 – 10:00	Lab: Practical Work – Gem Identification	0.00	1.75
10:00 – 12:00	Lab: 5-Stone Exam	0.00	2.00
12:00 – 1:00	<i>Lunch Break</i>	0.00	0.00
1:00 – 1:30	Lecture/Lab: Review 5-Stone Exam Results (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
1:30 – 3:00	Lab: Practical Work – Gem Identification	0.00	1.50
3:00 – 3:45	Lecture/Lab: Treatments, Synthetics, Imitations (Lecture = 15 minutes, Lab = 30 minute)	0.25	0.50
3:45 – 4:00	Lecture: Reports – Emerald, Alexandrite, Gem News Updates, Summary and Class Surveys	0.25	0.00
Total Daily Clock Hours = 7.00		1.00	6.00

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.

Programs (cont.)

Course Descriptions



Pearl Grading Lab GEM149L*

Prerequisite: None

Discover how the world’s foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Learn GIA’s 7 Pearl Value Factors™ by training with a member of the Institute’s internationally respected team of instructors. You’ll learn how to evaluate cultured pearls in order to increase sales and promote the relationship between beauty, value, and quality in your merchandise.

CLASS DURATION: 1 day (6 hours)

WHAT YOU EARN: Letter of Completion

LAB SCHEDULE:

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15	Lecture: Introduction, Objectives, Schedule, Materials	0.25	0.00
8:15 – 8:45	Lecture: Types of Mollusks & Pearls	0.50	0.00
8:45 – 9:45	Lecture: Pearl Grading Environment	1.00	0.00
9:45 – 10:15	Lecture: Pearl Description System	0.50	0.00
10:15 – 10:30	<i>Break</i>	0.00	0.25
10:30 – 11:30	Lab: Pearl Grading	0.00	1.00
11:30 – 12:30	<i>Lunch Break</i>	0.00	0.00
12:30 – 1:00	Lecture: Color Description System	0.50	0.00
1:00 – 2:30	Lab: Pearl Grading	0.00	1.50
2:30 – 2:45	Lecture: Pearl Identification & Treatments, Care & Cleaning of Pearls	0.25	0.00
2:45 – 3:00	Lecture: Review, Current Pearl News, Q&A	0.25	0.00
Total Clock Hours = 6.00		3.25	2.75

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.



Equipment and Facilities

Equipment

To complete the Gem Identification course, you must have access to gem tweezers, a 10x loupe or microscope, refractometer with polarizing filter, refractive index (RI) liquid, optic figure sphere, dichroscope, polariscope, and spectroscope. These instruments are not included with the course materials, and can be purchased through GIA Instruments at store.gia.edu. If you do not have access to equipment, you can complete your assignments by registering for a GIA Student Workroom at GIA Carlsbad or GIA New York, where you'll have access to these professional tools. For complete Student Workroom activities, hours and fees, please visit www.gia.edu

Chemical Safety Disclosure

The Occupational Safety & Health Administration (OSHA) recommends the use of good laboratory practices while using or being exposed to refractive index (RI) liquid, which contains diiodomethane. 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 if you have sensitivity to, 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 Material Safety Data Sheet (MSDS) is posted in each classroom and GIA will provide a copy on request.

Lab Class and Student Workroom Facilities On Campus in Carlsbad or New York

GIA Lab classes, now offered only at GIA campuses in Carlsbad, CA and New York, NY, (and not currently offered in Texas) are available for you to complete the program requirements for the Lab class portion of your studies if needed. The GIA Student Workroom provides access to all the equipment and gemstones you need to complete the practical requirements of your Distance Education Gem Identification course. The self-study Workroom is also available if you need to prepare for your Gem Identification 20-stone final exam, take a supervised exam, or simply practice using equipment and gemstones. The following lists the classroom equipment provided for Lab class attendees at GIA Carlsbad or GIA New York.

COLORED STONE GRADING LAB CLASS

Classroom contains a GemeWizard™ color grading workstation. Each student workstation includes a binocular microscope or Ott light, tweezers, and a 10x loupe. Each student keeps a lab manual, penlight, gem cloth, color grading card, and a black pen.

DIAMOND GRADING LAB CLASS

Classroom contains a DiamondDock, Leveridge gauge, Diamondlite, UV lamp and viewing cabinet, Optimisor, and a loupe. Each student workstation has a binocular microscope and tweezers, LED light, calculator, and diamond grading tray. Each student keeps a lab manual, pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, and a color grading card.

GEM IDENTIFICATION LAB CLASS

Classroom contains a table model prism spectroscope, color filter, fiber optic light, UV lamp and viewing cabinet, utility light, and a loupe. Each student workstation includes a binocular microscope, handheld diffraction grating spectroscope, dichroscope, refractometer, refractive index (RI) liquid, magnifying eyepiece, polarizing filter, optic figure sphere, polariscope, and tweezers. Each student keeps a lab manual, penlight, gem cloth, color grading card, and a black pen.

PEARL GRADING LAB CLASS

Classroom contains a pearl gauge. Each student workstation includes a binocular microscope or Ott light and a pearl grading board or gem cloth. Each student keeps a lab manual, pearl color reference charts, and a black pen.

STUDENT WORKROOMS

Classroom equipment is the same as for Lab classes.

Student to equipment ratio is one to one.



Student Services and Student Life

Members of GIA's Student Services team are dedicated to making your experience as a GIA student pleasant and productive. Our enthusiastic staff is ready to provide you with assistance in many areas including career services, medical services, and banking and other financial services.

Career Services

GIA offers much more than academic growth. As a GIA student, you enjoy a professional affiliation with GIA. GIA is committed to providing you not only with a strong business foundation, but also with a complete support system you can rely on throughout your career. As you enter the larger community of the gem and jewelry industry, be assured that you will always remain a part of GIA's extended family.

As an ongoing privilege extended to all GIA students and graduates, you'll have access to our international job database and résumé assistance through our Career Services office, all at no charge. We show you how to get in touch with employers offering jobs within the gem and jewelry industry. You will need to meet the legal requirements of working in any prospective employer's country.

As a graduate of GIA, you can look forward to an exciting career in the gem and jewelry industry. Although GIA cannot guarantee employment, our employment rate for graduates has traditionally been very strong. Graduation and employment statistics are published in the Education Catalog and are available from the Career Services office.

Connect-ED

In the very unlikely event of an emergency that closes the school, such as an earthquake, blizzard, or fire, students will be notified of any emergency notices by home phone, cell phone text messaging, or email through Connect-ED, a user-secure notification service. Connect-ED contacts you in an emergency; it is not a substitute to making calls to 911 in an emergency. When you receive an automated notification, visit the GIA website or call the GIA main phone number and listen to the recorded message for further instructions and information.

For Carlsbad and Texas, please call 800 421 7250 or 760 603 4000; or visit www.gia.edu

GIA Alumni Association

Did you know that you will become a member of the GIA Alumni Association as soon as you take a GIA course and receive a passing grade on the final exam? You don't have to do a thing – GIA will automatically sign you up and membership is free. You can start to network and make contact with the more than 90,000 alumni and over 60 chapters worldwide as soon as you receive your membership materials. Stay connected with the GIA Alumni Association and you'll stay on top of the latest gemological developments and be even more successful in the gem and jewelry industry. You can also take advantage of other benefits including the opportunity to list your credentials in the online Alumni Directory, participate in continuing education programs,

and nominate members for the annual Alumni Awards. You will also receive alumni-focused publications and access to a dedicated member website. For more information, call 800 421 7250 ext 4145, 760 603 4145, email alumni@gia.edu, or visit www.gia.edu

Library and Learning Resources

Whether in person, by phone, email, or fax, the Library staff answers the questions of scientists, jewelers, gemologists, students, researchers, authors, and the press from every corner of the globe. Providing "ready reference" on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Library and Information Center and its staff are recognized as the first point of reference for gem and jewelry professionals around the world. Open 7:30 a.m. to 5:00 p.m. (PST), Monday through Friday, or contact them via email at library@gia.edu.

EBSCO GEOREF and LIRN

Further resources are available through GIA's subscription to EBSCO GeoRef, an electronic database that can be accessed through the Internet 24 hours a day, 7 days a week. Current students can log on to My GIA at <https://my.gia.edu>, and follow the EBSCO GeoRef link and LIRN.

My GIA and eLearning System Requirements

My GIA is a student's gateway to their GIA education. Log on 24/7 to access eLearning courses; answer assignment questions online and get immediate results; update your contact information; print out completed answer sheets for future study; track completed assignments; monitor your overall course and program progress and more.

Watch a course come to life right on your desktop with GIA eLearning. Convenient, highly effective, and engaging – with GIA's new eLearning environment you can study anywhere you have Internet access. Courses use audio and video to keep you motivated and engaged.

Online support is available for assistance with your user name, password, or any technical question at onlinesupport@gia.edu or 800 421 7250 ext 7459 or 760 603 4000 ext 7459, 7:30 a.m. to 5:00 p.m. (PST), Monday through Friday. Contact our Admissions office at 800 421 7250 ext 4001 for current information, or visit www.gia.edu

MY GIA AND ELEARNING HAVE THE FOLLOWING SYSTEM REQUIREMENTS:

- Windows XP SP2, Windows Vista, Windows 7 or Mac OS X
- Internet Explorer 6 or 7, Firefox 2 or 3, Safari 3 or 4
- Please do not use the AOL, MSN, or Opera browsers with this site
- Screen resolution: 1024 x 768 or above
- Be sure that JavaScript is enabled, cookies are allowed and pop-up blockers disabled
- Adobe Flash Player 8 or later is required for the eLearning courses
- Adobe Reader is required to read PDF documents
- QuickTime 7 or later (+ iTunes) is required to play MPEG-4 (M4V) videos

JavaScript, Adobe Flash Player, Adobe Reader, and QuickTime are currently available as free Internet downloads.

Academic Policies and Procedures



Complaint Policy and Procedure

Students are encouraged to try to resolve any problems or concerns they may have by first discussing them with their instructor. Students who are not satisfied with the response should follow the procedure explained below. Distance Education students who have a concern that remains unresolved should contact the Distance Education Manager.

If the Dean of Students or the School Director is unavailable, complaints can be submitted to instructors or other staff members, who will forward them to the Dean of Students or the School Director. If a student orally delivers a complaint that is not resolved either within ten days or before the student again complains about the same matter, the student must then submit the complaint in writing.

Within ten days of receiving a complaint, the Dean of Students or the School Director will respond to the student with a written summary of GIA's investigation and disposition of the complaint. If the investigation is not complete at the end of ten days, the student will be notified in writing that additional time is needed.

Students are required to cooperate with all GIA representatives during any investigation in which GIA believes their statements might provide relevant information.

UNRESOLVED COMPLAINTS CAN BE ADDRESSED TO:

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. 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 this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at <http://csc.twc.state.tx.us/>

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs are approved by TWC, as well as the California Bureau of Private Postsecondary Education (BPPE). In addition, GIA Carlsbad is accredited by the Accrediting Commission of the Distance Education Training Council (DETC) and GIA Carlsbad and New York are accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC).

Distance Education students can contact the Distance Education and Training Council (DETC) at:

Distance Education and Training Council
1601 18th Street NW, Ste. 2
Washington, DC 20009
T 202 234 5100
F 202 332 1386
www.detc.org

Students who reside in Texas may direct unresolved complaints to:

The Texas Workforce Commission
Career Schools and Colleges
Room 226T
101 East 15th Street
Austin, TX 78778-0001
T 512 463 2222
www.twc.state.tx.us

Mission, Accreditation and Approval

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts, jewelry business, and related subjects. GIA's mission is to ensure the public's trust in gems and jewelry by upholding the highest standards of integrity, academics, science, and professionalism through education, research, laboratory services, and instrument development.

GIA's Distance Education eLearning courses are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Accrediting Commission of the Distance Education and Training Council
1601 18th Street NW, Ste. 2
Washington, DC 20009
T 202 234 5100
www.detc.org

GIA is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE).

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs are approved by TWC.

Ethics Policy

Because GIA is an educational and research institution, it is not allowed to participate in or endorse private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized. GIA's ethics policy was enacted to safeguard the Institute's standards as an independent and nonprofit organization. Adhered to by all GIA employees, the policy provides a set of guidelines that help govern our actions with all vendors, clients, students, and the public we serve. Included in these guidelines is a stipulation that prohibits the acceptance of gifts or gratuities by any GIA employee. A PDF containing all GIA's ethics policies can be downloaded at www.gia.edu.

Academic Policies and Procedures (cont.)



These policies help to ensure the quality of every student’s academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA’s diplomas and certificates. These policies and requirements apply to all courses and programs, unless otherwise noted. Exceptions might be made for good cause at the sole discretion of GIA.

Clock Hours

Clock hours are the number of classroom hours scheduled for each course. One classroom clock hour equals 50 minutes.

Grading System

Final Course Grade (in percentages)	Final Course Grade (in points)	Final Transcript Grade	Transcript GPA Value
Over 95%	or 3.71 to 4.00	= A	4.0
92% through 95%	or 3.31 to 3.70	= A-	3.7
89% through 91%	or 3.01 to 3.30	= B+	3.3
85% through 88%	or 2.71 to 3.00	= B	3.0
82% through 84%	or 2.31 to 2.70	= B-	2.7
79% through 81%	or 2.15 to 2.30	= C+	2.3
75% through 78%	or 2.00 to 2.14	= C	2.0
72% through 74%	or 1.70 to 1.99	= C-	1.7
68% through 71%	or 1.30 to 1.69	= D+	1.3
64% through 67%	or 1.00 to 1.29	= D	1.0
60% through 63%	or 0.70 to 0.99	= D-	0.7
Below 60%	or 0.00 to 0.69	= F	0.0
P (Pass)			4.0
NP (No Pass)			0.0
INC (Incomplete)			*
EXP (Expired)			0.0
SWD (Student Withdrawn)			*
NR (Not Required)			*

*Not included in GPA calculation

Grading Definitions

INCOMPLETE

At any time after completing 60% of the course or program, a student may petition the Dean of Students for a grade of INC (Incomplete) for inability to complete course requirements. Such petition will be granted upon a showing of good cause and at the sole discretion of GIA. If granted, the terms of the agreement will be provided in writing to the student. A grade of INC is a temporary grade and will be converted according to the following standards.

Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. When the course work is complete, the grade of INC will be replaced with a letter grade. The grade of INC is not calculated in a student’s GPA. Failure to complete the course requirements according to the terms of the agreement will result in the assignment of a final letter grade based on the course work completed.

EXPIRED

Course completion time limits are strictly enforced. Distance Education students who do not complete their coursework within the required time limit receive a grade of EXP (Expired) on their transcript. A grade of EXP remains on a student’s permanent record, but is not included in the calculation of a student’s GPA.

STUDENT WITHDRAWAL

Students withdrawing from a course will receive a grade of SWD (Student Withdrawal) on their transcript. A grade of SWD will remain on a student’s permanent record, but is not included in the calculation of a student’s GPA.

NOT REQUIRED

Students enrolled in a course that has been discontinued and is no longer required as part of a program sequence will receive a grade of NR on their transcript in lieu of completing the course. A grade of NR will not replace an earned grade previously posted.

Grading Policies

Homework, quizzes, and exams are normally graded within 24 hours of receipt by GIA (excluding weekends and holidays). Distance Education Gemology students who submit their assignments electronically receive their grades instantaneously. Distance Education grades for text-based assignments are sent to the student by return mail.

A passing grade is a final grade of C (2.0 or higher). A grade of C- is not passing.

Distance Education courses are open entry and exit correspondence courses with no specific assignment due dates. However all assignments and exams must be submitted and graded prior to the maximum allowable time for each course as described in each Course Description. A student will be terminated from a class if an assignment is not submitted by the end of the third calendar month from the time of enrollment or the last assignment submission, unless the student has made a specific request in writing for an extension of time.

Academic Policies and Procedures (cont.)



Classroom Lab Policies

During lab sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must listen carefully to the directions of their instructors, and follow all safety guidelines. Students must always follow their instructor's directions regarding hazardous substances and wash their hands thoroughly after handling any chemicals.

- All students must work individually unless an instructor directs otherwise.
- Key cards are the property of GIA and cannot be taken from any classroom.
- Students cannot take gemology worksheets, blank or completed, out of the classroom.
- Cellular phones and other mobile communication devices must be set to silent mode during class hours and may not be used for accessing social media and the Internet, texting, or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited.
- Personal music devices with headphones may be permitted during lab time in classrooms, with the instructor's approval. The volume must be kept low so it doesn't disturb other students.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.

Distance Education Exams

Distance Education students in the U.S. can take their exams in the presence of an approved proctor or through GIA's Student Workrooms in Carlsbad, CA, or New York, NY. Exams that are unproctored and open-book may be taken without the supervision of a proctor.

Proctored Exams

A proctor is someone approved by GIA to supervise your exams when it's not possible to take them at one of our campus locations. A proctor can be a librarian, school teacher or administrator, a member of the clergy, a lawyer, a Certified Public Accountant, notary public, public safety officer, U.S. Armed Forces recruiter or education officer, a licensed medical professional, an academic testing center administrator, or a GIA-approved corporate proctor. The proctor cannot be a member of your family or anyone working in the jewelry industry. If you have questions about a prospective proctor's qualifications, write or call GIA. Students are responsible for paying any proctoring fee. Approximate fee for proctoring an exam can range from no cost to \$50.

ARRANGING TO TAKE YOUR FINAL EXAM:

To qualify for the final exam you must have successfully completed all written assignment questionnaires and all work projects. You can select one of three ways to take your final examination.

WHERE TO TAKE YOUR EXAM

1. At GIA offices in Carlsbad or New York. Contact the office where you want to take the exam and make a reservation. Call or write:

GIA Education
The Robert Mouawad Campus
5345 Armada Drive, MS #3
Carlsbad, CA 92008
T 800 421 7250 ext 7750 toll-free
760 603 4000 ext 7750

OR

GIA Education
270 Madison Avenue, 2nd Floor
New York, NY 10016-0601
T 800 366 8519 toll-free
212 944 5900
F 212 719 9563

2. At a GIA Student Workroom. Student Workrooms are located on campus at GIA Carlsbad or GIA New York. There is no charge for proctoring written examinations. For more information visit www.gia.edu or to reserve your seat contact:

GIA Student Workroom
The Robert Mouawad Campus
5345 Armada Drive, MS #2
Carlsbad, CA 92008
T 800 421 7250 ext 7750 toll-free
760 603 4000 ext 7750

GIA Student Workroom
New York Campus
270 Madison Avenue, 2nd Floor
New York, NY 10016-0601
T 212 944 5900 ext 3063 or 3102

3. Under the supervision of a proctor who is currently employed as one of the following professionals:

- Academic Testing Center Administrator
- Examples: Community Colleges, Sylvan Learning Centers, Huntington Learning Centers, members of CCTC
- Certified Public Accountant (CPA)
- Clergy – Any person who is the religious leader of a legally constituted religious organization.
- GIA-Approved Corporate Proctor – Any person who is the GIA-approved designated education administrator for companies with which GIA has a current corporate training agreement. Requires previous approval by GIA.
- Lawyer
- Librarian
- Licensed or credentialed school teacher
- Licensed Medical Professional
- Any person who holds a current license, certification, or other similar credential in the medical field; must possess a minimum of a Bachelor degree. Examples: MD, DDS, RN, LPA, DVN.
- Notary public
- Public Safety Officer – Any person who is a municipal police officer, deputy sheriff, state police, county or state correctional officer, EMS worker, communications dispatcher, probation officer, or firefighter. Must possess a degree in police science, criminal justice, law enforcement or related area or have completed and received Firefighter certification or First Responder certification.
- School administrator – School must offer academic instruction and be accredited, licensed, or registered in compliance with local regulations.
- U.S. Armed Forces education officer or recruiter

Academic Policies and Procedures (cont.)

THE PROCTOR CANNOT BE A MEMBER OF YOUR FAMILY OR SOMEONE WORKING IN THE JEWELRY INDUSTRY UNLESS YOU QUALIFY UNDER THE GIA-APPROVED CORPORATE PROCTOR PROGRAM.

If you cannot find someone currently employed as one of these professionals who is willing to proctor your examination, please call our Education Records Department for assistance.

Submit the name and business address of the proctor on the request form. GIA will notify you when your exam is mailed.

PLEASE NOTE THAT HOME ADDRESSES ARE NOT ACCEPTABLE.

If you choose this alternative, complete and send in the attached request for the examination so it reaches us at least **two weeks** before you want to take your test. Mail or FAX your Final Exam Request form to:

GIA Proctor Desk
The Robert Mouawad Campus
5345 Armada Drive, MS #2
Carlsbad, CA 92008
F 760 603 4091

QUESTIONS

If you have any questions, please call 800 421 7250 ext 7730 or 760 603 4000 ext 7730

FEES

There is no charge for us to mail your exam to a proctor by regular postal service. If you request express delivery service, you are responsible for paying these charges in advance, approximately. Some proctors may charge a fee up to approximately \$50 to supervise the exam and this fee is your responsibility.

FINAL EXAM REGULATIONS

Your examination will also include a cover sheet explaining the exam regulations. The student and the proctor must carefully read these instructions before beginning the exam.

STUDENT POLICIES AND PROCEDURES:

- Be sure to bring a standard calculator and a No. 2 pencil and a good eraser to the exam site
- All required coursework must be completed prior to taking final exams
- International students can use a printed English translation dictionary during exams, but only after it has been examined by the instructor or proctor
- Electronic language dictionaries cannot be used at any time during exams
- Standard, non-programmable calculators are allowed
- Programmable calculators, hand-held computers, computers, laptops, tablets, e-readers, personal digital assistants (PDAs), cell phones, and any other similar electronic devices cannot be used during exams
- Cameras or other visual or audio recording devices are not allowed at any time during exams (smartphones, PDAs, etc.)

- Personal music devices or MP3 players, with or without headphones, cannot be used during exams
- Electronic test-taking devices may be used in some classes; follow the directions of your instructor
- All written and practical exams must be completed within the specified time limit
- All written and practical quizzes and exams are the property of GIA
- All written and practical exams must be taken on the GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam
- All exams are closed-book unless the supervising instructor or proctor indicates otherwise
- Reconstructing exam questions, and sharing or exchanging them in any manner with other students, or obtaining such information from any source, is prohibited
- Copying, faxing, scanning, or recording exam questions or materials by any means, at any time, is prohibited
- Exams in progress may be declared null and void if a testing session has to be interrupted for any reason, such as a fire or earthquake
- Reviews of specific exam questions are given only to students who did not pass

PROCTOR POLICIES AND PROCEDURES:

- Exams sent to a proctor must remain in the proctor's custody and control at all times
- The proctor must observe and supervise the student during the entire exam period
- The student must show proper identification (driver's license, passport, etc) to the proctor
- Questions to the proctor are limited to examination procedures. The proctor cannot answer any questions that pertain to the exam itself. If questions arise, the proctor, not the student, should call GIA
- If, at any time during the examination, the student is observed talking to any other person or using any type of reference material (unless for an open-book exam), the proctor should take the exam from the student immediately. The proctor should then return the exam to GIA with a note explaining the circumstances. No cell phone use is allowed at all.
- When the student finishes and turns in the examination, or the time limit expires, the proctor should sign the affidavit on the front of the examination. Exams returned without this verification will not be processed
- The examination is marked with an expiration date. The exam must be taken on or before this date. Exams taken after this date will not be processed. If the student does not take the exam by the expiration date, the exam must be returned to GIA before another exam can be sent
- The proctor must return all exam materials sealed in the envelope provided

Academic Policies and Procedures (cont.)



Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in any work done by someone else as the student's own
- Unauthorized help during quizzes or examinations
- Taking a proctored exam without the supervision of the approved proctor
- Unauthorized use of electronic devices such as a computer, laptop, iPad, tablet, e-reader, smart phone, MP3 player, PDA, cell phone, etc
- Unauthorized help on assigned projects
- Unauthorized possession of practical assignments or projects
- Reproducing, sharing, or exchanging quiz or examination questions, in any form, with other students

Instructors or administrators may call a conference with students at any time to discuss their progress. At a minimum, students receive academic progress

Academic Policies and Procedures (cont.)



Satisfactory Academic Progress (SAP) Policy

reports when they complete 25 percent and 50 percent of the course or program. Each student's class participation, homework, projects, quizzes, and examinations are evaluated, as applicable.

Students must achieve a minimum overall grade of D (1.0) upon completion of 25 percent of their class or program, and a minimum overall grade of D+ (1.5) upon completion of 50 percent of their class or program.

The progress of Distance Education students is reviewed once each month, at a minimum. Distance Education students who do not complete their course or program within the allowed completion time, including any granted extensions, will be dismissed pursuant to the GIA Dismissal Policies.

Attendance Policy

Lab students who miss the first day of class cannot make up the time and are dismissed from the class and receive a grade of SWD. Lab students who otherwise exceed the maximum number of absences are dismissed from the class and receive a grade of SWD.

Classes begin promptly at their scheduled starting times. Students who are not in the classroom at that time are marked tardy or absent. A student may not leave the classroom without advising the instructor, other than at regularly scheduled break times.

Tardiness is defined as being absent from the classroom for a total of less than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Absence is defined as being out of class for a total of more than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Absences are recorded in half-day and full-day increments. For students who accumulate the maximum number of tardies, each additional tardy will be charged as one half-day absence, up to the maximum allowed. Students who accumulate more than the maximum number of tardies and absences will be dismissed.

Students are responsible for being aware of how many times they have been tardy and absent. Students can ask the instructor for an update on their attendance record at any time.

Distance education students who exceed their maximum completion time may apply for a one-time extension.

Maximum Allowable Tardies and Absences

Class/Program	Tardies	Absences
Lab class* (3-6 day schedule)	N/A	Cannot miss any portion of the first day 2 hours

*Lab classes are currently only offered at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions at admissions@gia.edu, 800 421 7250 ext 4001 or 760 603 4001 or visit www.gia.edu for the current schedule.

Leave of Absence

Students may request a leave of absence at any time during their studies, approval is at the discretion of the School Director or the Dean of Students; if approved, a Change of Status form is generated that includes a written statement as to why the leave of absence was granted and it must be signed by the student and School Director. In most cases, a leave of absence will be approved only for a documented family emergency, serious illness, or for active military duty. School attendance records will clearly define the dates of the leave of absence.

In a 12-month calendar period, a student may have no more than two leaves of absence, for a period not to exceed 60 days.

Students who do not return as agreed following a leave of absence will be dismissed from their course of study, a grade of W is posted, and the published refund policy is applied.

Any GIA student who is 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. The student may re-enroll when they are able to resume their studies.

A student who withdraws from the school as a result of the student 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:

1. 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;
2. 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
3. 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:
 - (A) Satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (B) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

Academic Policies and Procedures (cont.)



Satisfactory Academic Progress (SAP) Policy

Completion Time

Distance Education students who exceed the allowed completion time are dismissed and a final grade of EXP is entered on their official transcript. If you are considering enrolling in multiple courses, please note that completion times run concurrently.

Probation

Students can be placed on probation at any time for violation of academic, attendance, or behavioral policies. The purpose of probation is to notify students in writing that their performance is not meeting acceptable standards; to set goals for improvement and to give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements. Probation decisions are at the discretion of the School Director or Dean of Students. Students who do not meet the terms of the probation are dismissed.

Academic Probation

Students whose academic work does not meet the minimum Satisfactory Progress Policy at any time are placed on Academic Probation.

During probation, the student's progress is monitored by the instructor and the School Director or Dean of Students.

At the end of the probation period, students who meet or exceed the minimum standards are removed from probation. Students who do not meet the minimum standards are dismissed.

Distance Education students who fail the Gem Identification course 20-stone examination five times will be placed on Academic Probation and required to complete additional practical work prior to attempting the exam again. There is an additional charge for each exam taken beyond the fifth attempt.

Distance Education students must complete each lesson and exam with a grade of 75 percent or higher, except for certain practical lessons in the Gem Identification course and the 20-stone final exam, which require 100 percent accuracy.

Behavioral Probation

Students who do not comply with the Code of Conduct and Standards of Behavior in this catalog will be placed on behavioral probation. The terms for compliance are explained when the student is placed on probation. Students who do not meet the terms of their behavioral probation are dismissed.

Dismissal Policy

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

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, 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 the willful omission of information on any GIA document or form
- Conducting any activities that harm the name, reputation, or property of GIA
- Not completing a course in the maximum timeframe as follows:
 - Diamond Essentials Course (3 months) GEM130
 - Diamonds & Diamond Grading Course (15 months) GEM230
 - Diamond Grading Lab (35 hours) GEM230L
 - Colored Stone Essentials Course (3 months) GEM120
 - Colored Stones Course (18 months) GEM220
 - Colored Stone Grading Lab (21 hours) GEM220L
 - Gem Identification Lab (35 hours) GEM240L
 - Gem Identification Course (24 months) GEM240
 - Graduate Pearls Course (6 months) GEM149
 - Pearl Grading Lab (6 hours) GEM149L

Distance Education students who exceed the allowed completion time are dismissed and a final grade of EXP is entered on their official transcript. If enrolled in multiple courses completion times run concurrently.

A student will be terminated from a course if an assignment is not submitted by the end of the third calendar month unless there has been a specific request in writing for an extension of time.

Appeals and Re-admission Following Dismissal

An academically dismissed student who applies to repeat failed classes or to enroll in additional classes must receive approval from the Admissions Committee. Reinstatement following dismissal is at the sole discretion of GIA.

Students who want to appeal their dismissal must submit a written request to the School Director or Dean of Students. An appeal does not guarantee re-admission. Students who are dismissed for academic dishonesty or for unacceptable behavior will not be allowed to enroll in any course or program without the written approval of the Admissions Committee.

GIA's Admissions Committee will rule on a student's request for re-admission within 10 days of receiving the request. The Admissions office will notify the student in writing of the decision, including any conditions of re-admission. Current tuition and applicable fees will apply.

If a student's first appeal for re-admission is denied, subsequent appeals will be considered following a two-year waiting period.

Academic Policies and Procedures (cont.)



Academic Records

Notification of Student Privacy Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records.

All student records are kept in accordance with the provisions of FERPA. Education records include all files, records, and documents that contain information directly related to a student's academic and financial records, placement files, and financial aid documents. Transcript information is retained permanently, and other signed documents and specific records are retained according to applicable state and federal regulations.

It is GIA's policy to release the following directory information to a requesting party upon GIA's receipt of a completed Credential Verification Request form: student name, field(s) of study, dates of enrollment, degrees, diplomas, and certificates awarded and dates conferred, and academic honors and awards received. The Credential Verification Request form can be found at www.gia.edu/pdfs/EducationVerificationForm.pdf

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Custodian of Education Records within 30 days of enrollment or within 30 days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

GIA may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students may examine their own records by submitting a written request to the Custodian of Education Records who will schedule an appointment for them to view their education records within 45 days of receiving the request.

Students who believe their records are inaccurate, misleading, or violate their privacy may submit a written request to the Custodian of Education Records that their record be amended. If the record is not amended, the student may request a hearing to challenge the contents of the record. The student will be informed, in writing, of the decision resulting from the hearing. If the record is not amended as a result of the hearing, the student has the right to place a statement in their record commenting on the contested information in their record or stating why he or she disagrees with the decision of the hearing. The student may also submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Transcripts

Students who want to receive or release copies of their transcripts must complete a Transcript Release Form, available from the Education Records office or on My GIA. The first official transcript is free; there is a \$10 charge for additional copies.

Letters of Recommendation

It is GIA's policy not to issue letters of recommendation. On request, the Registrar's Office will issue letters of good standing as proof of student status.

Graduation Announcements

Graduates may request a prepared graduation announcement from GIA. Students are encouraged to submit these to their local news media. Although publication of such notices is not guaranteed, many newspapers are proud to announce the accomplishments of local residents. Contact Education Records for more information..

Enrollment, Graduation, and Employment Data

Information on the enrollment, graduation, and employment rates of GIA students is contained in enrollment document PS-005 Receipt of Enrollment Policies.



Academic Policies and Procedures (cont.)

Academic Credentials Usage Policy

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

USAGE GUIDELINES FOR ACADEMIC CREDENTIALS

The academic credentials earned at GIA are respected by gem and jewelry professionals around the world. They are the internationally understood symbol for the highest standard of education in the fields of gemology, jewelry manufacturing arts, and jewelry business.

It is both appropriate and customary for recipients of GIA diplomas to signal their achievement by appending the relevant academic designation to the end of their name. It should be noted, however, that GIA alumni are required to abide by specific standards of usage. While the following examples do not reference every diploma offered by the Institute, they should help you determine how GIA's Usage Guidelines for Academic Credentials apply to you.

GENERAL USAGE

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

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

DIPLOMAS

The following example refers to the Graduate Gemologist (GG):

- John Doe, Graduate Gemologist (GIA), or John Doe, GG (GIA)

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

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

EMPLOYMENT CITATIONS

Companies may state that they have GIA Graduate Gemologists, Accredited Jewelry Professionals, Gemologists, or Graduate Jewelers on staff provided that such statements are accurate and companies agree to cooperate with any verification that may be requested by GIA or others.

Names, Trademarks, and Copyrights

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used in your advertising except as described herein. The same is true for GIA's copyrighted materials (including all GIA publications, course materials, certain printed forms used by GIA, the GIA Laboratory, and GIA Instruments) which may be used only by obtaining prior written consent from GIA. Some specific examples of GIA's trademarks and copyrighted material that may NOT be used in your advertising without prior consent are:

- GIA (Gemological Institute of America) and its logo; GIA
- GIA Laboratory Grading and Identification Reports, including but not limited to GIA Diamond Grading Report, GIA Diamond Dossier®, GIA Identification Report, and GIA Colored Diamond Identification and Origin Report (use is acceptable if the report is for a product that the client/seller owns)
- GIA Facetware® logo
- GIA Education materials and publications in any medium including but not limited to print, web, video, or audio
- *Gems & Gemology* quarterly journal and its logo

Unauthorized Usage

It is an unauthorized use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor, or approve any individual or private business including its employees, products, services, or prices. It is incorrect to state that students, graduates, their businesses, or particular gemstones are "certified" by GIA.

The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA has been "certified" by GIA.

Examples of unacceptable usage include: GIA Certified; GIA Certified Diamond Appraiser; GIA Certified Diamonds; GIA Diamond; Certified GIA Appraisals; Certified Graduate Gemologist; Member, Gemological Institute of America; Member, GIA Laboratory.

Because GIA is an educational and research institution, it is not allowed to participate in, or endorse, private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized.

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewelry, education and related fields would constitute infringement of the GIA marks.

The use of the Facetware logo is not permitted. Those who wish to reference the use of GIA Facetware in estimating a cut grade may reference it by stating the following: Cut grade was estimated using the GIA Facetware® Cut Estimator.

For intellectual property usage requests that are not covered here, please email guidelines@gia.edu or visit www.gia.edu



Academic Policies and Procedures (cont.)

Code of Conduct and Standards of Behavior

Part of every student's experience at GIA includes learning to become a jewelry professional. GIA students are expected to behave in a professional manner at all times, both in and out of the classroom, and to treat others with dignity and respect. Students are expected to adhere to the GIA Student Code of Conduct and Standards of Behavior to ensure a safe, secure, and positive learning environment. Students are required to follow all safety instructions given by instructors or by other GIA representatives. Students who become aware of anything that seems unsafe, improper, or illegal should report it to a GIA staff member immediately.

Students who exhibit offensive, harassing, disruptive, threatening, insubordinate, or unlawful behavior may be disciplined immediately. This discipline can range from a warning to dismissal from GIA. GIA has a "zero tolerance" policy with regard to weapons, illegal drugs or controlled substances, and threatening or harassing behavior. This means students who are found to be in violation of these policies may be dismissed as a result of the first violation. Students who exhibit disruptive or otherwise unacceptable behavior off campus may also be subject to discipline, ranging from a warning to dismissal from GIA. Students are responsible for being familiar with, and understanding, all GIA student policies.

Substance Abuse

GIA is committed to maintaining a safe and healthy campus. The use, sale, purchase, transfer, distribution, or possession of illegal drugs or controlled substances, including alcohol, on campus is prohibited. Violation of this policy will lead to disciplinary action up to and including dismissal. In addition to GIA-imposed sanctions, students may be subject to federal, state, and local prosecution.

Students who are aware of the use or existence of any such substance at GIA should notify a staff member immediately. The terms "illegal drugs" and "controlled substances" include all chemical substances or drugs listed in any controlled substances laws or regulations such as the Federal Controlled Substances Act of 1988. Prescription medications that have not been properly prescribed to the individual by a doctor are included in this policy.

GIA may require a blood test, urinalysis, or other screening of those persons reasonably suspected of using or being under the influence of a drug or alcohol. "Reasonable suspicion" may be established by any combination of a student's appearance, body odors, behavior, an accident, a physical and/or verbal altercation, or possession of drugs and/or alcohol. Failure to submit to such a screening can lead to disciplinary action, up to and including dismissal from GIA.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from our Student Services staff. Additional resources may be found in the yellow pages of a local phone directory under "Alcoholism."

Search and Seizure

GIA may, if warranted in its judgment—for example, to secure health and safety or property—open and inspect the contents of any student's desk, locker, computer software, or other furnishing. 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 or store on GIA premises any documents, materials, or other item for which they desire privacy. Failure to cooperate in any inspection may subject a student to discipline up to and including dismissal.

Weapons

Under no circumstances are students allowed to possess firearms or other weapons on campus. Students found carrying or concealing a weapon are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies. Students who carry personal safety devices like pepper spray must inform GIA and keep them out of sight while on campus.



Academic Policies and Procedures (cont.)

Graduation Requirements – All Programs

In order to graduate, all students must meet the Satisfactory Progress Policy or complete the terms of their probation, meet the minimum attendance and behavioral standards, as applicable, and meet the specific academic requirements shown on the following tables. Additionally, a minimum final grade of C (2.0) or P (Pass) is required to pass each course or program. All tuition accounts and miscellaneous student fees must be paid in full and all library books and materials must be returned in good condition prior to graduation, as applicable. Diplomas are not awarded until all financial obligations are met.

Programs	Maximum Time Allowed	Minimum Requirements	Maximum Number of Attempts During Program
Graduate Gemologist diploma program	63 months		
Graduate Diamonds diploma program	18 months		
Homework Assignments		100% completed	–
Stone Requirements		100% completed	–
Diamond Essentials Final Exam		75% score	3*
Diamond Grading Practical Exam in Lab class		75% score	1*
Diamonds Written Final Exam		75% score	3*
Graduate Colored Stones diploma program	45 months		
Homework Assignments		100% completed	–
Stone Requirements		100% completed	–
Colored Stone Essentials Final Exam		75% score	3*
Colored Stones Written Final Exam		75% score	3*
Colored Stone Grading Practical Exam in Lab class		75% score	1*
Gem Identification Practical Exam in Lab class		75% score	1*
Gem Identification 20-Stone Practical Exam		100% score	5*
Graduate Pearls diploma program	6 months		
Homework Assignments		100% completed	–
Pearls Written Final Exam		75% score	3*
Pearl Grading Lab Class		P (Student participation in the practicum and lecture.)	–
Graduate Pearls diploma program	6 months		
Homework Assignments		100% completed	–
Pearls Written Final Exam		75% score	3*
Pearl Grading Lab Class		P (Student participation in the practicum and lecture.)	–
Lab Class	Minimum Requirements	Maximum Number of Attempts During Program	
Pearl Grading Lab GEM149L	P – Student participation in the practicum and lecture.	–	
Diamond Grading Lab GEM230L	P – Practical exam in lab class	1*	
Colored Stone Grading Lab GEM220L	P – Practical exam in lab class	1*	
Gem Identification Lab GEM240L	P – Practical exam in lab class	1*	

*Distance Education students may be allowed additional attempts on exams, following remedial work, provided the course or program is completed within the specified maximum completion time.



Tuition and Fees

Schedule of Student Charges

Gemology Distance Education eLearning Courses

Course Title	Course Number	Tuition*	Monthly Payment Plan Option (no-interest plan)	Student Tuition Recovery Fund	Optional Books**
Jewelry Essentials	GEM110	\$150	N/A	\$2.50	\$50
Colored Stone Essentials	GEM120	\$150	N/A	\$2.50	\$60
Diamond Essentials	GEM130	\$150	N/A	\$2.50	\$50
Colored Stones (Prerequisite: GEM120)	GEM220	\$1,400	\$140 x 10 months	\$2.50	\$175
Diamonds & Diamond Grading (Prerequisite: GEM130)	GEM230	\$1,300	\$130 x 10 months	\$2.50	\$100
Gem Identification (Prerequisite: GEM120, GEM220)	GEM240	\$1,500	\$150 x 10 months	\$5.00	\$225
Pearls	GEM149	\$525	\$131.25 x 4 months	\$2.50	\$100

Amounts shown are in U.S. dollars. For complete disclosure on all tuition and fees, refer to the course description section of the 2012 Education Catalog

* Tuition does not include the one-time, non-refundable application fee. California residents are required to pay a non-refundable fee for the State of California Student Tuition Recovery Fund. See page 38 for a complete description.

** Books are available for your Gemology Distance Education eLearning courses, but are not required for successful completion. Upon confirmation of your enrollment (when you receive your user name and password), books may be purchased online by logging on to my.gia.edu. Go to "Purchase Course Materials." Shipping and Handling (S&H) charges and applicable sales tax will apply. Various S&H options are available. Additional S&H charges apply to Distance Education students outside the U.S. and Canada.

Gemology Lab Classes and Student Workroom Available Only On Campus at GIA Carlsbad or GIA New York

Class Title	Class Number	Tuition	Total Charges*	Refundable Deposit due with Application	Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit
Colored Stone Grading	GEM220L	\$850.00 (CB, NY)	\$1,014.13 (CB) \$1,000.00 (NY)	\$85.00 (CB, NY)	\$929.30 (CB) \$915.00 (NY)
Diamond Grading	GEM230L	\$1,250.00 (CB, NY) \$1,350.00 (TUC)	\$1,327.93 (CB) \$1,320.00 (NY)	\$125.00 (CB, NY) \$135.00 (TUC)	\$1,202.93 (CB) \$1,195.00 (NY)
Gem Identification	GEM240L	\$1,230.00 (CB, NY)	\$1,318.70 (CB) \$1,310.00 (NY)	\$123.00 (CB, NY)	\$1,195.70 (CB) \$1,187.00 (NY)
Pearl Grading	GEM149L	\$235.00 (CB, NY)	\$264.44 (CB) \$260.00 (NY)	\$23.50 (CB, NY)	\$240.94 (CB) \$236.50 (NY)
Student Workroom		Half Day \$35.00 Full Day \$70.00			

Amounts shown are in U.S. dollars.

* Total charges shown include tuition, books and materials, STRF, and applicable sales tax. Total charges do not include the one-time application fee, if applicable. Students enrolling in Carlsbad Lab classes are required to pay a non-refundable fee for the State of California Student Tuition Recovery Fund. See page 38 for a complete description.

For complete disclosure on all tuition and fees, refer to the course description section on pages 50 and 53 of the 2012 Education Catalog.

CB = Carlsbad; NY = New York;

*Total price includes tuition, books and materials, and applicable sales tax. Total price does not include the one-time application fee if applicable. All prices subject to change.



Tuition and Fees (cont.)

Schedule of Student Charges

Total Program Cost

Program	Course Numbers	Total
Graduate Gemologist	GEM120	\$8,153.28* (CB)
	GEM220	\$8,130.00 (NY)
	GEM130	
	GEM230	
	GEM240	
	GEM220L	
	GEM230L	
Graduate Diamonds	GEM130	\$2,775.44* (CB)
	GEM230	\$2,770.00 (NY)
	GEM230L	
Graduate Colored Stones	GEM120	\$5,377.84* (CB)
	GEM220	\$5,360.00 (NY)
	GEM240	
	GEM220L	
	GEM240L	
Graduate Pearls	GEM149	\$786.94* (CB)
	GEM149L	\$785.00 (NY)

*Non-refundable fee for the State of California Student Tuition Recovery Fund (if applicable) not included. Please see this page for details.

TOTAL PRICES LISTED FOR COURSES AND CLASSES DO NOT INCLUDE THE FOLLOWING:

- Application Fee: One-time fee of \$35.
- Pearl Grading Lab application fee (NY only): \$20
- Shipping and handling – approximately \$20 to \$50
- Fees for lost or damaged equipment, stones at current market value
- Returned check fee: \$15
- Wire transfer fees: Based on the bank fee selected by the student
- Optional purchase of gem testing instruments. Distance Education students enrolled in the Gem Identification course (GEM240) must have gem testing equipment available: \$2,112
- Approximate exam proctor fees: no cost to \$50
Note: No charge for taking a final exam at a Student Workroom and no charge for the first five attempts at the 20-stone examination; \$50 each attempt thereafter.

ADDITIONAL STUDENT FEES MAY INCLUDE:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 transcript fee (first copy is free, \$10 each thereafter)

Total charges are valid for programs, courses, and classes taking place in the U.S. from January 1, 2012 to December 31, 2012 and are subject to change.

Student Tuition Recovery Fund for California Residents and Lab Class Students

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You are required to pay the Student Tuition Recovery Fund (STRF) if all of the following conditions apply:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and the STRF assessment is not collected, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Student Accounts

Our Office of Student Accounts staff members are available during normal business hours, 7:00 a.m. to 4 :00 p.m. PST, to accept payments and to discuss your account. Visit the Student Services office to arrange an appointment. You may also contact them at 800 421 7250 ext 4470 or

acctsrec@gia.edu



Scholarships

Who Is Eligible?

You must be a U.S. Citizen, and Permanent Resident of the U.S., at least 18 years of age, with a high school diploma or GED equivalency. You must be currently employed in the jewelry industry or planning to enter the field. If you have been awarded a GIA scholarship within the past five years, you are NOT eligible to reapply.

GIA Scholarships may ONLY be applied toward the tuition for a GIA course or program of study in which the applicant is planning to enroll in the upcoming calendar year.

How to Apply

COMPLETE APPLICATIONS AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED FOR SPRING APPLICATION PERIOD, MARCH 1 - APRIL 30 AND FALL APPLICATION PERIOD, JUNE 15 – OCTOBER 30. Scholarship applications must be received during these dates to be considered. Anything submitted before or after these dates will NOT be considered. Submit a minimum of one letter of recommendation from someone in the jewelry industry. The letter must be typed, preferably on the jeweler's own letterhead. If you are new to the industry, a letter of recommendation from a previous employer, college, or university professor is acceptable. GIA staff and instructors cannot provide letters of recommendation.

Applications will be reviewed and selected by the GIA scholarship committee. Scholarship recipients will be notified by the end of December.

SEND ALL SCHOLARSHIP APPLICATIONS AND ANY REQUIRED SUPPORTING DOCUMENTS TO:

Gemological Institute of America
Office of Student Financial Assistance, MS 7
The Robert Mouawad Campus
5345 Armada Drive
Carlsbad, CA 92008

www.gia.edu

For a scholarship application and more information, visit www.gia.edu/scholarships



School Calendar

Distance Education eLearning Students

After GIA processes your application and upon enrollment, you will receive your user ID and password within 24 hours. You can start your coursework immediately. Optional books, if ordered, will arrive within two to seven business days.

Lab Class Schedule

Lab classes and Student Workrooms are currently only available at GIA Carlsbad or GIA New York campus. See www.gia.edu for the most current class schedules offered for Lab classes at GIA campuses in Carlsbad, CA and New York, NY. To register or for more information, contact GIA admissions at 800 421 7250 ext 4001 or 760 603 4001.

2012 Student Holiday Schedule

Date*	Holiday
December 19, 2011 (Monday) through January 2, 2012 (Monday)	Winter Holiday
January 3 (Tuesday)	Classes Resume
February 20 (Monday)	President's Day
May 28 (Monday)	Memorial Day
July 4 (Wednesday)	Independence Day
September 3 (Monday)	Labor Day
November 22 and 23 (Thursday and Friday)	Thanksgiving
December 17, 2012 (Monday) through January 4, 2013 (Friday)	Winter Holiday
January 7, 2013 (Monday)	Classes Resume



Hours of Operation

Distance Education

With Internet access from home, the library, or any other location, gemology students can enjoy the convenience of GIA's online student portal, My GIA. Log on any time of the day, any day of the week. Through My GIA, you can access eLearning courses; answer assignment questions online and get immediate feedback; update your student profile; print out completed answer sheets for future study; track completed assignments; monitor your overall course and program progress and more.

The Student Services office in Carlsbad is open from 7:30 a.m. to 5:00 p.m. and is closed on weekends and holidays, unless specifically noted otherwise.

Lab Classes

Class	Hours
Colored Stones Grading GEM220L*	8:00 a.m. – 4:00 p.m. (CB, NY – Weekdays) 9:00 a.m. – 5:00 p.m. (NY only - Saturdays) 6:00 – 9:30 p.m. (NY only – Nights)
Diamond Grading GEM230L*	8:00 a.m. – 4:00 p.m. (CB, NY – Weekdays) 9:00 a.m. – 5:00 p.m. (NY only - Saturdays) 6:00 – 9:30 p.m. (NY only – Nights)
Gem Identification GEM240L*	8:00 a.m. – 4:00 p.m. (CB, NY – Weekdays) 9:00 a.m. – 5:00 p.m. (NY only - Saturdays) 6:00 – 9:30 p.m. (NY only – Nights)
Pearl Grading GEM149L*	8:00 a.m. – 4:00 p.m. (CB, NY – Weekdays) 9:00 a.m. – 5:00 p.m. (NY only - Saturdays) 6:00 – 9:30 p.m. (NY only – Nights)
Student Workroom*	Mon – Fri 9:00 a.m. – 12:00 p.m., 1:00 – 4:00 p.m. (CB) 8:00 – 11:00 a.m., 12:00 – 3:00 p.m. (NY)

* Lab classes and Student Workrooms are currently only available at GIA Carlsbad or GIA New York campus. Please contact GIA Admissions in Carlsbad at 800 421 7250 ext 4001 or 760 603 4001 and in New York at 800 366 8519 ext 3063 or 212 944 5900 ext 3063 or visit www.gia.edu for more information.

Cancellation and Refund Policies



Gemology Distance Education Courses

CANCELLATION POLICY

You can try any GIA Distance Education course for 30 days. If you are not completely satisfied, just notify us of your decision within 30 days to receive a full refund on tuition paid.

REFUND POLICY

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (A) the date of notification to the student if the student is terminated;
 - (B) the date of receipt of written notice from the student; or
 - (C) 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 tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$35 shall be retained by the school.
4. If the student who enters an asynchronous Distance Education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$35 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (A) an enrollee is not accepted by the school;
 - (B) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (C) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student 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:
 - (D) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (E) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

Gemology Lab Classes and Student Workroom

REFUND POLICY

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (A) the last date of attendance; or
 - (B) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student fails to enter the program, withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - (A) an enrollee is not accepted by the school;
 - (B) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (C) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student 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

Cancellation and Refund Policies (cont.)



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

- (C) 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
 - (D) 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:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.



Governance

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Staff and Faculty

Education Staff

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Jennifer Park
Director, New York Campus

Michael Wobby
Manager, Gemology Education

Mark Mann
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Theresa Mogavero
Director, Strategic Initiatives

Kimberly Northup
Dean of Students

Jennifer Park
Director, New York Campus

Duncan Pay
Director, Course Development

Joanne Dominquez
Manager, Education Records

Jason Drake
Manager, Information Technology

Renada Kulish
Manager, Admissions, Course Development

Larry Larson, GG, C.G., A.J.P.
Gemology Instructor

A GIA Lab class instructor since 2005, Larry holds a degree in Advertising and Public Relations from the University of Washington, along with decades of jewelry retail experience both in sales and management. He began his jewelry career at Friedlander and Sons Jeweler, moving up through the ranks to manage three stores in nearly 8 years. He later spent 19 years at Ben Bridge Jewelers, managing two stores, training countless sales associates, and creating sales and training seminars for new associates and existing employees. An energetic participant and board member of many community service groups. Larry enjoys gardening, art, reading, and working at GIA.



How to Apply

You may submit an application and registration form at any time. Applications are accepted year-round. The application and registration forms can be found online at www.gia.edu/education. Send your completed application form, along with a one-time \$35 application fee (first-time applicants only), and required documents to GIA Admissions, located in Carlsbad, CA, at the address below under, Submitting Your Application. GIA will notify you in writing or via email of your enrollment status.

How to Enroll

Please read the instructions below and the admissions section of this catalog before completing your enrollment agreement.

DISTANCE EDUCATION

Review tuition and fees and payment plans for Distance Education courses and cancellation and refund policies.

First-time GIA applicants and returning students must complete sides one and two of the application and registration.

Applications must be accompanied by all required fees. You will not be able to reserve space in any course or lab class until GIA has received all documents and fees required for enrollment.

There are no application deadlines, however please keep the following in mind.

Distance Education students: After GIA processes your application and enrollment is complete you will receive your materials within five to seven business days, and be able to start your coursework.

eLearning: With GIA's new eLearning format, there's no need to wait on books or materials to arrive. Since everything is online, you can get started immediately after you enroll.

Lab class students: Classes are held at GIA Carlsbad and GIA New York at this time. Classes typically reach capacity at least one to two months in advance, so we encourage you to apply at least two to three months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available.

Submitting Your Application and Registration

Students can apply online at www.gia.edu/education. Required documents must be mailed in order to be considered for admission.

All U.S. applications and registrations can also be mailed or faxed to GIA Admissions located in Carlsbad, CA. If sending by fax, required documents must be mailed in order to be considered for admission. For a listing of all GIA campus locations, see www.gia.edu

For additional information, contact one of our campuses in the U.S.

GIA Carlsbad
Robert Mouawad Campus
Mailstop #3
5345 Armada Drive
Carlsbad, CA 92008
T 760 603 4001
800 421 7250 ext 4001
F 760 603 4003

PAYMENT METHODS

Credit card: You can charge application fees, confirmation deposits, tuition, books and materials, and other fees to your VISA, MasterCard, Discover, or American Express account.

Check or money order: You can pay by cashier's check or personal check. Make checks payable to GIA. Payment must be in U.S. dollars and drawn on a U.S. bank.

Wire transfer: Call toll free 800 421 7250 ext 4001 or 760 603 4001 or email admissions@gia.edu for details. Wire fees must be paid by the applicant.

Enrollment Checklist

HAVE YOU...

- Read the "How to Enroll" which provides instructions for completing the application and registering for your programs and lab classes?
- Reviewed all admissions policies and procedures?
- Answered all applicable questions on the application and registration form?
- Provided your full legal name? This is how your name will appear on all official GIA documents, including credentials, certificates, and diplomas?
- Given a physical home address as your permanent mailing address and correct shipping address?
- Selected your diploma programs?
- Reviewed the Tuition and Fees and filled in all applicable charges correctly?
- Reviewed Cancellation and Refund Policies?
- Indicated all courses and lab classes you are registering for?
- Selected your method of payment for all applicable tuition and fees?
- Signed your application?
- Sent your application and registration to GIA Admissions?



Date: (mm/dd/yyyy) _____

Please complete both pages and print legibly using black ink, or apply online at www.gia.edu

PREVIOUSLY ENROLLED AT GIA? YES NO If yes, please provide your student number _____

Student Information

Last/Surname USE FULL LEGAL NAME. THIS IS THE NAME THAT WILL APPEAR ON YOUR GIA CREDENTIAL.

First Middle Suffix

U.S. Social Security Number

Date of Birth (MM/DD/YYYY) Gender: Male Female

Email Address REQUIRED FOR ALL ELEARNING COURSES AND SCHOOL CORRESPONDENCE

Primary Phone Number Alternate Phone Number

Fax Number

Permanent Home Address

Street Number, Street Name, Apt # or P.O. Box

City

State Postal Code Country

Shipping Address (if different than above) Address type: Home Business

NOTE: A SIGNATURE IS REQUIRED FOR DELIVERY OF GEM IDENTIFICATION STONE SHIPMENTS.

Business Name (if applicable)

Street Number, Street Name, Apt # or P.O. Box

City

State Postal Code Country

THE FOLLOWING INFORMATION IS REQUIRED.

Education History

Highest level of education completed:

High School GED College/University Career/Trade School

High School/GED graduation date (mm/dd/yyyy) _____

College/University (years completed) _____

Highest degree earned:

AA BA BS MA MS Doctorate Other _____

Are you a U.S. citizen? Yes No

IF NO:

Country of Citizenship _____

Country of Birth _____

Are you a U.S. permanent resident? Yes No

Can you read, speak, and understand English? Yes No

Have you ever pled guilty to or been convicted of a felony? Yes No

IF YES, submit a letter of explanation and documents with your application. Your application will be reviewed by the admissions committee. See page 55 of the 2012 Education Catalog or at www.gia.edu for a complete list of requirements.

Do you need special accommodations? Yes No

IF YES, you are requesting reasonable support services for qualified learning or other disabilities. GIA will make reasonable accommodations for students with qualified disabilities. Each course requires students to perform particular physical and mental ability tasks related to that course. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students who will be requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the Dean of Students or School Director.

Ethnic Background (*Participation is optional. U.S. citizens only.*)

To comply with state and federal education laws, GIA asks that you complete the following survey regarding your ethnic background. Your response is confidential and no individuals will be identified in statistical reports based on the results of this survey. It is not used in the admissions process and will have no bearing on your admission status.

1. Are you Hispanic or Latino (regardless of race)? Yes No

2. For non-Hispanic/Latino individuals, are you:

- American Indian or Alaska Native Asian
- Black or African American Native Hawaiian or other Pacific Islander
- White Two or more races
- Non-resident alien (optional item) Unknown or decline to respond

GIA Non-Discrimination 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 origin, ethnicity, religion, gender, age, disability, medical condition, pregnancy status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded or made available to students of the school. GIA reserves the right to deny an application and cancel an enrollment at any time.

Directory of Contacts

CARLSBAD CONTACTS	TELEPHONE	TOLL FREE TELEPHONE	FAX	WEB AND EMAIL ADDRESSES
GIA CARLSBAD	760 603 4000	800 421 7250	760 603 4003	www.gia.edu admissions@gia.edu
Admissions and Enrollments	760 603 4001	800 421 7250 ext 4001	760 603 4003	admissions@gia.edu
Alumni Association	760 603 4145	800 421 7250 ext 4145	760 603 4199	alumni@gia.edu
Career Fair	760 603 4100	800 421 7250 ext 4100	760 603 4080	careerfair@gia.edu
Career Services	760 603 4000 ext 7303	800 421 7250 ext 7303	760 603 4153	careerservices@gia.edu
Certificates and Diplomas	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603. 4091	records@gia.edu
Dean of Students	760 603 4093	800 421 7250 ext 4093	760 603 4153	deanstudents@gia.edu
Distance Education Student Support	760 603 4404 or 760 603 4000 ext 7750	800 421 7250 ext 7750 or 4404	760 603 4091	lessons@gia.edu
Financial Assistance	760 603 4005 760 603 4175	800 421 7250 ext 4005 or 4175	760 603 4153	financialaid@gia.edu
Gems & Gemology Subscriptions	760 603 4000 ext 7142	800 421 7250 ext 7142	760 603 4595	gandg@gia.edu www.gia.edu/gandg
GIA Instruments and Books	760 603 4200	800 421 8161	760 603 4262	giastore@gia.edu giastoreorders@gia.edu www.store.gia.edu
Housing Assistance	760 603 4000 ext 7304	800 421 7250 ext 7304	760 603 4153	housing@gia.edu
International Student Advisor	760 603 4195	800 421 7250 ext 4195	760 603 4153	intladvisor@gia.edu
Library – Richard T. Liddicoat Gemological Library and Information Center	760 603 4046 760 603 4068	800 421 7250 ext 4046 or 4068	760 603 4256	library@gia.edu
My GIA and Online Support	760 603 4000 ext 7459	800 421 7250 ext 7459	760 603 4003	onlinesupport@gia.edu
Records and Transcripts	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603 4091	records@gia.edu
Scholarships	760 603 4131	800 421 7250 ext 4131	760 603 4153	scholarship@gia.edu
Student Accounts	760 603 4470	800 421 7250 ext 4470	760 603 4153	acctsrc@gia.edu
Student Services	760 603 4000 ext 7300	800 421 7250 ext 7300	760 603 4153	studentservices@gia.edu
Student Workroom – Carlsbad	760 603 4200 ext 7750	800 421 7250 ext 7750	760 603 4091	lessons@gia.edu

NEW YORK CONTACTS	TELEPHONE	TOLL FREE TELEPHONE	FAX	WEB AND EMAIL ADDRESSES
GIA NEW YORK (Branch School)	212 944 5900	800 366 8519	212 719 9563	www.gia.edu nyedu@gia.edu
Education Administration Supervisor	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Admissions – On Campus	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyadmissions@gia.edu
Admissions – Lab Classes	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyadmissions@gia.edu
Career Services	212 944 5900 ext 3214	800 366 8519 ext 3214	212 719 9563	nycareerservices@gia.edu
Housing Assistance	212 944 5900 ext 3214	800 366 8519 ext 3214	212 719 9563	nyhousing@gia.edu
International Student Advisor	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyintladvisor@gia.edu
Library – New York Branch	212 944 5900	800 366 8519	212 719 9563	nylibrary@gia.edu
School Director	917 286 3596	800 366 8519 ext 3596	212 719 9563	nyedudirector@gia.edu
Student Accounts	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Student Workroom – New York	212 944 5900 ext 3102	800 366 8519 ext 3102	212 719 9563	nyworkroom@gia.edu

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GIA Campuses

GIA CARLSBAD

World Headquarters and
Robert Mouawad Campus
5345 Armada Drive
Carlsbad, California 92008
800 421 7250
760 603 4000, fax 760 603 4003
Email: admissions@gia.edu
www.gia.edu

GIA NEW YORK

270 Madison Avenue, 2nd Floor
New York, New York 10016-0601
800 366 8519
212 944 5900, fax 212 719 9563
Email: nyedu@gia.edu
www.gia.edu

GIA HONG KONG

3rd Floor, Aon China Building
29 Queen's Road Central
Hong Kong
852 2303 0075, fax 852 2334 0567
Email: giahongkong@gia.edu
www.giahongkong.com

GIA INDIA

10th Floor Trade Centre
Bandra Kurla Complex
Bandra (East)
Mumbai 400 051 India
91 22 408 51599, fax 91 22 408 51554
Email: education.giaindia@gia.edu
www.giaindia.in

GIA JAPAN—TOKYO

2-3F Okachimachi, CY Building
5-15-14 Ueno, Taito-Ku
Tokyo, Japan 110-0005
81 3 3835 7046, fax 81 3 3834 6589
Email: info@giajpn.gr.jp
www.giajpn.gr.jp

GIA JAPAN—OSAKA

3F Nagahori Community Building
2-5-8 Minamisenba, Chuo-ku
Osaka, Japan 542-0081
81 6 6266 8601, fax 81 6 6266 9037
Email: osaka@giajpn.gr.jp
www.giajpn.gr.jp

GIA KOREA

Keuk Dong Bldg. 5th Floor
Kangnamku, Apgujeongro 320
Seoul, 135-896 Korea
82 2 540 7637, fax 82 2 549 9173
Email: info@giakorea.co.kr
www.giakorea.co.kr

GIA LONDON

104 Great Russell Street
London, U.K.
WC1B 3LA
44 20 7813 4321, fax 44 20 7813 4331
Email: gialondon@gia.edu
www.gialondon.co.uk

GIA MOSCOW

Miklukho-Maklaya Street, 23
117997 Moscow, Russia
7 495 433 5566, fax 7 495 438 1504
Email: education@gigia.ru
www.gigia.ru

GIA TAIWAN

3F, 270 Nanjing E. Road, Sec. 3
Taipei 10551, Taiwan ROC
886 2 2771 9391, fax 886 2 2771.9921
Email: gia.taiwan@gia.edu
www.giataiwan.com.tw

GIA THAILAND

U Chu Liang Building, 2nd Floor
968 Rma IV Road
Silom, Bangrak
Bangkok 10500, Thailand
662 632 4590, fax 662 236 9829
Email: giabkkedu@gia.edu
www.giathai.net

GIA LABORATORIES

Bangkok	Johannesburg
Carlsbad	Mumbai
Gaborone	New York
Hong Kong	Ramat Gan

GIA LABORATORY SERVICE CENTER

Dubai

RESEARCH CENTERS

Antwerp	Carlsbad
Bangkok	New York

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