



GIA®

# 2013 Education Catalog

Course Descriptions, Details on How to Enroll,  
and Everything You Need to Take Your First Steps



CARLSBAD NEW YORK LONDON ANTWERP DUBAI GABORONE JOHANNESBURG MUMBAI  
RAMAT GAN MOSCOW BANGKOK HONG KONG TAIPEI SEOUL OSAKA TOKYO

# Welcome



*Students relax between classes at GIA Carlsbad.*

All of us at GIA are delighted that you are considering studying with us.

GIA has been educating individuals passionate about gems and jewelry since 1931. It has taught more than 325,000 students – professionals who hold positions in all roles from mine to market: manufacturers, buyers, graders, appraisers, retailers, designers, bench jewelers, auctioneers, and more.

GIA is widely regarded as the world's foremost authority on diamonds, colored stones, and pearls. It is the creator of the 4Cs and the International Diamond Grading System™, the international standards for evaluating diamond quality. It remains the leading institution for the research of gems, and continues to protect consumers. GIA provides the education, laboratory services, research, and instruments to determine gemstone quality accurately and objectively.

So whether you are coming here to advance your career or to start a new one, you can be confident that your studies will result in numerous opportunities and expanded horizons.

Take time to explore our Education Catalog. We're confident that you will find the program of study that's right for you.

We look forward to helping you on your professional journey.

Donna Baker, GIA GG  
President and CEO



*Courtesy of Platinum Guild International*

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*top - Take a break from studies in the Rosy Blue Commons at GIA Carlsbad. / center - Diamonds © Lazare Kaplan / bottom - Gemology instruction includes using latest gemological tools and techniques.*

Visit [www.gia.edu](http://www.gia.edu) for the most current information.

# History

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

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research, and gemological instrumentation. The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings GIA has become an institution 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 creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.



1942

GIA becomes a nonprofit center of learning and research.

1948

GIA confers first Graduate Gemologist (GG) diploma. It quickly becomes the designation of a senior professional in the jewelry industry.

1962

First formal on-campus education program begins.

1965

Courses are accredited by the National Home Study Council, now known as the Distance Education and 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. It is later renamed GIA Virtual Campus.

1997

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

2011

All GIA Distance Education gemology courses are available online via eLearning.

To learn more about GIA history, visit [www.gia.edu](http://www.gia.edu)

*top - GIA graduating class of 1947 with Richard T Liddicoat, center. / bottom left - Robert and Beatrice Shipley, during their retirement years. / bottom right - Lab classes provide the essential hands-on experience you need to earn your GIA credential.*

# 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.

### RELEVANCE

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

### LEADERSHIP

We empower our graduates to become industry leaders who act ethically and honestly; meeting the occupational demands of the global gem and 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 on-going support, our graduates are encouraged to grow continuously as confident, skilled, and successful professionals. They are GIA's partners in ensuring the public's trust in gems and jewelry.

*To learn more about GIA history, visit [www.gia.edu](http://www.gia.edu)*



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# Accreditation and Licensing



ACCSC  
2101 Wilson Blvd. Ste. 302  
Arlington, VA 22201  
703 247 4212  
[www.accsc.org](http://www.accsc.org)

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts, 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 Carlsbad is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). GIA New York is accredited by the ACCSC as a branch of GIA Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA on-campus education only. ACCSC does not accredit GIA's Distance Education courses or Lab classes, which are considered continuing education (professional development) and do not fall within the purview of GIA's institutional accreditation by the ACCSC.



DETC  
1601 18<sup>th</sup> Street NW, Ste. 2  
Washington, DC 20009  
202 234 5100  
[www.detc.org](http://www.detc.org)

GIA's Distance Education courses are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

ACCSC and DETC are listed by the U.S. Department of Education as nationally recognized accrediting agencies.



BPPE  
2535 Capitol Oaks Drive, Ste. 400  
Sacramento, CA 95833  
916 431 6959  
888 370 7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

GIA is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE). Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number 888 370 7589 or by fax 916 263 1897. As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).



New York State  
Education Department  
Bureau of Proprietary  
School Supervision  
99 Washington Ave., Room 1613 OCP  
Albany, NY 12234  
518 474 3969  
[www.highered.nysed.gov/bpps](http://www.highered.nysed.gov/bpps)

GIA New York is licensed by the New York State Education Department. The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and course/curricula offered. Please be advised that the New York State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement, and is available on GIA's web site at [www.gia.edu](http://www.gia.edu)

For information on GIA education offered in states other than California or New York, visit GIA's web site at [www.gia.edu](http://www.gia.edu)

# Gemology



© Richard Krementz Gemstones

GIA's Gemology classes offer a wide range of instruction and learning across the entire spectrum of diamonds and colored gemstones. With GIA Gemology comes the opportunity to learn from the creators of the 4Cs and the International Diamond Grading System™ – straight from the world's foremost authority in gemology™.

Graduates of GIA's Gemology programs and courses are prepared to begin a career in a variety of positions, including assistant buyer, assistant store manager, customer service representative, diamond grader, gemologist, inventory control specialist, outside sales representative, diamond sales representative, wholesale sales representative, quality control professional, retail sales associate, and stone sorter.

Programs taken on campus are full-time and range from seven weeks to six months. Students can satisfy Distance Education diploma requirements by completing all required courses and Lab classes within each program. eLearning courses and Lab classes can be taken as stand-alone classes that develop and refine vital skills or to fulfill diploma requirements. Lab classes also can be taken by students studying other subjects, and give participants a chance to develop specific skills that are applicable to aspects of the gem and jewelry industry. Lab classes are offered on all GIA campuses.

## Charges

Total student charges include tuition, plus books (optional in some courses), materials, sales tax, and other fees where applicable. Books are available for your eLearning courses, but are not required for successful completion. Shipping and handling (S&H) charges and applicable sales tax will apply. Additional S&H charges apply to shipments outside the U.S. and Canada. A one-time, non refundable application fee is required for first-time applicants. Student charges are valid for U.S.-based programs, courses, and classes from January 1, 2013 to December 31, 2013.

*top - Student works with an Illuminator Polariscope. / center - Natural mixed-color diamonds, yellows and browns. / bottom - Examine stone sets in the Gem Identification course.*



# Gemology (cont.)

## Graduate Gemologist Diploma Program

The GIA Graduate Gemologist (GG) 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 identify and grade diamonds and colored stones 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.

Through both on-campus and Distance Education, students in this program will:

- Gain in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learn how they affect diamond value
- Grade diamonds in the D-to-Z color range consistently and accurately
- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Identify and grade both common and unusual colored stones
- Detect synthetics, simulants, and diamonds and colored stones that have been treated
- Learn how to translate technical knowledge into valuable information for effective sales and excellent service
- Learn about the vast array of diamonds and gemstones and follow their paths from formation to marketplace

### WHAT YOU EARN

Graduate Gemologist Diploma  
Graduate Diamonds Diploma  
Graduate Colored Stones Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIMES

#### DISTANCE EDUCATION

Although you can take the eLearning courses and lab classes in any order (some courses have prerequisites), we recommend the sequence below. See individual class descriptions on [pages 11-12](#) and the Chemical Safety Disclosure on [page 17](#).

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of Expired (EXP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an expiration date, therefore schedule your enrollments with this in mind.

For details on course payment options go to [page 43](#).

**GEM 130 Diamond Essentials Course – eLearning (3 months)**

**GEM 230 Diamonds & Diamond Grading Course – eLearning (15 months)**

**GEM 230L Diamond Grading Lab (35 clock hours)**

**GEM 120 Colored Stone Essentials Course – eLearning (3 months)**

**GEM 220 Colored Stones Course – eLearning (18 months)**

**GEM 220L Colored Stone Grading Lab (21 clock hours)**

**GEM 240L Gem Identification Lab (35 clock hours)**

**GEM 240 Gem Identification Course – eLearning (24 months)**

#### ON CAMPUS – CARLSBAD AND NEW YORK

**GEM 2500 Graduate Gemologist Program**

**26-week full-time program (780 clock hours)**

For details on tuition and fees go to [page 45](#).

#### GIA GEMOLOGIST DIPLOMA

The GIA Gemologist diploma is awarded to students who successfully complete only the five core gemology eLearning courses.



© Barbara Heinrich Studio;  
photographer – Hap Sakawa

## Graduate Diamonds Diploma Program

The Graduate Diamonds diploma program introduces you to the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. In this program, you will analyze crown, pavilion, and total depth. This program also covers 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 develop the skills to determine proportions, create plotting diagrams, examine diamonds professionally, as well as detect synthetics, simulants, and diamonds that have been treated.

### WHAT YOU EARN

Graduate Diamonds Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIMES

#### DISTANCE EDUCATION

Although you can take eLearning courses and lab classes in any order, we recommend the sequence below. Some courses may require a prerequisite. See individual class descriptions on [pages 11-12](#) and the Chemical Safety Disclosure on [page 17](#).

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of Expired (EXP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an expiration date, therefore schedule your enrollments with this in mind.

For details on course payment options go to [page 43](#).

GEM 130 Diamond Essentials Course – eLearning (3 months)

GEM 230 Diamonds & Diamond Grading Course – eLearning (15 months)

GEM 230L Diamond Grading Lab (35 clock hours)

#### ON CAMPUS – CARLSBAD AND NEW YORK

GEM 2200 Graduate Diamonds Program

Seven-week full-time program (210 clock hours)

For details on tuition and fees go to [page 45](#).

## Graduate Colored Stones Diploma Program

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

### WHAT YOU EARN

Graduate Colored Stones Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIMES

#### DISTANCE EDUCATION

Although you can take eLearning courses and lab classes in any order, we recommend the sequence below. Some courses may require a prerequisite. See individual class descriptions on [pages 11-12](#) and the Chemical Safety Disclosure on [page 17](#).

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of Expired (EXP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an expiration date, therefore schedule your enrollments with this in mind.

For details on course payment options go to [page 43](#).

GEM 120 Colored Stone Essentials Course – eLearning (3 months)

GEM 220 Colored Stones Course – eLearning (18 months)

GEM 220L Colored Stone Grading Lab (21 clock hours)

GEM 240L Gem Identification Lab (35 clock hours)

GEM240 Gem Identification Course – eLearning (24 months)

#### ON CAMPUS – CARLSBAD AND NEW YORK

GEM 2300 Graduate Colored Stones Program

19-week full-time program (570 clock hours)

For details on tuition and fees go to [page 45](#).

### WISCONSIN

*“When people ask me about a recommendation for gemology education, without hesitation, I refer them to GIA. There is no other institution more recognized for its quality education and credentials, both domestically and internationally. GIA credentials will open doors for you, no matter where you want to work.”*

Amy Helein, GIA GG  
Salvage Specialist and Curator of the R. Harder Gallery of Minerals  
Jewelers Mutual Insurance Company



# Gemology (cont.)

## Accredited Jewelry Professional Diploma Program

Offered only through Distance Education via GIA's eLearning, the Accredited Jewelry Professional diploma program covers essential product knowledge for service excellence and effective selling, including knowledge of diamonds, rubies, emeralds, and sapphires. You'll gain the skills you need to deliver accurate and compelling sales presentations, including how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. Each course provides clear and concise information that can be immediately implemented on the job.

### WHAT YOU EARN

Accredited Jewelry Professional Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIME

#### DISTANCE EDUCATION

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of Expired (EXP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an expiration date, therefore schedule your enrollments with this in mind.

GEM 110 Jewelry Essentials Course – eLearning (3 months)

GEM 120 Colored Stone Essentials Course – eLearning (3 months)

GEM 130 Diamond Essentials Course – eLearning (3 months)

AJP PROGRAM – ADDITIONAL LANGUAGES COMING IN 2013.  
Visit [www.gia.edu](http://www.gia.edu) for more information.

## Graduate Pearls Diploma Program

The Graduate Pearls diploma program provides all the 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 also receive hands-on training with pearls, and discover how to test pearls for authenticity and post-harvest treatments.

### WHAT YOU EARN

Graduate Pearls Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIMES

#### DISTANCE EDUCATION

Completion time for course is listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of Expired (EXP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an expiration date, therefore schedule your enrollments with this in mind.

For details on course payment options go to [page 43](#).

GEM 149 Pearls Course – eLearning (6 months)

GEM 149L Pearl Grading Lab (6 clock hours)



Courtesy of Yanina & Co.

## Distance Education eLearning Courses

GIA Distance Education has two parts: eLearning courses and Lab classes.

eLearning courses are the online component of your program. You'll learn using the same content GIA students do at our worldwide campuses. Course materials, assignments, and final exams are online. The Gem Identification course final exam, however, is open book and proctored. See [page 29](#) for all details.

Lab classes are where you gain hands-on experience by grading and identifying gemstones under the watchful eye of a GIA instructor.

DIPLOMA REQUIREMENTS	ACCREDITED JEWELRY PROFESSIONAL	GRADUATE DIAMONDS	GRADUATE COLORED STONES	GRADUATE GEMOLOGIST	GRADUATE PEARLS
<b>eLEARNING COURSES</b>					
GEM 120 – COLORED STONE ESSENTIALS	X		X	X	
GEM 220 – COLORED STONES			X	X	
GEM 130 – DIAMOND ESSENTIALS	X	X		X	
GEM 230 – DIAMONDS & DIAMOND GRADING		X		X	
GEM 240 – GEM IDENTIFICATION			X	X	
GEM 110 – JEWELRY ESSENTIALS	X				
GEM 149 – PEARLS					X
<b>LAB CLASSES</b>					
GEM 220L – COLORED STONE GRADING LAB			X	X	
GEM 230L – DIAMOND GRADING LAB		X		X	
GEM 240L – GEM IDENTIFICATION LAB			X	X	
GEM 149L – PEARL GRADING LAB					X

## eLearning Courses

eLearning is a fun and engaging learning environment using text, videos, animation, and slide shows. Everything – your coursework, your lessons, your quizzes, and your exams, with the exception of Gem Identification is online. You can study and increase your knowledge at your convenience. All GIA Distance Education Gemology courses are delivered via eLearning.

Students may contact their instructor or other staff during regular business hours. GIA is open 7:30 a.m. to 5:00 p.m. PST, Monday through Friday, excluding holidays. See [page 23](#) for the 2013 Academic Calendar and [page 55](#) for phone and email contact information.

### My GIA and eLearning System Requirements

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

Courses come to life right on your computer with GIA eLearning. Convenient, highly effective, and engaging, GIA's eLearning environment lets you study anywhere you have Internet access. Courses use audio and video to keep you motivated and inspired.

Online support is available for assistance with your user name, password, or any technical questions at [onlinesupport@gia.edu](mailto: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.

My GIA and eLearning have the following system requirements:

- Windows XP SP2, Windows Vista, Windows 7, or Mac OS X
- Firefox 2 or later (for optimum experience), Google Chrome 21.X or later, Safari 3 or later, Internet Explorer or later
- Please do not use AOL, MSN, or Opera browsers with this site
- Be sure that JavaScript is enabled, cookies are allowed and pop-up blockers are disabled
- Screen resolution: 1024x768 or greater
- Adobe Flash Player 8 or later is required for 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 available as free Internet downloads.



Courtesy of Platinum Guild International

### GEM 120 Colored Stone Essentials – eLearning

*Required for: AJP, GG, Graduate Colored Stones, Gemologist Diplomas*

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the “Big Three” of the gemstone world: ruby, sapphire, and emerald. You’ll become familiar with 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 for successful sales presentations. Course materials include the *GIA Essential Colored Stone Reference Guide* PDF, which contains important and interesting facts on today’s most popular gemstones. Final exam is online, open book, and does not require a proctor.

**Maximum completion time:** 3 months

**What you earn:** Colored Stone Essentials Certificate

### GEM 220 Colored Stones – eLearning

*Required for: GG, Graduate Colored Stones, Gemologist Diplomas*

*Prerequisite: GEM 120*

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones in today’s market. You’ll discover which gems are commercially important and why. This course will help you understand differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. Course materials include the *GIA Gem Reference Guide* PDF, which contains information on and properties for virtually all commercially available gemstones. Final exam is online, closed book, and proctored; see [page 29](#) for details.

**Maximum completion time:** 18 months

**What you earn:** Colored Stones Certificate

### GEM 130 Diamond Essentials – eLearning

*Required for: AJP, GG, Graduate Diamonds, Gemologist Diplomas*

This course will teach you how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. You’ll become familiar with the internationally accepted GIA clarity grading system, learn how diamonds are graded for color, and know 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 learn about how retail jewelry stores operate. Final exam is online, open book, and does not require a proctor.

**Maximum completion time:** 3 months

**What you earn:** Diamond Essentials Certificate

### GEM 230 Diamonds & Diamond Grading – eLearning

*Required for: GG, Graduate Diamonds, Gemologist Diplomas*

*Prerequisite: GEM 130*

This course will help you gain the important skills needed to judge and grade the color, clarity, and cut of diamonds. You’ll learn to determine proportions and estimate weight. You’ll learn 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. You’ll also learn about other segments of the diamond industry including dealers, cutters, manufacturers, etc. Final exam is online, closed book and proctored. See [page 29](#) for details.

**Maximum completion time:** 15 months

**What you earn:** Diamonds & Diamond Grading Certificate

# Gemology (cont.)

## GEM 240 Gem Identification – eLearning

*Required for:* GG, Graduate Colored Stones, Gemologist Diplomas  
*Prerequisites:* GEM 120, GEM 220

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. Course materials include the *Gem Identification Lab Manual* PDF. The final practical exam is open book and proctored; see [page 29](#) for details.

To complete this course, you must have access to gem tweezers, a daylight-equivalent light source, mini Maglite (or similar), a 10x loupe or microscope, a gem cloth, a refractometer with polarizing filter and a removable magnifying eyepiece and refractive index (RI) liquid, an optic figure sphere, a dichroscope, a polariscope, and a spectroscope. These instruments are not included with the course materials. (Be sure to read the Chemical Safety Disclosure on [page 17](#).) You can purchase a professional Gem Identification instruments student package through GIA Instruments at [store.gia.edu](#)

As an alternative, you can complete your assignments in a GIA Student Workroom fully equipped with these professional tools. For complete Student Workroom activities, hours, and fees, please visit our website at [www.gia.edu](#)

**Maximum completion time:** 24 months  
**What you earn:** Gem Identification Certificate

## GEM 110 Jewelry Essentials – eLearning

*Required for:* AJP Diploma

This course examines jewelry's major features and how they combine to give jewelry its unique value. You'll learn to understand the special qualities of precious metals and be able to compare the advantages of each for your customers. You'll learn to identify jewelry types and styles, and become comfortable with the industry terms used to describe them. You'll learn about different jewelry manufacturing methods and how each one can affect style, appearance, and durability. You'll learn how precious metals are regulated, marketed, and tested, and the key components of a compelling sales presentation. Final exam is online, open book, and does not require a proctor.

**Maximum completion time:** 3 months  
**What you earn:** Jewelry Essentials Certificate

## GEM149 Pearls – eLearning

*Required for:* Graduate Pearls Diploma

This course examines popular techniques for selling pearls at the retail level and helps you gain the knowledge you need to buy inventory, build confidence, and increase profits. You'll be able to buy and sell akoya, South Sea, Tahitian, and freshwater pearls with insight and skill. You'll learn GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality, and matching. You'll understand 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. Final exam is online, open book, and does not require a proctor.

**Maximum completion time:** 6 months  
**What you earn:** Pearls Certificate

## Gemology Lab Classes

### GEM 220L Colored Stone Grading Lab

*Required for:* GG, Graduate Colored Stones Diplomas

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 by hue, tone, and saturation. You'll gain professional insight as you learn to judge gem quality factors. You'll improve 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 or 6 nights (21 clock hours)  
**What you earn:** Letter of Completion

### GEM 230L Diamond Grading Lab

*Required for:* GG, Graduate Diamonds Diplomas

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 18 hours practicing grading techniques on diamonds that were carefully selected and graded in a GIA Laboratory. In the process, you'll learn to recognize the most common diamond features. Students must pass a two-stone practical test to complete the class successfully.

**Class duration:** 5 days or 10 nights (35 clock hours)  
**What you earn:** Letter of Completion

### GEM 240L Gem Identification Lab

*Required for:* GG, Graduate Colored Stones Diplomas

In this lab, you'll learn the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. You'll gain confidence using a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a spectroscope, and a 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. (Be sure to read the Chemical Safety Disclosure on [page 17](#).)

**Class duration:** 5 days or 10 nights (35 clock hours)  
**What you earn:** Letter of Completion

### GEM 149L Pearl Grading Lab

*Required for:* Graduate Pearls Diploma

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. 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 or 2 nights (6 clock hours)  
**What you earn:** Letter of Completion

# Jewelry Manufacturing Arts



Courtesy of Denny Wong

Creativity and creation is the heart and soul of Jewelry Manufacturing Arts. These classes delve into the world of the design and production of great jewelry. Through hands-on, action-oriented coursework, you'll work with professional equipment and gemstones as you learn to turn inspired jewelry ideas into polished works of art.

GIA's Jewelry Manufacturing Arts programs and courses prepare you to begin a career in a variety of positions, including bench jeweler, jewelry repair professional, stone setter, diamond setter, computer-aided design (CAD) technician, jewelry designer, manufacturing assistant, model maker, assistant production manager, assistant store manager, customer service representative, quality control professional, and retail sales associate.

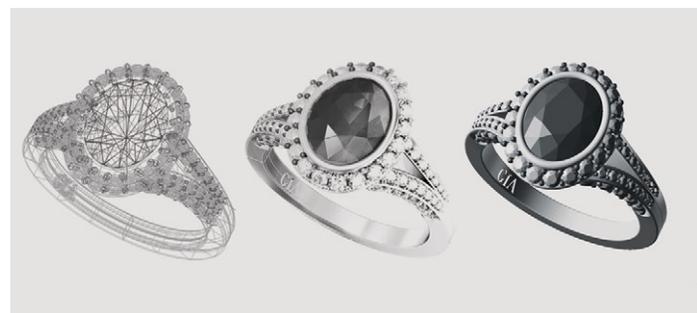
Jewelry Manufacturing Arts programs and courses are offered on campus only. On-campus programs and courses are full-time, ranging from seven weeks to six months.

## Charges

Charges include tuition, plus books, materials, sales tax, and other fees where applicable. A one-time, non refundable application fee is due the first time you enroll. Student charges are valid for U.S.-based courses, classes, and programs from January 1, 2013 to December 31, 2013.

Additional software and hardware are required to complete the Jewelry Manufacturing Arts Jewelry Design & Technology program. Please see [page 14](#) for specific details.

*top - Students learn stone-setting techniques. / center - CAD software facilitates ease and efficiency for jewelry design. / bottom - Students will learn to size rings in the Graduate Jeweler program.*



# Jewelry Manufacturing Arts (cont.)

## Graduate Jeweler Diploma Program

The Graduate Jeweler diploma program is designed to train you to become a bench jeweler. In an authentic trade shop environment, you'll work with gemstones and precious metals and take projects from concept to completion. By completing a series of projects, you'll develop metal skills, including polishing, filing, texturing, sawing, and general and specific torch skills. You'll also learn fabrication techniques, how to use laser-welding technology, and setting techniques for gold, silver, and platinum. You'll train at your own workbenches, equipped with a torch, power tools, and essential toolkit. Multimedia presentations, lectures, text, integrated videos, and live demonstrations are used in the program.

### WHAT YOU EARN

Graduate Jeweler Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIME

#### ON CAMPUS – CARLSBAD

JMA 3300 Graduate Jeweler

26-week full-time program (780 clock hours)

For details on tuition and fees go to [page 45](#).

*below - Personalized instruction with laser welding.*



## Jewelry Design & Technology Diploma Program

GIA's instructors teach you the essential principles of product concept layout, design, engineering, and jewelry product development, with an in-depth focus on manufacturing, branding, and price points. You'll understand the entire jewelry process from concept to sale for small- to large-scale manufacturing. You'll learn how to create jewelry designs using leading-edge 3D technology and computer-aided design (CAD) software, and how to manufacture jewelry using computer-aided manufacturing (CAM) hardware. You'll also learn how to solve common design and manufacturing challenges.

### WHAT YOU EARN

Jewelry Design & Technology Diploma

### PROGRAM REQUIREMENTS AND COMPLETION TIME

#### ON CAMPUS – CARLSBAD

JMA 3400 Jewelry Design & Technology

26-week full-time program (780 clock hours)

For details on tuition and fees go to [page 45](#).

### Jewelry Design & Technology Requirements

GIA provides students with computers and software when they are in class. Students are expected to have their own hardware and student version of the software to complete their homework.

Jewelry Design & Technology students must have full access to the student version of the software used during the program and a computer that meets the minimum requirements described below. See [page 42](#) for the estimated average cost to purchase these items.

#### MINIMUM COMPUTER REQUIREMENTS FOR JDT PROGRAM

- Windows-based operating system. GIA classrooms do not support the use of the Apple Macintosh operating system with the Nvidia GeForce Video Card 1GB VRAM (ATI/AMD) and the nVIDIA Quadro cards.
- Intel Quad Core i7 or faster
- 8 GB or more of DDR RAM
- 250 GB hard drive or larger
- For desktop computers – 19-inch monitor or larger; for laptops – 15- or 17-inch monitor or larger
- 15- or 17-inch monitor (laptop) or larger
- Minimum screen resolution wide aspect is WXGA+ (1440x900) WSXGA+ (1680x1050) or higher recommended
- Minimum screen resolution 4:3 aspect is SXGA (1280x1024) or better
- DVD-ROM or DVD+/-RW drive required (software install is DVD format)
- Windows 7 Home Premium, Professional, or Ultimate in either 32-bit or 64-bit versions. Windows 7 Home Basic or Starter edition is NOT supported
- CAD software is only supported in English, German, French, Italian, and Spanish versions of Windows
- CAD software companies do not recommend or support any laptop computers that feature graphics switching technology. Examples of this technology are NVIDIA's Optimus Technology and AMD's Switchable Graphics.

## Comprehensive CAD/CAM for Jewelry

In this comprehensive seven-week course, you'll develop the skills needed to create designs and share them with customers. By graduation, you'll use 3D design software with the confidence of a professional. You'll learn to take jewelry designs from concepts, to photo-realistic renderings, to casting-ready rapid prototype models. You'll learn to use computer-aided design (CAD) software (Rhinoceros and Matrix), which dramatically reduces your time to market. You'll learn about Matrix's automatically programmed specifications, which allows you to create custom designs in less time, and T-Splines software, which adds new dimensions of freeform and organic 3D modeling. You'll also learn Flamingo and V-Ray rendering software for rendering purposes.

### WHAT YOU EARN

Comprehensive CAD/CAM for Jewelry Certificate

### COURSE REQUIREMENTS AND COMPLETION TIME

#### ON CAMPUS – CARLSBAD AND NEW YORK

JMA 400 Comprehensive CAD/CAM for Jewelry Course  
Seven-week full-time class (210 clock hours)

For details on tuition and fees go to [page 45](#).

## Jewelry Design

In just nine weeks, this course will provide the creative and technical skills you need to begin your career as a custom jewelry designer. You'll also have a portfolio of your work to show prospective employers and clients. The course will provide you with an understanding of jewelry design theory and help you acquire a working knowledge of jewelry artistry. You'll develop the skills to illustrate the shape, form, and texture of metal. You'll learn how to work with drafting tools and learn how to render yellow and white metals, as well as a range of faceted and cabochon gemstones and pearls. You'll be able to illustrate rings in five different views and discover how to keep your design ideas flowing.

### WHAT YOU EARN

Jewelry Design Certificate

### COURSE REQUIREMENTS AND COMPLETION TIME

#### ON CAMPUS – CARLSBAD AND NEW YORK

JMA 370 Jewelry Design Course  
9-week full-time class (270 clock hours)

For details on tuition and fees go to [page 45](#).

*"The benefits of attending GIA? The wealth of knowledge I learned while there and the education I still receive by being an alum. And the connections I made while I was attending. I still keep in contact with most of my fellow grads, and they have been an unlimited source of information and suggestions."*

## Jewelry Manufacturing Arts Lab Classes

### JMA 320L Basic Repair and Setting Lab

This class teaches basic repair and setting skills through hands-on training at your own fully equipped workbench and through expert GIA instruction. You'll learn to recognize and evaluate quality craftsmanship; identify and set basic mounting styles; size rings, tighten stones, re-tip and replace prongs; assemble and solder heads and shanks; and work with sterling silver and white and yellow karat gold. In addition, you'll gain knowledge about handling jewelry made with contemporary metals such as cobalt, tungsten, stainless steel, and titanium. Find out how to apply rhodium plating. Plus, acquire finishing skills for specific colors of metals. This class will also teach you basic laser-welding techniques and applications.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion

### JMA 340L Intermediate Repair and Setting Lab

**Prerequisite:** JMA320L or previous bench experience including basic stone setting and soldering.

Upgrade your bench skills. Through personalized instruction, integrated text and video, and practice at your own workbench, you'll learn intermediate and advanced techniques. You'll learn gemstone setting techniques such as how to set graduated round stones around a curved surface, remounting stones in intricate styles, and how to craft a variety of prong shapes for center stones. You'll practice setting fancy shapes in bezels and prongs; melee in halo designs; and princess cuts in channels, bezels and prongs. You'll also learn efficient methods for settings in shared prong mountings, and in pieces produced with computer-aided manufacturing (CAM) technology. Plus, learn the techniques for precious metal conservation and best practices for preparing metal for refining. GIA provides all tools and materials for you to work with white and yellow karat gold and sterling silver.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion



*Courtesy of Platinum Guild International*

### NORTH CAROLINA

Tyson M.L. Stelter, GIA GG, GJ, AJA,  
Bench Jeweler and Gemologist  
Perry's Emporium



# Admissions

## Admissions Requirements

On-campus applicants must be at least 18 years of age and possess a minimum of 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 Admissions for additional information.

Distance Education applicants younger than 18 must have a parent or legal guardian sign their applications. Applicants younger than 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 WBST. The WBST must be conducted by an independent certified test administrator; GIA will assist prospective students in locating a testing center within the U.S. Applicants under the age of 18 are reviewed by the Admissions Committee. GIA does not accept applications from individuals younger than 16.

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

## 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 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.

## How to Apply

You may submit an application and registration form at any time. Applications are accepted year-round. On-campus and Lab class enrollment is subject to availability. Visit [www.gia.edu](http://www.gia.edu) to apply. Send your completed application form, along with a \$35 application fee (first-time applicants only), and required documents (on campus only) to GIA Admissions in either Carlsbad, CA or New York, NY. See addresses listed on [page 51](#). GIA will notify you in writing or via email of your enrollment status.

## Financial Assistance

If you're thinking of attending an on-campus program at one of GIA's U.S. locations, you may be eligible for financial aid. Federal financial assistance is currently available to those who qualify, and may consist of scholarships, grants, or loans, depending upon eligibility. Federal financial aid is available for certain six-month on-campus programs and is not available for GIA Distance Education students.

The Net Price Calculator is available at [www.gia.edu/netpricecalculator](http://www.gia.edu/netpricecalculator) to estimate the cost of the programs in which you choose to enroll.

Use these general guidelines to help you determine your loan amount:

Median Loan Debt	2008 – 2009	2009 – 2010	2010 – 2011
Federal Loan Debt (Independent)	\$8,250.00	\$9,750.00	\$6,032.00
Federal Loan Debt (Dependent)	\$3,030.00	\$5,760.00	\$4,738.00
Private Loan Debt	\$14,500.00	\$15,000.00	\$17,500.00
Institutional Financial Plan Debt	N/A	N/A	N/A

Distance Education and on-campus students may also apply for GIA-administered scholarships. The scholarship application period is from June 15 to October 31 for scholarships awarded for new enrollments in the following calendar year. A second application period for Distance Education eLearning and Lab class applicants is from March 1 through April 30. An application and a listing of current scholarships are available at [www.gia.edu/scholarships](http://www.gia.edu/scholarships)



top - Network with fellow students / bottom - The GIA Richard T. Liddicoat Gemological Library and Information Center is home to the world's largest collection of gemological books and media.

GIA also accepts outside sources of funding for educational programs, including: vocational rehabilitation, veterans' benefits (on-campus programs only), MYCAA, or outside scholarships. We will be happy to assist you in coordinating outside funding resources.

We encourage you to make informed and responsible decisions about the cost of your education. For additional assistance, including the scholarship application and the *Student Financial Aid Handbook* and application, visit [www.gia.edu/financialaid](http://www.gia.edu/financialaid) or contact the Office of Student Financial Assistance in Carlsbad at 760 603 4005 or 800 421 7250 ext 4005.

## Disclosure of Risk-Screening Review

All applicants are subject to a review of their background at GIA's sole discretion, in order to comply with U.S. Office of Foreign Assets Control (OFAC) laws and regulations.

## Appeal of Denial of Admission

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

## English Proficiency

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

On-campus applicants who are not U.S. citizens must demonstrate English proficiency by meeting GIA's English proficiency requirement. See item 5 under "On-Campus Admission for Non-U.S. Citizens" section on [page 18](#).

## Special Accommodations

In accordance with acts such as the Americans with Disabilities Act in the U.S., GIA fully complies with any and all laws to accommodate qualified individuals with disabilities. Each course requires students to perform particular physical and cognitive tasks. 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 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 and/or School Director before class begins.

## Safety

GIA is committed to maintaining a safe and healthy campus. As a part of GIA's reporting requirements, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution and notice of the availability of an annual security report to all current faculty, staff, and students and prospective students.

The *Annual Campus Safety and Security Report* includes statistics on reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus for the previous three years. The report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, hate crimes and other matters.

You can obtain a copy of this report by contacting the GIA Security Department, GIA Student Services, or by visiting [www.gia.edu/campus-safety](http://www.gia.edu/campus-safety)

In the event of any emergency situation, students will be notified 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 for making calls to 911 during an emergency. When you receive an automated notification, listen carefully to the instructions; you can also visit the GIA website or call the GIA main phone number and listen to the recorded message for further instructions and information. For Carlsbad, call 800 421 7250 or 760 603 4000; for New York, 800 366 8519 or 212 944 5900 or visit [www.gia.edu](http://www.gia.edu)

Be sure to keep your contact information up-to-date so that GIA can reach you in an emergency situation. You may log on to your Student Self Service portal at [my.gia.edu](http://my.gia.edu) or contact the Student Services office to make updates to your record.

## 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. You will use RI liquid when using a refractometer, which you will come in contact with directly or indirectly in various courses, lab classes, or GIAs 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.

### MARYLAND

*"I was in the industry eight years, but it wasn't until my GIA Distance Education courses that I worked hands-on with gemstones. GIA filled in the gaps and provided the skills and confidence I needed to realize my full potential."*

Keith Hannum, GIA GG, AJP  
Manager, Gemology and Appraisal Department  
Smyth Jewelers  
2008 DETC Graduate of the Year



# Admissions (cont.)

## 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 the 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 the 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 you may seek to transfer to after attending GIA to determine if your diploma or certificate will be honored.

GIA does not generally award academic credit for previous educational training and has not entered into an articulation or transfer agreement with any college or university.

GIA may accept transfer credit for training offered through certain trade organizations and employers with whom GIA has a written training agreement. If transfer credit is accepted, GIA will notify you via email. GIA does not offer credit for experiential learning. 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, Graduate Diamonds, or Graduate Colored Stones programs and who have previously completed the Diamond Essentials or Colored Stone Essentials courses via Distance Education do not receive transfer credit for the on-campus Graduate Gemologist, Graduate Diamonds, or Graduate Colored Stones programs. 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.

## Service and Shipping Limitations Outside the U.S.

Educational services and shipping to some countries may be restricted by U.S. law. GIA fully complies with any and all U.S. laws and therefore may be unable to accept enrollments from certain countries. Contact GIA Admissions if you have questions about such conditions.

## On-Campus Admission for Non-U.S. Citizens

Students outside the U.S. studying at either the Carlsbad or New York campus enjoy an exciting and rewarding experience. Most students easily make the transition to living in the U.S., but it is your responsibility to be aware of certain rules and regulations that govern your stay in this country and pertain to your enrollment at GIA.

GIA is authorized under federal law to enroll non-immigrant alien students. The U.S. Immigration and Customs Enforcement (ICE) Certificate of Eligibility for Non-Immigrant (M-1) Student Status – For Vocational Students Form (I-20MN) must be used to obtain an M-1 student visa prior to entering the U.S. Applicants who enter the U.S. under another non-immigrant visa status usually cannot attend GIA's full-time on-campus programs.

Non-immigrants already in the U.S. on a valid non-immigrant visa status may be eligible to apply for a change of status to the M-1 visa while in the U.S., but there are certain restrictions. Contact the International Student Advisor for further details about changing from your current non-immigrant status to the M-1 visa.

The M-1 visa is required for the following programs: Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Graduate Jeweler, Jewelry Design & Technology, Jewelry Design, and Comprehensive CAD/CAM.

All student applicants from outside the U.S. must meet the following enrollment requirements.

In addition to your enrollment application and deposit, GIA requires the following documents before issuing the I-20MN. All documents sent to GIA Admissions must be in English or include an English-language translation.

1. A copy of your passport or birth certificate identifying your full name, birth date, citizenship, and country of birth.
2. A copy of your secondary school or college diploma (e.g., AA, BA, BS), or a transcript or its equivalent showing your graduation date. If graduation documentation is not available, please contact the education board in the country where you graduated and ask to be sent an affidavit providing the proof and date of graduation.
3. Proof of financial support. An original or certified copy of a bank statement or letter verifying that you or your sponsor have sufficient liquid assets to cover all tuition, instant recall if necessary, and living expenses. The document must be in English, dated within the last six months and must show the specific denomination and currency of the available funds. Living expenses are estimated to be at least US\$1,950 per month of study at GIA Carlsbad and \$2,450 per month of study at GIA New York. Sufficient funds must also be available for your spouse or children (under 21) who will accompany you; expenses are estimated at \$500 per month for your spouse and \$350 per month for each dependent child. Please speak to a GIA Admissions Representative or the International Student Advisor for the specific financial support minimum required for your program. Copies or scanned financial documents are not accepted.
4. Letter of financial responsibility from your sponsor. If you did not submit proof of personal financial support, your sponsor must submit an original letter of financial responsibility with their financial documents. The financial responsibility letter must be a dated original document, which includes the student's name and signature, sponsor's name and signature relationship to the student, and the amount to be sponsored. Please request the financial responsibility letter from GIA Admissions or the International Student Advisor.
5. Documentation of your English proficiency by providing evidence of any of the following (please read the specific requirements for each carefully):
  - TOEFL® (Test of English as a Foreign Language) exam: Obtain a minimum score of 61 on the Internet-based/next Generation TOEFL or 500 on the paper-based TOEFL. The TOEFL institutional code is 9144 for GIA Carlsbad and 9028 for GIA New York. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements.
  - IELTS™ (International English Language Testing System) exam: At least an overall band score of 5.0 on the Academic IELTS exam
  - iTEP Academic-Plus (International Test of English Proficiency): Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test.
  - PTE Academic (Pearson Test of English): Achieve a score of 43 and higher on the PTE Academic test.
  - FCE (Cambridge English: First): Earn a grade of B or higher on the FCE exam
  - ELS Language Centers: Complete the level 109 or higher course at ELS Language Centers
  - English as the medium of instruction

The TOEFL® examination is available in more than 110 countries. Information about this test may be obtained at any U.S. Embassy or Consulate, or by visiting the website at [www.toefl.org](http://www.toefl.org)

The IELTS™ examination is offered at least once a month through a network of more than 200 examination offices in more than 100 countries.

Students must take the Academic IELTS exam. Information about the test may be obtained by visiting the website at [www.ielts.org](http://www.ielts.org)

iTEP Academic Plus is a new English language test that is available in the U.S. and in more than thirty-five countries. Students need to take the iTEP Academic Plus test, not the iTEP Business test. Minimum score required is Level 4. The test score is available in five business days. More information on iTEP is available at [www.iTEPexam.com](http://www.iTEPexam.com)

The PTE Academic exam is a computer-based academic English language test endorsed by Graduate Management Admission Council and available in the U.S. and more than twenty countries. Students must take the PTE Academic test; you must achieve an overall score of 43 or higher. More information can be found at [pearsonpte.com/PTEAcademic](http://pearsonpte.com/PTEAcademic)

TOEFL®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination. The testing organization must send your official results directly to GIA; copies and examinee results of these exams are not accepted. When you take the exam, ask the test center how to send your results to GIA. If you have already taken the exam, contact the appropriate testing agency and request to have your official results sent to the GIA where you applied.

The Cambridge English: First (FCE) exam is offered through several test centers in more than 60 countries. For information about the FCE exam visit [www.cambridgeesol.org/exams/fce/](http://www.cambridgeesol.org/exams/fce/)

ELS Language Centers are located worldwide. After successfully completing level 109 at ELS Language Centers, you must contact the ELS Academic Director where you attended and request that your official academic record be mailed to GIA; certificates are not accepted. More information about ELS Language Centers can be found at [www.els.edu](http://www.els.edu)

If English was the medium of instruction at your secondary school, college or university, please submit proof of graduation and proof that English was the medium of instruction. If you attended, but did not graduate, you must have a combined total of at least three years of English instruction. Please see details below:

- English as the official language of instruction: Submit a copy of your diploma or transcripts.
- English is not the official language of instruction: Submit an original letter stating English was the medium of instruction with a copy of your diploma or transcripts. This letter must be on the school's letterhead, signed and dated by the Dean, Director, or Head Master stating years of study, diploma or degree earned, and specifying that English was the medium of instruction.

#### THE STUDENT VISA APPLICATION PROCESS: YOUR I-20MN

After GIA sends your enrollment confirmation, the International Student Advisor issues your I-20MN within 10 business days and mails it to your shipping address indicated on your GIA application. The U.S. Department of State strongly advises students to apply for your nonimmigrant visa as soon as you receive your I-20MN. The nonimmigrant visa process varies by each country and can take at least 90 days. If you have any questions regarding your student visa or the requirements for enrollment of students from outside the U.S., please contact the GIA International Student Advisor in Carlsbad at 800 421 7250 ext 4195, 760 603 4195, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu); and in New York at 800 366 8519 ext 3663, 917 286 3663 or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

#### THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

Please refer to the GIA website concerning any changes to SEVIS and M-1 international students as they become available. Information for international students and SEVIS can be found at [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov)

#### SEVIS I-901 FEE INFORMATION

The U.S. Immigration and Customs Enforcement (ICE) require international students to pay a SEVIS I-901 fee prior to applying for your M-1 visa. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$200 and can be paid electronically or by mail. Payment must be received at least three business days prior to your visa interview at the Consulate, or for Canadians and Bermudians at least three business days prior to your entry into the United States. GIA provides I-901 payment details with your I-20MN. Information about the I-901 fee can also be found at [www.fmjfee.com](http://www.fmjfee.com)

#### APPLYING FOR YOUR NON-IMMIGRANT VISA

Once you have received your I-20MN, you can make an appointment with the U.S. Consulate section of the U.S. Embassy for your non-immigrant visa interview. You can apply for your non-immigrant M-1 visa 120 days before the start date indicated on the I-20MN. Contact the U.S. Embassy in your home country for the most up-to-date requirements to apply for your M-1 visa. Locate the U.S. Embassy in your home country at [www.usembassy.gov](http://www.usembassy.gov). More details are mailed with your I-20MN.

Canadian and Bermudian citizens are exempt from applying for a student visa at a U.S. Consulate; instead, the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry gives you visa status after meeting all admissibility requirements. In terms of immigration regulations, the only difference between Canadians/Bermudians and other international students coming to the United States is that Canadian citizens are not required to apply for an entry visa at a U.S. consulate. You can find details about student visas and the port of entry process on the Ottawa U.S. Consulate website for Canadians and on the Hamilton U.S. Consulate website for Bermudians. You must have your I-20MN, SEVIS I-901 fee payment, financial support and other important documents in hand when you present yourself to the U.S. port of entry. Full details are mailed with your I-20MN. You do not need to apply for a student visa at a U.S. Consulate.

U.S. immigration laws and requirements are currently undergoing review and scrutiny and are subject to change. We strongly recommend that you visit the Homeland Security Study in the States website at <http://studyinthestates.dhs.gov> for the most current information and speak with an International Student Advisor. This website is for nonimmigrant international students who want to study in the U.S. In addition, the U.S. State Department Bureau of Education and Cultural Affairs has extensive information about studying and living in the U.S., the visa application process, and pre-departure planning at [www.educationusa.state.gov](http://www.educationusa.state.gov). International students are only allowed to remain in the U.S. in accordance with current immigration law and the time limits stated on their immigration documents. An M-1 student who has maintained his/her status is allowed to stay 30 days after their graduation date.

Do not come to the U.S. until you have the I-20MN in hand and the applicable non-immigrant student visa stamp (M-1) in your passport. A detailed International Student Handbook with information on applying for your M-1 visa, M-1 visa regulations and what to expect at the U.S. Port of Entry will be mailed with your I-20MN. Nonimmigrant students can enter the U.S. no earlier than 30-days from the start date indicated on their I-20MN.

Contact our International Student Advisors if you have questions. For Carlsbad, call 800 421 7250 ext 4195, 760 603 4195, or email [intladvisor@gia.edu](mailto:intladvisor@gia.edu). For New York, call 800 366 8519 ext 3663, 917 826 3663 or email [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

# Student Services



Members of GIA's Student Services team are dedicated to making your experience as a GIA student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas including career services, medical services, and banking or other financial services. Additional information on Student Services can be found at [www.gia.edu](http://www.gia.edu)

## Career Services

GIA offers much more than academic growth. As a GIA student or alumni, 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. The Career Services staff can help you develop your career plans and begin the first steps in preparing for your future in the gem and jewelry industry. Career Services offers career preparation assistance, including tips on how to write resumes, cover letters, and thank you letters, as well as how to conduct yourself during an interview.

Career Services offers career advising appointments to assist students and alumni in developing educational and career goals, as well as assistance in your search for part-time, internships, and/or full-time opportunities in the gem and jewelry industry. Career Services actively promotes and supports effective professional relationships between GIA and companies and organizations within the industry and encourages students to take advantage of these services offered. You will need to meet the legal requirements of working in any prospective employer's country.

Career Services brings together employers looking to hire GIA trained students and alumni. Career Services maintains an up-to-date database of U.S. and international job opportunities in the jewelry industry.

Employers from every industry sector lists with GIA a variety of positions: from entry level to management, including wholesalers, department stores, jewelry designers, manufacturers, auction houses, gem laboratories, and many others. 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 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 historically been very impressive. Graduation and employment statistics are published on [pages 40-41](#).

## CAREER FAIR

Every year, GIA hosts some of the largest career fairs in the U.S. designed exclusively for the gem and jewelry industry. This is your chance to sit down with industry professionals and leaders in one-on-one career coaching sessions. You'll hear from industry support organizations and media members, and you'll be able to participate in career information panels.

You'll be able to network with those in the know and attend recruiting sessions with prominent companies. When you attend GIA's Career Fairs, you'll have the chance to explore everything the jewelry industry has to offer. You'll find many



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*top - Prominent industry professionals offer advice to students during GIA Career Fairs – which are among the industry's largest job recruiting events. / center - Enjoy activities such as sand volleyball at GIA Carlsbad. / bottom - Professional designers share their experiences and insights with Carlsbad students.*

job opportunities with some of the most recognized companies in the industry. You'll get practical insights for leveraging your talent and creativity. You'll learn about current hiring trends and discover what the future job market has in store. More importantly, you'll meet with and be inspired by a network of industry peers. Hear what leading industry executives have to say about what it takes to succeed in today's job market. Learn how current economic conditions affect employment trends and job opportunities. Gain insight and guidance about the skills and expertise employers are looking for when they hire.

## GIA Student Workrooms

GIA Student Workrooms give you affordable access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course through eLearning (be sure to read the Chemical Safety Disclosure on [page 17](#)). This self-study room is also available if you need to prepare for your 20-stone final exam, take a proctored exam, or simply practice on equipment and gemstones. Student Workrooms are offered at GIA campus locations worldwide.

Carlsbad Student Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. In New York the Student Workroom is offered on a limited schedule, (see [page 46-47](#) for the schedule or visit the website), U.S. fees are \$35 for half day and \$70 for full day. Call to register and reserve a seat for Carlsbad at 800 421 7250 ext 7750 or 760 603 4000 ext 7750, and for New York at 800 366 8519 ext 3102 or 212 944 5900 ext 3102. For a complete list of Student Workroom prerequisites, services, and additional details, visit [www.gia.edu](http://www.gia.edu)

## GIA Alumni Association

Did you know that you 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 network and make contact with the more than 90,000 alumni and 60+ chapters worldwide as soon as you receive your membership materials. Stay connected with the GIA Alumni Association and you'll be up to date with the latest gemological developments and enhance your opportunities for success in the gem and jewelry industry. You can also take advantage of other benefits including the ability 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 7251 ext 4145, 760 603 4145, email [alumni@gia.edu](mailto:alumni@gia.edu), or visit [www.gia.edu](http://www.gia.edu)

## International Student Advisors

Our International Student Advisors are available in Carlsbad from 8:00 a.m. to 5:00 p.m. PST and in New York from 7:30 a.m. to 4:00 p.m. EST to help with the application and enrollment process, requirements necessary to attend GIA, the student visa application process, the Student and Exchange Visitor Information System, applying for your non-immigrant visa, and more. GIA's International Student Advisor can be contacted in Carlsbad at 800 421 7250 ext 4195, 760 603 4195, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu) or in New York at 800 366 8519 ext 3663, 917 944 3663, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## Guest Speakers

GIA regularly organizes free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry such as: international and U.S. appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, colored stone controversies, strategies on owning your own business, and learning how to enter the world of jewelry designing and repair. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning. Past guest speakers have included prominent industry professionals such as Erica Courtney, Gabi Tolokowsky, Martin Rapaport, and many more.

## Social Events

Our Student Services staff organizes a variety of fun events throughout the year at all GIA campuses.

## Student Accounts

Make payments online 24/7 via your Student Center located at [my.gia.edu](http://my.gia.edu). Our Office of Student Accounts staff members are also available Monday through Friday to accept payments and to discuss your account. Visit the Student Services office to arrange an appointment. You may also contact them in Carlsbad at 800 421 7250 ext 4470, 760 603 4470, or [acctsrec@gia.edu](mailto:acctsrec@gia.edu) from 7:00 a.m. to 4:00 p.m. PST, and in New York at 800 366 8519 ext 3527, 212 944 5900 ext 3527 or [nyedu@gia.edu](mailto:nyedu@gia.edu) from 7:30 a.m. to 3:30 p.m. EST.

## GIA Museum

One of the things sure to delight you at the Robert Mouawad Campus is the GIA Museum. Boasting an extraordinary collection of historical and contemporary jewelry, objets d'art, and the Dr. E.J. Gübelin Collection, the GIA Museum is sure to make your time at GIA enriching and inspiring. It's an invaluable resource for students studying gemology and design.

### THAILAND

*"The theoretical and practical aspects of GIA programs are seamlessly combined, resulting in a superb educational experience. The instructors are very knowledgeable, which made the materials easily understandable even though it was quite demanding."*

John Patpratoom Belmont, GIA, GG  
Manager  
KV Gems Co., Ltd.



# Student Services (cont.)

## Library and Learning Resources

### CARLSBAD

Located at GIA's World Headquarters and Robert Mouawad Campus in Carlsbad, California, the Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space. The Center houses a growing collection of more than 38,000 volumes, 225 international journals and magazine titles, nearly 100,000 images, and more than 1,400 videos and DVDs. Students can also consult specialized databases, including LIRN for general academic references and EBSCO GeoRef for references to geoscience information.

Whether in person, by phone, email, or fax, the Library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. PST, Monday through Friday. Contact Library staff via email at [library@gia.edu](mailto:library@gia.edu) or by telephone 800 421 7250 ext 4046 or 760 603 4046. On-campus students have material check-out privileges.

### NEW YORK

The library at the GIA New York campus is an invaluable resource for students and has books, videos, and periodicals on gemology, mineralogy, design, and manufacturing. The library subscribes to a variety of science, business, fashion, and jewelry industry magazines, so you can keep up-to-date on the latest trends and techniques. Books, videos, and periodicals can be checked-out by current students by making an appointment with the librarian at [nylibrary@gia.edu](mailto:nylibrary@gia.edu)

## EBSCO GeoRef and LIRN

Further resources are available through GIA's subscription to EBSCO GeoRef and LIRN, electronic databases, which can be accessed through the Internet 24 hours a day, 7 days a week. Current students can log on to My GIA at [my.gia.edu](http://my.gia.edu), and follow the EBSCO GeoRef and LIRN links.

## Computer Labs and Internet Access

GIA has computers available on campus for student use. All students must sign the Student and Public Computer and Internet User Agreement prior to using these computers. These services, unless otherwise noted, are offered at no cost. Please see [page 23](#) for hours of operation. Wireless Internet access is available at no charge at both the Carlsbad and New York campuses.

## Housing

Although GIA does not have dormitory facilities, you'll find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of each of its schools. It is wise to start your research about 45 days before your arrival. GIA Student Services staff can help you sort through these options, and answer any questions.

GIA encourages students to use reputable third-party providers to find housing. Each campus also maintains listings of various housing options; however, GIA does not screen these listings, nor does it offer a roommate placement service. Listings are available in the Student Services area. GIA strongly encourages every student to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an Internet search of the address and of any individuals living in the home, as well as conducting research via websites such as local law enforcement sites.

In Carlsbad, contact Housing Assistance at 800 421 7250 ext 7304, 760 603 4000 ext 7304, or [housing@gia.edu](mailto:housing@gia.edu). In New York, contact Housing Assistance at 800 366 8519 ext 3063, 212 944 5900 ext 3063, or [nyhousing@gia.edu](mailto:nyhousing@gia.edu)

### CARLSBAD

Current monthly housing costs range from about \$650 for modest home-stay arrangements to \$1,600 or more for luxury apartments. Long-term and short-term stay hotel arrangements are also available. Long-term stays start at \$2,100 per month. Short-term stay hotel rates average \$80 to \$250 per night depending on the season, location, and rating. Prices do not include taxes and other fees. Contact GIA Carlsbad for additional information.

### NEW YORK

Current monthly housing costs range from about \$750 for shared housing in New York area boroughs, to \$2,000 for small one-bedrooms and studios, to \$2,300 or more for larger apartments in Manhattan. Short-term stay hotel rates start at about \$200 per night depending on the season, location, and rating. Prices do not include taxes and other fees. Please contact GIA New York for additional information.

## Other Services

Photocopy, fax services, and postage stamps are available for a nominal fee. Contact Student Services for more information.

## Parking

### CARLSBAD

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

### NEW YORK

Parking for GIA's New York facility is available in nearby parking garages; fees are charged by the individual parking facility.



### CALIFORNIA

*"GIA Carlsbad is the ideal place to learn. The beautiful facility has state-of-the-art equipment and classrooms, plus access to a wonderful gemological library that has endless amounts of books and other materials to further your studies."*

Meredith Austin, GIA GG  
Sales Professional/High Jewelry Specialist  
David Yurman

# Student Life

## On-Campus Facilities and Hours of Operation

GIA Carlsbad's 18 acres of land includes 18 classrooms; a library containing more than 38,000 books, magazines, videos, and other media; a museum gallery; a student lounge; an outdoor basketball and sand volleyball courts; a student computer lab; gemological research laboratories; administrative offices; and a parking lot for more than 1,000 vehicles. Most Gemology and Jewelry Manufacturing Arts classrooms hold up to 24 students; one classroom seats up to 38 students. The Student Workroom holds 12 students.

The Carlsbad facility is open from 7:00 a.m. to 5:00 p.m., Monday through Friday. In Carlsbad, the GIA Library and Information Center has computers with Internet access available weekdays between 7:30 a.m. and 5:00 p.m. The Carlsbad student computer lab is open daily to students between 7:30 a.m. and 5:00 p.m. The Student Services office is open from 7:30 a.m. to 5:00 p.m.

GIA New York occupies nearly 18,000 square feet and includes seven classrooms, a library, a student lounge, student computer stations, and administrative offices. Each New York classroom holds 20 students.

The New York campus is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. In New York, computers are available weekdays between 7:30 a.m. to 4:30 p.m. and from 7:30 a.m. to 9:00 p.m. when night classes are in session.

Wireless Internet access is available at no charge throughout the Carlsbad and New York campuses.

All facilities are closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, can be in the building after these hours. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

## 2013 Academic Calendar

Date*	Holiday
December 17, 2012 (Monday) through January 4, 2013 (Friday)	Winter Holiday
January 7 (Monday)	Classes Resume
February 18 (Monday)	President's Day
May 27 (Monday)	Memorial Day
July 4 (Thursday)	Independence Day
September 2 (Monday)	Labor Day
November 28 and 29 (Thursday and Friday)	Thanksgiving
December 23, 2013 (Monday) through January 3, 2014 (Friday)	Winter Holiday
January 6, 2014 (Monday)	Classes Resume

\* All dates subject to change. Consult your class syllabus.

*top - Collaborate with classmates outside the classroom / center - Enjoy volleyball tournaments at GIA Carlsbad / bottom - Students, family, friends and GIA staff take in a digital showcase of jewelry designs created by CAD/CAM students.*

## GIA Career Fair and Special Events

GIA Career Fair, held in Carlsbad and New York, is a required event for on-campus students and attendance will be taken. GIA also hosts a variety of other events throughout the year. For more information on Career Fair, visit [www.careerfair.gia.edu](http://www.careerfair.gia.edu)



# Student Life (cont.)

## Classroom Equipment

These descriptions apply to GIA campuses in Carlsbad and New York.

### BASIC REPAIR AND SETTING AND THE INTERMEDIATE REPAIR AND SETTING LAB CLASSES

Classrooms have a laser welder, a plating station, an ingot pouring station, a steam cleaner, an ultrasonic cleaner, a pickle pot, a rolling mill, and grinding and polishing stations that students share. Each student workbench includes a torch, a flex shaft with power hand tools, a bench block, an Optivisor, a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, wheels, saw blades, various burs, and saw blade frames. Each student keeps a lab manual.

### COLORED STONE GRADING LAB CLASS

Classrooms contain a Gemewizard™ color grading workstation. Each student workstation includes a Mini Maglite, either a binocular microscope or Ott light, tweezers, and a 10x loupe. Each student keeps a lab manual, gem cloth, and a color grading card.

### COMPREHENSIVE CAD/CAM

Classrooms contain a CNC mill (Carlsbad only). Each student is assigned a workstation equipped with a PC, two flat-screen monitors, a headset with a microphone, a keyboard, and a mouse. Each computer is loaded with Rhinoceros 3D Design software, Matrix 3D Jewelry Design software, and Flamingo and V-Ray rendering software. Students are also provided with an 8 GB USB flash drive to keep course materials and their design portfolio.

### DIAMOND GRADING LAB CLASS

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

### GEM IDENTIFICATION LAB CLASS

Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, a utility light, and a loupe. Each student workstation has a binocular microscope, a handheld diffraction grating spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index liquid, an optic figure sphere, a polariscope, a Mini Maglite, and tweezers. Each student keeps a lab manual, a gem cloth, and a color grading card.

### GRADUATE COLORED STONES

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and viewing cabinet, an illuminated spectroscope, a utility lamp, a Chelsea filter, and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, and utility lamp. On-campus students keep their polariscope, dichroscope, handheld spectroscope, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a lab manual and printed course materials.

### GRADUATE DIAMONDS

Classrooms contain a DiamondDock, a UV lamp and viewing cabinet, which students share. Each student workstation has a binocular microscope. Each student receives tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials to keep.

### GRADUATE GEMOLOGIST

See Graduate Diamonds and Graduate Colored Stones.

### GRADUATE JEWELER

Classrooms have a laser welder, a steam cleaner, an ultrasonic cleaner, a pickle pot, a rolling mill, and grinding and polishing wheels, which students share. Each student workbench includes a torch, a flex shaft with power hand tools, a bench block, various burs, and saw blade frames. Students keep their tablet computer and tool kit, which contains a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, wheels, and saw blades.

### JEWELRY DESIGN

Student workstations are equipped with fluorescent and incandescent lighting, and a drafting board. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, and other art tools.

### JEWELRY DESIGN & TECHNOLOGY

Classrooms contain computers with networking software for instructors to view and interact with the students' CAD designs remotely. Students share a quality assurance benchmarking station equipped with a microscope and share a 4-axis mill and rapid prototyping machines. They are assigned their own desktop computer workstation with dual monitors for classroom use. Each student is provided with a 10x loupe and hand-measuring tools. Basic drawing supplies are provided for the jewelry design development process.

### PEARL GRADING LAB CLASS

Classrooms contain a pearl gauge. Each student workstation includes either a binocular microscope or an Ott light and a pearl grading board or gem cloth. Each student keeps a lab manual.

### STUDENT WORKROOMS

Classroom equipment is the same as Lab classes.



*left - Carlsbad students enjoy an annual luau.*

## Animals on Campus

Pets are prohibited at all times, including all facilities and parking lots. Service animals are allowed on campus.

## Commercial Activities

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

## Copyright Infringement

Students are reminded that they must comply with Federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may be subject to civil and criminal prosecution.

## Dress Code

GIA encourages students to dress comfortably with safety and good taste as important considerations. Shoes and appropriate undergarments are required. Revealing or body-hugging clothing, such as low-cut tank tops, halter tops, too-short shorts or skirts, tube tops, excessively saggy pants and obscene t-shirts are not appropriate. For special events, such as Career Fair, students should wear business attire, such as suits and ties for men, and suits for women.

GIA has also established specific safety policies for Jewelry Manufacturing Arts classes. Hot metal, sharp tools, chemicals, and high-speed machines are used in these classes, and require special safety measures. See Classroom Policies on [pages 27–28](#).

## Food and Beverages

Students have several choices for snacks and meals. Food can be purchased on campus or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for students who prefer to bring their own food. The student lobby is furnished with tables and chairs. Outdoor seating is also available on the Carlsbad campus. Refuse containers for proper disposal of food and beverage trash are plentiful in each of these areas. Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed.

Alcoholic beverages are prohibited on campus and during Lab classes and Student Workrooms, regardless of location, except when served at official GIA functions. Persons under 21 years of age will not be served alcohol.

## Healthcare and Medical Insurance

GIA Student Services office can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. There is no system of socialized medicine in the United States, and medical treatment can be extraordinarily expensive. If you do not have medical insurance, GIA Student Services representatives can give you information about companies that provide student medical insurance. International students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

## Search and Seizure

GIA may open and inspect the contents of any student's desk, locker, computer files and software, or other furnishings, if warranted in its judgment, to ensure the health and safety of students and faculty. GIA, an independent security service, or law enforcement may conduct inspections or searches at any time without notice, including at times when the student is not present. In light of this policy, students should not bring to or store on GIA premises any documents, materials, or other item for which they desire privacy. Failure to cooperate in any inspection may result in discipline and dismissal.

## Smoking

Smoking is prohibited inside GIA buildings. Each campus has designated outdoor smoking areas. Please help to keep these facilities clean by placing package wrappers, cigarette butts, and other debris in designated containers.

## Student ID Badges

At the beginning of class, an ID card or badge will be issued to each on-campus student. It must be worn and visible at all times while on campus. There is a fee to replace lost badges. See on [page 42](#). ID cards or badges must be returned to Student Services if a student's enrollment is dropped before his/her expiration date.

## Video and Audio Surveillance

Students are advised that because of the nature of the jewelry industry and the goods handled on campus, video and audio surveillance is a normal part of GIA's business practice. GIA's security team monitors and records activity throughout the campus on a regular basis. Thus, students should not expect privacy in their on-campus activities.

## Visitors on Campus

Visitors to GIA facilities must register with a security officer prior to being admitted and must be prepared to show photographic identification. If you come to a GIA facility for a class, to take an exam, or to use the Student Workroom, please arrive early to allow a few extra minutes for this process to be completed.

## Weapons

Under no circumstances are students allowed to bring 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.

### ARKANSAS

*“GIA’s on-campus programs move at a fast pace and allow you to learn from others. The instructors impart years of knowledge and insight and you also meet people and make connections all over the world. My GIA experience was absolutely amazing and I would not trade a single day of it.”*

Ben Blakeman, GIA GG  
Sales & Marketing  
*Blakeman's Fine Jewelry*



# Academic Policies and Procedures

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. Policies are subject to change.

## Grading System

Grading System Final Course Grade (in percentages)	Final Transcript Grade
75% or more	Pass
74% or less	No Pass
P (Pass)	
NP (No Pass)	
INC (Incomplete)	
EXP (Expired)	
SWD (Student Withdrawal)	
NR (Not Required)	

## Grading Policies

### ON CAMPUS

Gemology students submit all assignments, quizzes, and final exams via eLearning. Results are immediately received.

Gemology students submit all practical assignments in person and receive their results from their instructors.

Jewelry Manufacturing Arts students submit written quizzes and exams through eLearning or submit practical assignments in person. Results for eLearning submissions are immediately received. Students who submit practical assignments, quizzes, and exams typically have their submissions graded within 48 hours of receipt by GIA (excluding holidays and weekends). Results are reported by email, fax, or postal mail.

Policies are subject to change.

### DISTANCE EDUCATION

GIA offers Distance Education students generous course completion times. Please note, that there are no completion time extensions for Distance Education courses.

For written exams, it is recommended that Distance Education students allow time for the maximum of three proctored online examination attempts. The first exam attempt should be taken twenty-one days prior to the course completion date. (Each exam request may require up to three business days for processing not including weekends or holidays.) Once sent to your proctor, the exam is valid for five days.

For practical exams, it is recommended that Distance Education students allow time for the maximum of ten proctored 20-stone examination attempts, and remedial work if applicable. The first exam attempt should be taken several months prior to the course completion date. Each exam request may require up to three business days for processing, not including weekends or holidays. Once sent to your proctor, the exam is valid for 30 days.

Any student submitting assignments, quizzes, and exams online can view their progress at [my.gia.edu](http://my.gia.edu)

## Grading Definitions

### INCOMPLETE

A grade of Incomplete (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 Pass (P). Failure to complete the course requirements according to the terms of the agreement will result in the assignment of No Pass (NP) based on the course work completed.

### EXPIRED

Course completion time limits are strictly enforced. Distance Education students must complete their coursework including: all assignments, remedial work if applicable, and a passing score on the online or practical 20-stone final examination within the allowed course completion time. If they do not, then they will receive a final grade of Expired (EXP). Once expired, Distance Education students are required to re-enroll and pay current full tuition and fees, and complete all course assignments and exams within the allowed completion time.

### STUDENT WITHDRAWAL

Students withdrawing from a course receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.

### NOT REQUIRED

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

## Attendance at Orientation

All new on-campus students are required to attend a general and a classroom orientation session. Students who have already attended classes on campus can be excused from only the general orientation session if they receive a waiver from the Dean of Students and/or School Director. Students returning to campus who are excused from the general orientation session are still required to attend the classroom orientation session. Students who do not attend required sessions, including orientation, are marked as absent. On-campus students are strongly encouraged not to be absent during the first week.

## Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or laboratory time. Students who have already passed an exam are not required to attend during scheduled exam re-take hours. With the exception of excused absences from Orientation for returning students, and students who have passed their exam as described above, there are no excused absences or tardies. Students who exceed the maximum allowable absences or tardies as defined in this policy are dismissed from their course or program. Students who do not attend required sessions including

orientation are marked as absent. On-campus students are strongly encouraged to be present during the entire first week.

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD. Refunds are calculated according to the Cancellation and Refund Policy as stated on [pages 37-38](#). Lab students enrolled in classes of five days or less and who are dismissed cannot make up missed time and must re-enroll, paying the current full tuition and fees.

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.

On-campus students who are withdrawn may be given the option to repeat time in another class on a space-available basis; additional fees are charged for repeated time. Students who are dismissed from a class and who decide to repeat a portion of the course or program will enter the new class with an adjusted number of accumulated tardies and absences. This adjustment is based on either a prorated calculation according to the length of the program, or the student's actual previous attendance record, whichever is to the benefit of the student.

International students who are withdrawn due to attendance are in violation of their M-1 student status and are required to meet with the International Student Advisor to discuss their visa status.

Students enrolled in the Graduate Gemologist program are subject to the individual attendance policies of the Graduate Diamonds and Graduate Colored Stones programs.

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 absent from the classroom for a total of one hour or more during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Students are responsible for keeping track of how many times they have been tardy and absent. Students may ask the instructor for their attendance record at any time. Students who approach the maximum limit may be given a courtesy warning by the instructor. Students who accumulate one day less than the maximum limit are placed on attendance probation by the Dean of Students or the School Director.

## Maximum Allowable Tardies and Absences

Program, Course or Class	Tardies	Absences
Graduate Diamonds program	5	3
Graduate Colored Stones program	15	5
Graduate Jeweler program	20	8
Jewelry Design & Technology	20	8
Jewelry Design course	5	3
Comprehensive CAD/CAM for Jewelry course	5	3
Lab class (3-6 day or 21 hours)*	N/A	Cannot miss any portion of the first day. 2 hours.
Lab class (5-10 day or 35 hours)*	N/A	Cannot miss any portion of the first day. 3 hours.
Lab class (10 day or 60 hours)*	N/A	Cannot miss any portion of the first day. 6 hours.

\*See class descriptions on [pages 8-12](#) and [14-15](#) for specific class hours.

## Classroom Hours

### CLASSES

Carlsbad and New York:

On-campus: 8:00 a.m. – 3:00 p.m.

Lab classes: 8:00 a.m. – 4:00 p.m.

Other cities: 9:00 a.m. – 5:00 p.m.

### NIGHT CLASSES

New York: Monday – Thursday: 6:00 – 9:30 p.m.

### EXCEPTIONS TO LAB CLASS HOURS

Pearl Grading

Carlsbad: 8:00 a.m. – 3:00 p.m.

New York: 8:00 a.m. – 3:00 p.m. or 6:00 – 9:00 p.m. (Night Class)

## Classroom Policies

Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions for hazardous substances and wash their hands thoroughly after handling any chemicals.

- All students must work individually unless an instructor directs otherwise.
- Photography or reproduction of quizzes, exams, worksheets, key cards, worksheets, and any other academically sensitive materials is strictly prohibited without instructor permission.
- 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.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cellular phones and other mobile communication devices must be set on silent mode 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 unless otherwise approved by your instructor or proctor.
- Personal music devices with headphones may be permitted during lab time in classrooms with the exception of the GJ program, with the instructor's approval. The volume must be kept low so it doesn't disturb other students.
- All students should refer to their class syllabus or schedule for details on assigned projects.

## Night Lab

The night lab option is available for limited circumstances only and requires advance scheduling. Participation in night lab is limited to Graduate Jeweler, Jewelry Design & Technology students, and Gemology students who are on Academic Probation or Academic Warning for not meeting satisfactory academic progress. Priority is given to students who are nearing the end of their program; discuss your eligibility with your instructor.

# Academic Policies and Procedures (cont.)

## Classroom Safety

### CHEMICAL SAFETY DISCLOSURE

The Occupational Safety & Health Administration (OSHA) recommends students follow 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.

## Safety in the Classroom

In addition to these policies, GIA has safety policies for applicable 26-week or Lab classes in Jewelry Manufacturing Arts (JMA), where hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety. Graduate Jeweler (GJ) or JMA Lab class students with shoulder length or longer hair must tie it back. GJ or JMA Lab class students must avoid wearing loose clothing and accessories, such as bracelets, long chains, and open-toed shoes, or clothing that leaves skin exposed.

## Student 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 instructions given by instructors or other GIA representatives. Students who become aware of anything that seems unsafe, improper, and illegal must report it to a GIA staff member immediately.

Students who display 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 for weapons, illegal drugs or controlled substances, and threatening or harassing behavior. Students 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 knowing all GIA student policies.

GIA is committed to maintaining a safe and healthy campus. For additional information, please see [page 17](#).

## GIA Code of Conduct

GIA's Code of Conduct was enacted to safeguard the Institute's standards as an independent and nonprofit organization. Because GIA is an educational and research institution, it is not allowed to participate in or endorse private business. GIA must also avoid the appearances of doing so, or its standing with the regulating and accreditation authorities could be jeopardized.

## Gifts

Adhered to by all GIA employees, the Code of Conduct provides a set of guidelines that help govern its actions with all vendors, clients, students, and the public it serves. Included in these guidelines is a stipulation that prohibits GIA employees from accepting gifts or gratuities. A PDF of GIA's Code of Conduct can be downloaded at [www.gia.edu](http://www.gia.edu)

## Social Networking

GIA understands the role and value of social networks. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, students and GIA employees who work together are not permitted to communicate with each other on social networks. GIA alumni and GIA employees may communicate with each other on these networks as long as they are not current students and there is no perceived or actual conflict of interest.

## Substance Abuse

The use, sale, purchase, transfer, distribution, or possession of illegal drugs and 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 and drugs described in any controlled substances laws or regulations such as the Federal Controlled Substances Act of 1988. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

GIA may require a blood test, urinalysis, or other screening of persons reasonably suspected of using or being under the influence of drugs 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 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 GIA's Student Services staff. Additional resources may be found on the Internet and in the yellow pages of a local phone directory under Alcoholism. GIA also offers LifeWorks, a comprehensive source to help you face life's everyday challenges. For more information on how to access LifeWorks, please contact Student Services.

## Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times. Students should also review the Testing Policies section below. 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 work done by someone else
- Accepting unauthorized help during quizzes and examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices such as a computer, a laptop, an iPad, a tablet, an e-reader, a MP3 player, a PDA, a cell phone, etc.
- Getting unauthorized help on assigned projects
- Being in unauthorized possession of practical assignments or projects
- Photographing or reproducing quizzes, exams, worksheets, key cards, and any other academically sensitive materials is strictly prohibited without instructor permission

## Testing Policies

Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep them motivated and committed to their studies. The following regulations apply unless otherwise approved or directed by your instructor or proctor.

- All written and practical quizzes and exams are the property of GIA, and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes and exams not taken on scheduled dates and times receive a score of zero; there are no exceptions
- Laptops, tablets, e-readers, personal digital assistants (PDAs), cell phones, and any other similar electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Reviews of specific exam questions are given only to students who did not pass.
- Reconstructing quiz and 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, photographing, and recording quiz or exam questions and materials by any electronic, digital, or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an un-proctored exam.
- Exams sent to a proctor must remain in the proctor's custody and control at all times. See Proctored Exams in this section, or call Education Records for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, non-programmable calculators are allowed.
- Cameras and other visual or audio recording devices (smart phones, PDAs, etc.) are not allowed at any time during exams.
- 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.
- Programmable calculators, computers, laptops, tablets, e-readers, personal digital assistants (PDAs), cell phones, or any other similar electronic devices cannot be used during the examination period
- Reviews of specific exam questions are given only to students who did not pass.

## Distance Education Exams

Distance Education students can take their exams in the presence of an approved proctor or at GIA Student Workrooms. Exams that are not proctored may be taken without the supervision of a proctor.

A maximum of three examination attempts will be permitted for eLearning courses (with the exception of Gem Identification – see the following paragraph). Students who do not achieve a passing grade on the third attempt, regardless of their course completion date, are dismissed and a final grade of NP (No Pass) is entered on their official transcript. To continue, Distance Education students would be required to re-enroll paying current full tuition and fees, and complete all course assignments and exams within the allowed completion time.

A maximum of ten 20-stone examination attempts will be permitted for the Gem Identification Course. Distance Education students who fail the Gem Identification course 20-stone examination five times will be required to complete additional practical work prior to attempting the exam again. Distance Education students who do not achieve a passing grade on the tenth examination attempt, regardless of their course completion date, will receive a final grade of NP on their official transcript. To continue, Distance Education students are required to re-enroll, pay full tuition and fees, and complete all course assignments within the allowed completion time as set forth in the Satisfactory Academic Progress (SAP) policy.

## Proctored Exams

A proctor is someone approved by GIA to supervise your exams when it's not possible to take them at a GIA campus. A proctor can be a librarian, a school teacher or a school administrator, a member of the clergy, a lawyer, a Certified Public Accountant, a notary of the public, a law enforcement officer, a U.S. armed forces recruiter or an education officer, a licensed medical professional, or an academic testing center administrator. The proctor must not be a member of your family or anyone working in the jewelry industry. If you have questions about a prospective proctor's qualifications, contact GIA. Students are responsible for paying any proctoring fee.

## Satisfactory Academic Progress (SAP) Policy

Students can view their progress online through the student portal at [my.gia.edu](http://my.gia.edu). Students may request a conference with their instructors at any time to discuss their progress. Students who do not meet the satisfactory progress standards are placed on academic probation. A written probation notice will state the conditions and length of the probationary period. Students who do not meet the conditions of their probation are dismissed and a grade of SWD (Student Withdrawal) is recorded on their transcripts.

### ON CAMPUS

At a minimum, students receive academic progress 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. Higher standards may be required for certain courses or programs as described in this section. Students are evaluated at specific benchmarks. Additional completion benchmarks may be required during individual courses and programs; refer to your syllabus or class schedule for additional information.

### DISTANCE EDUCATION

The progress of Distance Education students is reviewed once each month. Distance Education students who do not complete their course or program within the allowed completion time will receive a final grade of EXP (Expired).

# Academic Policies and Procedures (cont.)

## Satisfactory Academic Progress (SAP)

Program	Timeline	Clock Hours	Benchmarks – Satisfactory Academic Progress
<b>Graduate Gemologist program (on campus – 26 weeks)</b>			
Graduate Diamonds	Week 2	60 hours	Pass the Diamond Essentials Final Exam Maintain a minimum score of 70% on all quizzes and 75% on exams Complete at least 70% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 4	120 hours	Maintain a minimum average score of 75% on all quizzes Complete at least 90% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 6	180 hours	Stone count must be at 100% for 5-Stone Practical Exam Graduate Colored Stones
Graduate Colored Stones	Week 11	330 hours	Pass the Colored Stone Essentials Final Exam Maintain a minimum average score of 70% on all quizzes and 75% on all exams Complete at least 90% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 18	540 hours	Maintain a minimum average score of 75% on all quizzes Complete at least 95% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 25	750 hours	Stone count must be at 100% for 20-Stone Practical Exam
<b>Graduate Jeweler program (on campus – 26 weeks)</b>			
	Week 3	90 hours	Maintain a minimum average score of 75% on all quizzes Attempt all assigned projects Pass 70% of all scheduled daily projects with a minimum grade of 75%
	Week 4	120 hours	Submit six Counter Sketching assignments
	Week 6	180 hours	Maintain a minimum average score of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum grade of 75% Pass 100% of scheduled Bench Tests with a minimum grade of 75% Pass 100% of six Counter Sketching assignments
	Week 13	390 hours	Maintain a minimum average grade of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum grade of 75% Pass 100% of scheduled Bench Tests with a minimum grade of 75%
	Week 16	480 hours	Maintain a minimum average grade of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum grade of 75% Pass 100% of scheduled Bench Tests with a minimum grade of 75%
<b>Jewelry Design course (on campus – 9 weeks)</b>			
	Week 2	60 hours	Submit all scheduled homework, practical requirements, and other assignments Complete 75% of Unit I Design projects with a minimum grade of 75%
	Week 4	120 hours	Complete 100% of Unit I Design projects with a minimum grade of 75%
	Week 6	180 hours	Complete 75% of Unit II Design projects with a minimum grade of 75%
<b>Comprehensive CAD/CAM (on campus – 7 weeks)</b>			
	Week 2	60 hours	Submit all scheduled practical requirements and other assignments Complete 75% of all practical requirements with a minimum grade of 75%
	Week 4	120 hours	Submit all scheduled practical requirements and other assignments Complete 75% of all practical requirements with a minimum grade of 75%
<b>Jewelry Design &amp; Technology (on campus – 26 weeks)</b>			
	Week 6	180 hours	Maintain a minimum average score of 75% on all quizzes Attempt all scheduled assigned projects Pass 75% of all scheduled practical tests with a minimum grade of 75%
	Week 13	390 hours	Maintain a minimum average score of 75% on all quizzes Attempt all scheduled assigned projects Pass 75% of all scheduled practical tests with a minimum grade of 75%
	Week 22	660 hours	Maintain a minimum average score of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum grade of 75%

## Clock Hours

Clock hours are the number of classroom hours scheduled for each course. One classroom clock hour equals 55 instructional minutes. The clock hours for each course/program are shown in the course/program descriptions on [pages 8–10](#) and [14–15](#).

## Make-up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised to not miss scheduled quizzes or exams. Students who are not present for a scheduled quiz or examination receive a grade of zero. There are no exceptions.

## Add/Drop Policy

Requests to add or drop an enrollment must be submitted to the Admissions office. All requests must be in writing except for the New York campus where it may be in person, by phone, fax, email or mail. Adding an enrollment after the first day of class is generally not allowed. Any such request is reviewed by the Dean of Students and/or School Director and subject to demonstrated good cause.

Students who add one or more courses after the term or class start date are subject to the add/drop fee; see [page 42](#).

## Leave of Absence

Students may request a leave of absence at any time during their studies with proper cause and supporting documentation. If approved, a Change of Status form is generated and it must be signed by the student and by GIA. For on-campus students a leave of absence will be approved for a documented family emergency, serious illness, or for active military duty.

For on-campus students, the maximum length of time for a leave of absence is 90 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students who do not return as agreed following a leave of absence are dismissed from their course of study, a grade of SWD (Student Withdrawal) 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 ninety (90) days. If the total leave of absence period exceeds 180 days within a 12-month period, the student is dismissed, a grade of SWD is posted, and the published refund policy is applied. Students may re-enroll when they are able to resume their studies.

Students may be allowed to return at the same point in a future class on a space-available basis. Consideration for re-admittance will be initiated upon written request by the student.

Students receiving financial aid must meet with a representative from GIA's Office of Student Financial Assistance to evaluate their specific situation before requesting a leave of absence.

International students must meet with GIA's International Student Advisor regarding their visa status before requesting a leave of absence.

Prior to returning from a leave of absence, a student must request reinstatement from the Dean of Students and/or School Director. Reinstatement is based on class availability, and the student must pay any applicable fees before attending the new class.

For Distance Education students, a leave of absence will be approved for a documented family emergency, serious illness, or active military duty. Contact the office of the Dean of Students with questions. The maximum

time for a leave of absence is 365 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 365 calendar days for the duration of their studies. The total number of days allowed to complete a course is not reduced while a student is taking an approved Leave of Absence.

## Completion Time

On-campus students must complete each course or program within a time frame not to exceed 1.5 times the published duration. Students who do not meet this requirement are dismissed and a final grade of SWD is posted. Students wishing to complete their studies must repeat the entire program from the beginning, again paying the current tuition and fees in full.

Distance Education course completion times are strictly enforced (see [pages 8–12](#) for specific completion times for each course offering). Distance Education students who exceed the allowed completion time receive a final grade of EXP (Expired) on their official transcript. Students wishing to complete the course must re-enroll, pay full tuition and fees, and complete all course assignments within the allowed completion time.

## 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 Dean of Students and/or School Director. Students who do not meet the terms of the probation are dismissed.

### ACADEMIC PROBATION

Students whose academic work does not meet the minimum satisfactory academic progress policy at any time are placed on Academic Probation. For on-campus Gemology and Jewelry Arts Manufacturing students, the typical probation period is one to three weeks depending on the length of the program.

During probation, the student's progress is monitored by the instructor and the Dean of Students and/or School Director. 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 be required to complete additional practical work prior to attempting the exam again. There may be an additional charge for each exam taken beyond the fifth attempt.

### ATTENDANCE PROBATION

On-campus students who accumulate one full day less than the maximum number of absences and/or tardies allowed for their course or program are placed on attendance probation. Students who exceed these limits are dismissed.

### BEHAVIORAL PROBATION

Students who do not comply with the Code of Conduct and Standards of Behavior (on [page 26](#)) will be placed on behavioral probation. Students who do not meet the terms of their behavioral probation are dismissed.

# Academic Policies and Procedures (cont.)

## 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

Upon dismissal, a grade of SWD (Student Withdrawal) is posted to the student's permanent record and refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy.

After dismissal, and at GIA's sole discretion, on-campus students who want to continue their studies may be given the option of repeating time in another class on a space-available basis provided sufficient time is available to complete the program. This allows students to learn important information and to practice the skills necessary to meet the satisfactory progress requirements. The amount of time repeated is determined by the instructor, the on-campus Education Manager and the Dean of Students and/or School Director. On-campus students repeating class time are required to participate fully in class assignments and to meet the minimum requirements as specified in the class syllabus or schedule. Additional fees are charged for the repeated time; see [page 41](#). Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.

International students dismissed from their program are in violation of their M-1 student status and are required to meet with the International Student Advisor to discuss their visa status.

## Appeals and Re-admission Following Dismissal

Students who are dismissed receive a written Memorandum of Conference explaining the reason for their dismissal and any readmission terms and conditions. Students may appeal their dismissal by submitting a written letter to the Dean of Students or the School Director. GIA will respond in writing to the appeal within ten calendar days of receipt. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and subject to space availability; current tuition and fees apply.

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

## Academic Records

Student records are retained in accordance with federal, state, and accreditation requirements. The care and protection of student data is of utmost importance. GIA maintains a comprehensive global personal data protection policy that may be found on our website at [www.gia.edu](http://www.gia.edu)

## 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 its 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](http://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 his/her record commenting on the contested information in their record or stating why he/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

On-campus students will receive one official transcript upon graduation. Distance Education students may request a transcript at any time. Students who otherwise want to receive or release their transcripts must complete a Transcript Release Form, available from the Student Services office or from the Education Records office. The first official transcript is free; there is a charge for additional copies; see [page 42](#).

## Letters of Good Standing

GIA does not issue letters of recommendation. On request, Education Records will issue letters of good standing, typically needed by insurance companies or other agencies as evidence of student status. Contact Education Records at 800 421 7250 ext 7312, 760 603 4000 ext 7312, or [records@gia.edu](mailto:records@gia.edu)

## Graduation Requirements

In order to graduate, all students must meet the satisfactory academic progress policy or complete the terms of their probation, meet the minimum attendance and behavioral standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each course or program. All tuition accounts and miscellaneous student fees must be paid in full, and all stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational financial obligations are met.



## Graduation Requirements – Gemology

Programs	Minimum Requirement	Maximum Number of Attempts During Program
<b>Graduate Diamonds Diploma</b>		
Homework Assignments	100% completed	–
Stone Requirements	100% completed	–
Diamond Essentials Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam (On-Campus)	75% score	3
Diamond Grading 2-Stone Practical Exam in Lab Class (Distance Education students)	75% score	1*
Diamonds Written Final Exam	75% score	3
<b>Graduate Colored Stones Diploma</b>		
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 Lab class	Passing grade	1
Gem Identification Lab class	Passing grade	1
Gem Identification 20-Stone Practical Exam	100% score	5**
<b>Graduate Pearls Diploma</b>		
Pearls Written Final Exam	75% score	3
Pearl Grading Lab class	Passing grade	1
<b>Accredited Jewelry Professional Diploma</b>		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

\* Students may take additional attempts on an exam in a Student Workroom. Remedial work will be required after the second exam.

\*\* Distance Education students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. Distance Education students are allowed a maximum of 10 attempts.

# Academic Policies and Procedures (cont.)

## Graduation Requirements: Jewelry Manufacturing Arts

Programs	Minimum Requirement	Maximum Number of Attempts During Program
<b>Graduate Jeweler Diploma</b>		
Daily Projects	75% pass	Unlimited*
Counter Sketching Projects	6 complete	Unlimited*
Bench Tests	100% pass	3**
Final Bench Test	Pass	3**
Final Written Exam	75% score	3
<b>Jewelry Design</b>		
Unit I Design Projects	100% pass	Unlimited*
Unit II Design Projects	75% pass	Unlimited*
Practical Tests	100% pass	2
Final Practical Exam	Pass	2
Final Written Exam	75% score	3
Design Exhibition	Display 9 Unit II designs	1
<b>Jewelry Design &amp; Technology</b>		
Scheduled assignments	75% pass	Unlimited*
Quizzes	75% average	1
Final practical exam	Pass	2
Final written exam	75% score	2
Final design exhibition	9 rendered designs	1
<b>Comprehensive CAD/CAM (seven weeks)</b>		
Daily Projects	75% pass	Unlimited*
Project Reviews	100% pass	Unlimited*
Final Written Exam	75% pass	2
Final Practical	100% pass	2
		1
Final Design Exhibition	Participation required	1

\* All work must be completed within the specific class hours allowed per course or program.

\*\* Bench tests can be submitted for evaluation to the grading committee a maximum of three times. In the event of retakes, only the highest final exam grade is posted to the student's permanent record and shown on the transcript.

## Graduation Announcements

Graduates may request a prepared graduation announcement from GIA. Students are encouraged to submit them to local media outlets. Although publication of such notices is not guaranteed, many newspapers are proud to announce the accomplishments of local residents. Contact [Education Records](#) at 760 603 4000 ext 7312 or 800 421 7250 ext 7312 for more information.

## Academic Credentials Usage Policy

### APPLICABILITY

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 recognized symbol of the highest standard of education in the fields of gemology, jewelry manufacturing arts, and jewelry business.

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

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

### GENERAL USAGE

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

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

### DIPLOMAS

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

John Doe, GIA Graduate Gemologist, or John Doe, GIA GG

Jane Doe, GIA Accredited Jewelry Professional, or Jane Doe, GIA AJP

John Doe, GIA Gemologist

Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT

John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ

Jane Doe, GIA GG, GJ

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

Jane Doe, GIA Diamonds Graduate

John Doe, GIA Colored Stones Graduate

Jane Doe, GIA Pearls Graduate

The following examples refer to the Applied Jewelry Arts (AJA) diploma, the Jewelry Business Management (JBM) diploma and the Bachelor of Business Administration (BBA) degree:

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

Jane Doe, GIA Jewelry Business Management, or Jane Doe, GIA JBM

John Doe, Bachelor of Business Administration, or John Doe, BBA

### EMPLOYMENT CITATIONS

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

### 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, and certain printed forms used by GIA), 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 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, and pricing.

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](mailto:guidelines@gia.edu)

*bottom - New York students working on Jewelry Design projects*



# Academic Policies and Procedures (cont.)

## Complaint Policy and Procedure

Students are encouraged to discuss any problem or concern with their instructor. To submit a formal complaint, please follow the procedure described below. GIA reviews all complaints in a timely, fair, and equitable manner. A student complaint is defined as a significant concern relating to administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, career services, or other similar items. GIA gives all individuals named in a complaint, including students, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes they may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

## Procedure

A complaint must be submitted to the Dean of Students in written or oral form during regular school hours. If the Dean is unavailable, it can be submitted to the Assistant Dean or School Director, who will forward it to the Dean of Students. A complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. If a student orally delivers a complaint that is not resolved either within ten calendar days or before the student again complains about the same matter, the student must then submit the complaint in writing.

Within 10 working days of receiving a complaint, the Dean of Students will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

## Disclosures

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student can contact the Accrediting Commission at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, phone 703 247 4212, [www.accsc.org](http://www.accsc.org). A copy of the Commission's Complaint Form is available from the GIA Student Services Office. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Schools accredited by the Distance Education and Training Council (DETC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing, and resolving as appropriate, complaints made by students, faculty, administrators, or any other person who has good reason to believe that the school is not in compliance with DETC standards and policies. Complaints may be submitted to the DETC using the complaint form found on their web site ([www.detc.org](http://www.detc.org)), and must include authorization for the Commission to forward a copy of the complaint, including the complainant's identity, to the school. Where issues of educational services, student services, or tuition are concerned, a student must have exhausted all efforts to resolve the complaint with the school before filing a complaint with the DETC. Students can contact the Distance Education and Training Council (DETC) at 1601 18<sup>th</sup> Street NW, Ste. 2, Washington, DC 20009, phone 202 234 5100, fax 202 332 1386, [www.detc.org](http://www.detc.org)

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education by calling 888 370 7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site at [www.bppe.ca.gov](http://www.bppe.ca.gov)

New York students can submit complaints and claims to the New York State Education Department, Bureau of Proprietary School Supervision, Investigations and Audit Unit, 99 Washington Avenue, Room 1613 OCP, Albany, NY 12234, phone 212 643 4760, [www.highered.nysed.gov/bpps](http://www.highered.nysed.gov/bpps). The New York State Education Department regulates the operation of Licensed Private Schools and Registered Business Schools in New York.

*left - GIA campus - One of the most beautiful gems on the west coast. / center - Build relationships you will use in your professional career. / right - Develop your skills in the New York Jewelry Design course.*



# Cancellation and Refund Policies

## Cancellation Policy

Students can cancel their enrollment at any time. Please read your Enrollment Agreement carefully before accepting it. It contains all of the information you need to understand your obligations and those of GIA, including the cancellation and refund policies. GIA retains the right to terminate a student's enrollment at any time.

## Cancellation Instructions for Carlsbad Students

Students who enroll through the Carlsbad campus can inform GIA of their cancellation at any time. The notice of cancellation must be submitted in writing and delivered in person, via email, fax, or mail, to:

GIA Carlsbad, Manager of Admissions, Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, CA 92008. Phone: 760 603 4090. Email: [admissions@gia.edu](mailto:admissions@gia.edu). Fax: 760 603 4003.

## Cancellation Instructions for New York Students

Students who enroll through the New York campus can inform GIA of their cancellation at any time. The notice of cancellation must be addressed to the Director of New York Education and may be delivered in person, by phone, fax, email, or mail to:

GIA New York, Director of Education, 270 Madison Ave., 2<sup>nd</sup> Floor, New York, NY 10016-0601. Phone: 212 944 5900 ext 3527. Email: [nyedu@gia.edu](mailto:nyedu@gia.edu). Fax: 212 719 9563.

## Definition of Terms

These terms have the following meanings specific to their use in GIA's Cancellation and Refund policies.

- Cancellation Date for on-campus and lab students means the date GIA receives your official notice of withdrawal (date of determination) or your last day of attendance, whichever is to your benefit.
- Cancellation Date for Distance Education (eLearning) students means the date you sent your written cancellation notice to GIA.
- Class means any course of study, including seminars, classes, courses, or programs.
- Date of Determination (DOD) means the date on which your notice of cancellation is received by GIA and from which the 30-day refund period begins.
- Days means calendar days.
- End date for Distance Education (eLearning) students means the date by which the student must complete all course requirements.

- Enrollment/Enrolling Date means the date you accept the terms of your Enrollment Agreement.
- Lab class session means either a morning or an afternoon instructional period (i.e., one day consists of two sessions).
- Last Day of Attendance (LDA) means the last day you attended or were scheduled to attend your class of face-to-face instruction. This does not apply to Distance Education (eLearning) students.
- Quarters are defined in New York as no more than 14 weeks of instruction.
- Start date for Distance Education (eLearning) students means the first day your course is available online, not the day you choose to access your course.
- Start date for on-campus and Lab class students means the first scheduled day of instruction.
- STRF means the California Student Tuition Recover Fund (see [page 43](#) for additional information).

## Refund Policy

GIA's refund policy is explained in detail in this section and in your Enrollment Agreement. In addition to these general policies, students enrolled through Carlsbad or New York are subject to specific policies as described below. If you have questions, please contact GIA Admissions at 800 421 7250 ext 4001 or [admissions@gia.edu](mailto:admissions@gia.edu)

The non refundable application fee is only paid once, when a student applies to GIA for the first time. GIA does not collect an application fee for subsequent enrollments.

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Refunds are processed within 30 days after your date of determination or your last day of attendance, whichever is later. If books and materials have been purchased and/or received by the student, those charges are not refundable.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund returned to the lender. If students have received federal student financial aid funds, any refund is calculated according to the Return of Title IV Aid policy as described on [page 38](#).

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

### PENNSYLVANIA

*"Being successful in the gem and jewelry industry requires a solid education. I believe in GIA so much that I offer full tuition reimbursement for anyone at my company who completes a GIA course, class, or program."*

John Anthony, Jr., GIA GG  
President  
John Anthony Jewelers



# Cancellation and Refund Policies (cont.)

## Federal Student Aid Refund Policy (Also Called the Return of Title IV Aid Policy)

Students receiving financial aid are subject to the Federal Student Aid refund policy if they withdraw or are dismissed after completing 60 percent or less of their educational program. This refund policy determines how much of your student aid can be kept by GIA or you, based on the amount of the educational program that you've completed on a prorated basis. Any refund of financial aid funds determined under the Return of Title IV Aid policy must be returned to the financial aid program or the lender before a student can receive any portion of the refund. Financial aid funds to be returned to the aid program will be returned on the basis of loans first, then grants if applicable. If you have used your aid for living expenses rather than tuition and fees, GIA will prorate the amount of aid you were entitled to keep based on the percentage of your program you completed. If you received more aid than your allowable amount for the cost of living for that time period, GIA will bill you for the excess.

For additional information on refunds as they apply to financial aid funds, contact the GIA Office of Student Financial Assistance at 800 421 7250 ext 4005 or 4175, or [financialaid@gia.edu](mailto:financialaid@gia.edu)

## All Carlsbad Students

The California Bureau of Private Postsecondary Education requires GIA to publish the statements appearing in this paragraph. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Institutions shall refund 100 percent of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

## Carlsbad Distance Education (eLearning) Students

Refunds for elearning courses are based on the scheduled start and end dates of your course and the number of assignments you submit. eLearning courses are fully online and no books or materials are required. All charges associated with the purchase of optional books and materials are non refundable.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling OR before you submit your first course assignment	The application fee
After submitting your first course assignment and before submitting more than 60% of the required course assignments	The application fee plus a pro rata portion of the tuition
After submitting more than 60% of the course assignments OR after exceeding the course completion time limit	The application fee plus 100% of tuition

## Carlsbad Lab Class Students

Books, materials and, applicable sales tax are non refundable if books and materials are required for the class, and have been received by the student.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling OR before the beginning of the afternoon class session on the first day of class	The application fee
After the end of the morning class session on the first day of class and until 60% of the class has been taught	The application fee plus a pro rata portion of the tuition
After 60% of the class has been taught	The application fee plus 100% of the tuition

## Carlsbad On-Campus Students

Books, materials and, applicable sales tax are non refundable if books and materials are required for the program or course, and have been received by the student.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling or of receiving notice of a tuition/fee increase; within 3 days of taking your first tour of GIA's education facilities or of attending orientation; before the second scheduled day of class.	Application fee
After the first scheduled day of class and before 60% of the class has been taught	Application fee, plus a pro rata portion of the tuition
After 60% of the class has been taught	Application fee, plus 100% of tuition

## All New York Students

Students receive a refund of all monies paid, including the application fee, if they cancel before instruction begins AND within 7 days of enrolling or of receiving notice of a fee increase OR within 3 days of signing the enrollment agreement or of taking a campus tour or of attending orientation. Thereafter, a student will be responsible for the cost of any accepted textbooks or supplies, the application fee, and the tuition liability as of the student's last date of physical attendance or the date GIA receives the student's official notice of cancellation, whichever is to the student's benefit, as set forth in the following tables.

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Tuition liability is calculated on the basis of the cancellation date and refunds are processed within 30 days of the cancellation date.

GIA will refund to you, within 30 days of the cancellation date, either all or part of your tuition payments according to the following refund schedules for the respective programs, courses, and lab classes.

## Refund Policy: New York Programs of Seven Weeks or Greater in Duration

Tuition liability is divided by the number of quarters in the program, and is limited to the quarter during which the student withdrew or was terminated plus any previous quarter completed. Quarters are defined as no more than 14 weeks of instruction.

Graduate Gemologist			
Days	Week	% Refund	Actual Refund
First Quarter			
1-5	1	0	\$20,725.00
6-10	2	25	\$18,290.62
11-15	3	50	\$15,856.25
16-20	4	75	\$13,421.87
21-25	5	100	\$10,987.50
26-30	6	100	\$10,987.50
31-35	7	100	\$10,987.50
36-65	8-13	100	\$9,737.50
Second Quarter			
66-70	14	25	\$7,303.12
71-75	15	50	\$4,868.75
76-80	16	75	\$2,434.37
81-130	17-26	100	\$0.00

Graduate Colored Stones			
Days	Week	% Refund	Actual Refund
First Quarter			
1-5	1	0	\$13,475.00
6-10	2	25	\$11,790.62
11-15	3	50	\$10,106.25
16-20	4	75	\$8,421.87
21-50	5-10	100	\$6,737.50
Second Quarter			
51-55	11	25	\$5,053.12
56-60	12	50	\$3,368.75
61-65	13	75	\$1,684.37
66-95	14-19	100	\$0.00

Graduate Diamonds Program			
Days	Week	% Refund	Actual Refund
1-5	1	0	\$6,150.00
6-10	2	25	\$4,612.50
11-15	3	50	\$3,075.00
16-20	4	75	\$1,537.50
21-35	5-7	100	\$0.00

Comprehensive CAD/CAM for Jewelry			
Days	Week	% Refund	Actual Refund
1-5	1	0	\$4,835.00
6-10	2	25	\$3,626.25
11-15	3	50	\$2,417.50
16-20	4	75	\$1,208.75
21-35	5-7	100	\$0.00

Jewelry Design			
Days	Week	% Refund	Actual Refund
1-5	1	0	\$5,780.00
6-10	2	25	\$4,335.00
11-15	3	50	\$2,925.00
16-20	4	75	\$1,445.00
21-45	5-9	100	\$0.00

## Refund Policy: New York Programs of 35 Hours or Less in Duration (All Lab Classes)

If Cancellation Date Is	Your Tuition Liability Is
0 – 15% of the program	0%
16 – 30% of the program	25%
31 – 45% of the program	50%
46 – 60% of the program	75%
After 60% of the program	100%

### NEW YORK

*“At GIA, I had the opportunity to build relationships with people from major gem trading and manufacturing centers across the world. Whether it’s looking for a job, becoming a designer, or growing your business, GIA stays with you throughout your career and that’s priceless.”*

Sumeet Chordia, GIA GG, GJ, AJA, JBM  
Director of Operations  
Beacab Gems, Inc.



# Enrollment, Graduation, and Employment Data

The following information is provided to assist you in making your enrollment decisions. As a prospective student, you are encouraged to review the School Performance Fact Sheet, located in the Consumer Information in the Education section of [www.gia.edu](http://www.gia.edu)

## Carlsbad Data

Dates	Graduate Gemologist		Graduate Diamonds		Graduate Colored Stones	
	03/09-02/10	07/09-06/10	09/09-08/10	01/10-12/10	10/08-09/09	10/09-09/10
<b>Program Enrollment</b>						
Students Enrolled (total starts)	136	108	36	48	5	4
<b>Program Graduation Rate</b>						
Students Enrolled	136	108	36	48	5	4
Students Who Graduated	131	102	32	44	5	4
Graduation Rate <sup>1</sup>	96%	94%	89%	92%	100%	100%
<b>Employment of Program Graduates</b>						
Number of Graduates	131	102	32	44	5	4
Number of Graduates Available for Employment <sup>2</sup>	53	42	14	16	3	2
Percentage of Graduates Employed in the Industry <sup>3</sup>	74%	71%	57%	69%	100%	50%

Dates	Graduate Jeweler		Jewelry Design		Applied Jewelry Arts	
	03/09-02/10	07/09-06/10	09/09-08/10	01/10-12/10	03/09-02/10	07/09-06/10
<b>Program Enrollment</b>						
Students Enrolled (total starts)	48	47	24	18	44	36
<b>Program Graduation Rate</b>						
Students Enrolled	48	47	24	18	44	36
Students Who Graduated	48	46	23	18	41	33
Graduation Rate <sup>1</sup>	100%	98%	96%	100%	93%	94%
<b>Employment of Program Graduates</b>						
Number of Graduates	48	46	23	18	41	33
Number of Graduates Available for Employment <sup>2</sup>	22	19	9	7	19	18
Percentage of Graduates Employed in the Industry <sup>3</sup>	64%	74%	78%	57%	74%	83%

\*The above information reflects data reported to the Accrediting Commission of Career Schools and Colleges

<sup>1</sup> Graduation Rate is the number of Graduates divided by the Number of Students Available for Graduation.

<sup>2</sup> Number of Graduates Available for Employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>3</sup> Percentage of Graduates Employed in Industry is calculated by dividing Graduates Employed in the Industry by the Number of Graduates Available for Employment. Graduates Employed in the Industry means graduates who report they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

## New York Data

Dates	Graduate Gemologist		Jewelry Design		Graduate Diamonds		Graduate Colored Stones	
	07/09-06/10	07/10-06/11	07/09-06/10	07/10-06/11	07/09-06/10	07/10-06/11	07/09-06/10	07/10-06/11
<b>New Program Enrollments</b>								
Full time	106	101	40	53	60	65	10	20
Part time	0	0	0	0	0	0	0	0
<b>Total</b>	<b>106</b>	<b>101</b>	<b>40</b>	<b>53</b>	<b>60</b>	<b>65</b>	<b>10</b>	<b>20</b>
Applications Accepted	106	101	40	53	60	65	10	20
Applications Denied	0	0	0	0	0	0	0	0
<b>Total</b>	<b>106</b>	<b>101</b>	<b>40</b>	<b>53</b>	<b>60</b>	<b>65</b>	<b>10</b>	<b>20</b>
<b>Program Graduation Rate</b>								
Enrolled	182	166	40	66	72	77	19	28
Graduates <sup>1</sup>	96	85	26	43	55	70	13	17
Non-completers <sup>2</sup>	31	16	0	5	6	7	1	5
Continuing Students <sup>3</sup>	72	65	14	18	11	0	5	6
<b>Employment of Program Graduates</b>								
Number of Graduates	96	85	26	43	55	70	13	17
Number of Graduates Available for Employment <sup>4</sup>	43	47	15	32	33	33	7	6
Number of Graduates Employed in the Industry <sup>5</sup>	26	22	6	6	24	24	4	6

\*The above information reflects data reported to New York State Education Department

<sup>1</sup> Graduates is the number of students who completed the program within the reporting period.

<sup>2</sup> Non-completers is the number of students who terminated enrollment or were terminated during the reporting period without successfully completing the program of instruction.

<sup>3</sup> Continuing Students is the number of students who were enrolled in a program of instruction on the last day of the reporting period.

<sup>4</sup> Number of Graduates Available for Employment means the Number of Graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

<sup>5</sup> Number of Graduates in the field means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

### ARIZONA

*"The CAD/CAM courses were the most important ones I took at GIA. After learning computer-aided design techniques, I was able to create my own design company."*

Kim Fox, GIA GG, AJA  
Owner  
HandFast Designs by Kim Fox



# Tuition and Fees

## Schedule of Student Charges

Effective January 1, 2013 through December 31, 2013; subject to change.  
For the most current information, visit [www.gia.edu](http://www.gia.edu)

### General Information for All Applicants

#### APPLICATION FEES:

All new applicants are charged a one-time application fee.

- Application fee: \$35
- Pearl Grading Lab (NY only): \$20

#### TOTAL CHARGES DO NOT INCLUDE:

- Housing, food, insurance, transportation, entertainment, other living expenses, and possible additional fees (see below)
- One-time application fee
- Shipping and handling fee
- Customs fees and duties on course materials shipped outside the U.S.
- Proctor fees for Distance Education exams
- Fees for remedial work
- Optional purchase of metals used and projects made in JMA courses and programs
- Fees for lost or damaged equipment, stones, ID cards or badges, and keys
- Refundable deposit for stones loaned to international students enrolled in the Gem Identification course
- Returned check fees
- Wire transfer fees
- Purchase of gem testing instruments. All required instruments are provided to on-campus students. Distance Education students enrolled in the GEM 240 Gem Identification course must have gem-testing equipment available.
- For homework purposes, Jewelry Design & Technology students must have full access to the student version of the software used during the program and a computer that meets the minimum requirements described on [page 14](#). The estimated average cost to purchase these items is \$295 for the software and approximately \$950 for the computer. Estimates reflect current prices at the time of publication, and are subject to change.
- Optional books

#### ADDITIONAL STUDENT FEES MAY INCLUDE:

- \$35 half-day or \$70 full-day for the use of Student Workroom
- \$650 per week for repeating on-campus class time
- \$75 add/drop fee for changes made to on-campus registration after class starts
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript after the first

Total charges are valid for programs, courses, and classes taking place in the U.S. from January 1, 2013 to December 31, 2013 and are subject to change.

### On-Campus Students

Total charges include all educational services, lesson materials, and tests normally needed to complete the program, course, or class. GIA will provide other necessary instruments, tools, and materials for classroom use only.

GIA reserves the right to reschedule or cancel classes. Books, instruments, and materials are subject to applicable sales tax. Charges are subject to change.

### Distance Education Students

#### GEM IDENTIFICATION

To complete this course, you must have access to gem tweezers, a 10x loupe or microscope, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, an optic figure sphere, a dichroscope, a polariscope, and a spectroscope. These instruments are not included with the course materials. (Be sure to read the Chemical Safety Disclosure on [page 17](#).) As a current Distance Education student, you can purchase a professional Gem Identification instruments student package through GIA Instruments at [store.gia.edu](http://store.gia.edu)

### Distance Education Students Outside the U.S. or Canada

Students who apply for the Gem Identification course who live outside the U.S. or Canada and who will not be using a GIA Student Workroom for practical assignments must submit an \$800 deposit for the stone sets that will be loaned to them, along with an initial course payment. Upon return of the stone sets in their original condition, GIA will refund the \$800 deposit to the original remitter of the funds via the same method of payment by which it was submitted. Students are responsible for any customs fees and duties.

Additional shipping and handling charges apply to Distance Education students outside the U.S. or Canada.



#### FLORIDA

*"As a GIA Distance Education student, I was able to learn at my own pace while working part-time and traveling. Returning to school 30 years after college, I now enjoyed taking tests to see what I learned. And if I needed help, my GIA instructors were extremely accessible – just a phone call or email away."*

Laurie Suess, GIA GG, AJP  
Gem and Diamond Grader/Buyer  
ASBA USA

## eLearning Courses – Gemology Distance Education

Course Number	Course Title	Tuition*	Monthly Payment Plan Option (no-interest plan)	Student Tuition Recovery Fund*	Optional Books**	Catalog Page
GEM 120	Colored Stone Essentials	\$165.00	N/A	\$0.50	\$75.00	<a href="#">11</a>
GEM 220	Colored Stones (Prerequisite: GEM 120)	\$1,520.00	\$152.00 x 10 months	\$1.00	\$225.00	<a href="#">11</a>
GEM 130	Diamond Essentials	\$165.00	N/A	\$0.50	\$60.00	<a href="#">11</a>
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	\$1,425.00	\$142.50 x 10 months	\$0.50	\$125.00	<a href="#">11</a>
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	\$1,625.00	\$162.50 x 10 months	\$1.00	\$225.00	<a href="#">12</a>
GEM 110	Jewelry Essentials	\$165.00	N/A	\$0.50	\$60.00	<a href="#">12</a>
GEM 149	Pearls	\$570.00	\$142.50 x 4 months	\$0.50	\$100.00	<a href="#">12</a>

Amounts shown are in U.S. dollars.

\* Tuition does not include the one-time, non refundable application fee. California residents are required to pay a non refundable fee to the State of California Student Tuition Recovery Fund. See below 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. Various S&H options are available. Additional S&H charges apply to Distance Education students outside the U.S. and Canada.

### Student Tuition Recovery Fund (STRF)

You **must** pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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 you are not required to pay the STRF assessment, 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.

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 **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.

"Residency Program" means an educational course or program offered by an institution that has approval to operate in California, when the instruction occurs in California directly (face-to-face) between the student and the faculty member(s). *Example:* An individual who resides outside of California and enrolls in a course that requires him/her to be physically present in California to complete the course is required to pay STRF.



Courtesy of Platinum Guild International

# Tuition and Fees (cont.)

## Schedule of Student Charges

### Carlsbad Lab Classes – Gemology and Jewelry Manufacturing Arts

Class Number	Class Title	Tuition	Fees	Total Charges*	Refundable Deposit due with Application	Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit	Catalog Page
GEM 220L	Colored Stone Grading	\$1,020.00	\$60.00 (B&M)* \$4.80 (CA Sales Tax) \$0.50 (STRF)	\$1,085.30	\$102.00	\$983.30	<a href="#">12</a>
GEM 230L	Diamond Grading	\$1,390.00	\$60.00 (B&M) \$4.80 (CA Sales Tax) \$0.50 (STRF)	\$1,455.30	\$139.00	\$1,316.30	<a href="#">12</a>
GEM 240L	Gem Identification	\$1,350.00	\$100.00 (B&M) \$8.00 (CA Sales Tax) \$0.50 (STRF)	\$1,458.50	\$135.00	\$1,323.50	<a href="#">12</a>
GEM 149L	Pearl Grading	\$280.00	\$15.00 (B&M) \$1.20 (CA Sales Tax) \$0.50 (STRF)	\$296.70	\$28.00	\$268.70	<a href="#">12</a>
JMA 320L	Basic Repair and Setting	\$925.00	\$40.00 (B&M) \$3.20 (CA Sales Tax) \$0.50 (STRF)	\$968.70	\$92.50	\$876.20	<a href="#">15</a>
JMA 340L	Intermediate Repair and Setting	\$925.00	\$40.00 (B&M) \$3.20 (CA Sales Tax) \$0.50 (STRF)	\$968.70	\$92.50	\$876.20	<a href="#">15</a>

### New York and Other Cities Lab Classes – Gemology and Jewelry Manufacturing Arts

Class Number	Class Title	Tuition	Fees	Total Charges*	Refundable Deposit due with Application	Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit	Catalog Page
GEM 220L	Colored Stone Grading	\$1,020.00 (NY)	\$60.00 (B&M)*	\$1,080.00 (NY)	\$102.00 (NY)	\$978.00 (NY)	<a href="#">12</a>
GEM 230L	Diamond Grading	\$1,390.00 (NY)	\$60.00 (B&M)	\$1,450.00 (NY)	\$139.00 (NY)	\$1,311.00 (NY)	<a href="#">12</a>
GEM 240L	Gem Identification	\$1,350.00 (NY) \$1,450.00 (TUC)	\$100.00 (B&M, NY, TUC) \$9.10 (Sales Tax TUC)	\$1,450.00 (NY) \$1,559.10 (TUC)	\$135.00 (NY) \$145.00 (TUC)	\$1,315.00 (NY) \$1,414.10 (TUC)	<a href="#">12</a>
GEM 149L	Pearl Grading	\$280.00 (NY)	\$15.00 (B&M)	\$295.00 (NY)	\$28.00 (NY)	\$267.00 (NY)	<a href="#">12</a>

Amounts shown are in U.S. dollars

CB = Carlsbad; NY = New York; TUC = Tucson

\* 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 to the State of California Student Tuition Recovery Fund. See [page 43](#) for a complete description. The balance is due 30 days prior to start of class. Failure to pay balance will result in lost seat in class.



#### ARKANSAS

*“I don’t know how anyone can succeed in this industry without an education from GIA. You must know what you’re selling so your customers know what they’re buying. You need that foundation of knowledge – and that foundation comes from GIA.”*

John W. Mays, III, GIA Gemologist  
President  
*John Mays Jewelers*

## Carlsbad On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Number	Program Title	Tuition	Fees	Total Charges*	First Payment Due with Application (refundable deposit)	Amount Due by Orientation Day	Final Amount Due	Catalog Page
GEM 2500	Graduate Gemologist	\$19,475.00	\$1,485.00 (B&M) \$118.80 (CA Sales Tax) \$9.50 (STRF)	\$21,088.30	\$1,947.50	\$12,649.13**	\$6,491.67	<a href="#">8</a>
GEM 2200	Graduate Diamonds	\$6,150.00	\$235.00 (B&M) \$18.80 (CA Sales Tax) \$3.00 (STRF)	\$6,406.80	\$615.00	\$5,791.80	N/A	<a href="#">9</a>
GEM 2300	Graduate Colored Stones	\$13,475.00	\$1,250.00 (B&M) \$100.00 (CA Sales Tax) \$6.50 (STRF)	\$14,831.50	\$1,347.50	\$12,065.58**	\$1,418.42	<a href="#">9</a>
JMA 3300	Graduate Jeweler	\$16,800.00	\$2,270.00 (B&M) \$181.60 (CA Sales Tax) \$8.50 (STRF)	\$19,260.10	\$1,680.00	\$11,980.10**	\$5,600.00	<a href="#">14</a>
JMA 3400	Jewelry Design & Technology	\$17,290.00	\$485.00 (B&M) \$38.80 (CA Sales Tax) \$8.50 (STRF)	\$17,822.30	\$1,729.00	\$10,329.97**	\$5,763.33	<a href="#">14</a>
JMA 370	Jewelry Design	\$5,780.00	\$320.00 (B&M) \$25.60 (CA Sales Tax) \$3.00 (STRF)	\$6,128.60	\$578.00	\$5,550.60	N/A	<a href="#">15</a>
JMA 400	Comprehensive CAD/CAM for Jewelry	\$4,835.00	\$65.00 (B&M) \$5.20 (CA Sales Tax) \$2.50 (STRF)	\$4,907.70	\$483.50	\$4,424.20	N/A	<a href="#">15</a>

## New York On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Number	Program Title	Tuition	Books & Materials	Total Charges***	First Payment Due with Application (refundable deposit)	Final Amount Due	Catalog Page
GEM 2500	Graduate Gemologist	\$19,475.00	\$1,485.00	\$20,960.00	\$1,947.50	\$19,012.50	<a href="#">8</a>
GEM 2200	Graduate Diamonds	\$6,150.00	\$235.00	\$6,385.00	\$615.00	\$5,770.00	<a href="#">9</a>
GEM 2300	Graduate Colored Stones	\$13,475.00	\$1,250.00	\$14,725.00	\$1,347.50	\$13,377.50	<a href="#">9</a>
JMA 370	Jewelry Design	\$5,780.00	\$320.00	\$6,100.00	\$578.00	\$5,522.00	<a href="#">15</a>
JMA 400	Comprehensive CAD/CAM for Jewelry	\$4,835.00	\$65.00	\$4,900	\$483.50	\$4,416.50	<a href="#">15</a>

Amounts shown are in U.S. dollars

B&M = Books & Materials; STRF = Student Tuition Recovery Fund

\* Total charges shown include tuition, books and materials and applicable sales tax, and the State of California Student Tuition Recovery Fund. Total price does not include a one-time application fee, if applicable. Students are required to pay a non refundable fee to the State of California Student Tuition Recovery Fund. See [page 43](#) for a complete description.

\*\* Amount = Refundable deposit + books, materials, fees, sales tax + partial tuition.

\*\*\* Total charges include tuition, books and materials. Total charges do not include a one-time application fee, if applicable.

# 2013 U.S. Class Schedule

## U.S. ON CAMPUS PROGRAMS

Unless otherwise noted, all classes are held at GIA facilities at the address shown on the [back cover](#) of this *GIA Education Catalog*.

The start date shown for on-campus courses and programs is the mandatory Orientation date.

### CARLSBAD, CA

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Jan 17-Jul 19  
Mar 7-Sep 6  
May 2-Nov 1  
Jun 20-Dec 20  
Sep 5, 2013-Mar 21, 2014  
Oct 31, 2013-May 16, 2014

##### GEM 2200 Graduate Diamonds

Jan 17-Mar 8\*  
Mar 7-Apr 26  
May 2-Jun 21\*  
Jun 20-Aug 9  
Sep 5-Oct 25  
Oct 31-Dec 20\*

##### GEM 2300 Graduate Colored Stones

Mar 11-Jul 19\*  
Apr 29-Sep 6\*  
Jun 24-Nov 1\*  
Aug 12-Dec 20\*  
Oct 28, 2013-Mar 21, 2014\*

#### JEWELRY MANUFACTURING ARTS

##### JMA 3300 Graduate Jeweler

Mar 14-Sep 13  
May 16-Nov 15  
Sep 26, 2013-Apr 11, 2014

##### JMA 370 Jewelry Design

May 16-Jul 19  
Aug 22-Oct 25

##### JMA 400 Comprehensive CAD/CAM

Jan 7-Feb 22  
Mar 4-Apr 19  
Nov 4-Dec 20

##### JMA 3400 Jewelry Design and Technology

Feb 28-Aug 30  
May 23-Nov 22  
Sep 19, 2013-Apr 4, 2014

### NEW YORK, NY

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Jan 10-Jul 12  
Feb 28-Aug 30  
Apr 18-Oct 18  
Jun 6-Dec 6  
Sep 5, 2013-Mar 21, 2014  
Sep 12, 2013-Mar 29, 2014  
Oct 31, 2013-May 16, 2014

##### GEM 2200 Graduate Diamonds

Jan 10-Mar 1\*  
Jan 17-Mar 8  
Feb 28-Apr 19\*  
Mar 21-May 10  
Apr 18-Jun 7\*  
Jun 6-Jul 26\*  
Jun 27-Aug 16  
Jul 25-Sep 13  
Sep 5-Oct 25\*  
Sep 12-Nov 1\*  
Oct 3-Nov 22  
Oct 31-Dec 20\*

##### GEM 2300 Graduate Colored Stones

Mar 4-Jul 12\*  
Apr 22-Aug 30\*  
Jun 10-Oct 18\*  
Jul 29-Dec 6\*  
Oct 28, 2013-Mar 21, 2014\*  
Nov 4, 2013-Mar 29, 2014\*

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

May 30-Aug 2  
Oct 17-Dec 20

##### JMA 400 Comprehensive CAD/CAM

Mar 28-May 17  
Aug 15-Oct 4

## U.S. LAB CLASS AND WORKROOM SCHEDULE

### CARLSBAD, CA

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Feb 4-6  
Apr 1-3  
May 13-15  
Jun 24-26  
Aug 12-14  
Sep 30-Oct 2  
Nov 11-13

##### GEM 230L Diamond Grading

Jan 21-25  
Mar 18-22  
Apr 29-May 3  
Jun 10-14  
Jul 29-Aug 2  
Sep 16-20  
Oct 28-Nov 1

##### GEM 240L Gem Identification

Jan 28-Feb 1  
Mar 25-29  
May 6-10  
Jun 17-21  
Aug 5-9  
Sep 23-27  
Nov 4-8

##### GEM 149L Pearl Grading

Feb 7  
Apr 4  
May 16  
Jun 27  
Aug 15  
Oct 3  
Nov 14

#### STUDENT WORKROOM

Available daily, Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m., on a first-come, first-served basis for up to eight students. Fees are \$35 for half day and \$70 for full day. No fees for exams. For a complete list of Student Workroom prerequisites, services, and additional details, visit [www.gia.edu](http://www.gia.edu). To reserve a seat, call 800 421 7250 ext 7750, or outside the U.S. call 760 603 4000 ext 7750, or email [lessons@gia.edu](mailto:lessons@gia.edu)

#### JEWELRY MANUFACTURING ARTS

##### JMA 320L Basic Repair and Setting

Apr 1-5  
Nov 18-22

##### JMA 340L Intermediate Repair and Setting

Apr 8-12  
Nov 25-29

### NEW YORK, NY

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 28-30  
Feb 19-21  
Mar 25-27  
Apr 22-30 (N)  
May 28-30  
Jul 15-17  
Aug 26-28  
Oct 7-9  
Nov 2-16 (S)  
Dec 9-11

##### GEM 230L Diamond Grading

Jan 14-18  
Feb 4-19 (N)  
Feb 11-15  
Mar 9-Apr 6 (S)  
Mar 11-15  
May 13-17  
Jun 3-7  
Jul 17-21  
Jul 22-26  
Jul 29-Aug 2  
Aug 5-9  
Aug 12-16  
Sep 14-Oct 12 (S)  
Sep 23-27  
Oct 14-29 (N)  
Oct 21-25  
Nov 18-22  
Dec 16-20

##### GEM 240L Gem Identification

Jan 21-25  
Feb 25-Mar 1  
Mar 18-22  
Apr 20-May 18 (S)  
May 20-24  
Jun 3-18 (N)  
Jul 8-12  
Aug 19-23  
Sep 30-Oct 4  
Dec 2-6

##### GEM 149L Pearl Grading

Jan 31  
Feb 22  
Mar 18-19 (N)  
Mar 28  
Apr 20 (S)  
May 31  
Jul 18  
Aug 29  
Sep 30-Oct 1 (N)  
Oct 10  
Oct 19 (S)  
Dec 12

\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

Schedules are subject to change without notice. For a current schedule, visit [www.gia.edu](http://www.gia.edu). Contact GIA Admissions in Carlsbad or New York to confirm availability and for additional information and details. (N) = Nighttime; (S) = Saturday; (W) = Weekend

**STUDENT WORKROOM**

Available daily, Monday – Friday, 8:00 – 11:00 a.m. and 12:00 – 3:00 p.m. Fees are \$35 for half day and \$70 for full day. No fees for exams. For a complete list of Student Workroom prerequisites, services, and additional details, visit [www.gia.edu](http://www.gia.edu). To reserve a seat, call 800 366 8519 ext 3102, or outside the U.S. call 212 944 5900 ext 3102, or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu).

Available dates:

Jan 7–11  
Feb 4–8  
Feb 19–22  
Feb 25–Mar 1  
Apr 8–12  
Apr 15–19  
May 20–24  
May 28–31  
Jun 10–14  
Jun 17–21  
June 24–28  
Jul 1–5 (except Jul 4)  
Jul 22–26  
Aug 19–23  
Aug 26–30  
Sep 3–6  
Sep 9–13  
Sep 16–20  
Oct 14–18  
Oct 28–Nov 1  
Nov 4–8  
Nov 11–15  
Dec 16–20

**LAS VEGAS, NV**

To register, and for class location call American Gem Society at 702 255 6500 ext 1034. Fees and enrollment details vary.

**GEMOLOGY****GEM 220L Colored Stone Grading**

Sep 16-18

**GEM 230L Diamond Grading**

Feb 25–Mar 1

Sep 9-13

**GEM 240L Gem Identification**

Mar 4-8

**LAS VEGAS, NV**

Seminar offerings during JCK shows to be announced.

**GEM 275L Gemology Seminars**

May 30

**TUCSON, AZ**

Fees and enrollment details vary. Tucson classes are held at the Tucson Convention Center, 260 South Church, Tucson, AZ 86701.

**GEM 240L Gem Identification**

Feb 4-8

**GEM 275L Country Origin of Corundum**

Feb 9

**GEM 275L Emerald Clarity Enhancement and Origin**

Feb 9

**LAB CLASS HOURS****Day Classes**

Carlsbad and New York:

8:00 a.m. – 4:00 p.m.

Other Cities: 9:00 a.m. – 5:00 p.m.

**Night Classes**

New York:

Monday – Thursday

6:00 – 9:30 p.m.

**EXCEPTIONS TO LAB CLASS HOURS****Pearl Grading**

Carlsbad:

8:00 a.m. – 3:00 p.m.

New York

8:00 a.m. – 3:00 p.m. or

6:00 – 9:00 p.m. (N)

\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

Schedules are subject to change without notice. For a current schedule, visit [www.gia.edu](http://www.gia.edu). Contact GIA Admissions in Carlsbad or New York to confirm availability and for additional information and details. (N) = Nighttime; (S) = Saturday (W) = Weekend



© Katie Decker

**CALIFORNIA**

*“GIA is extremely well-respected throughout the world. As a professional with clients in the Middle East, GIA credentials are a must-have. My customers know what these credentials mean and it gives them the peace of mind to do business with me.”*

Pamela McCombs, GIA GG, AJP  
President and Owner  
PZM Designs



# 2013 International Class Schedule

## INTERNATIONAL ON CAMPUS PROGRAMS

Unless otherwise noted, all classes are held at GIA facilities at the address shown on the back cover of this GIA Education Catalog.

The start date shown for on-campus courses and programs is the mandatory Orientation date.

Unless otherwise noted, all on campus courses are taught in English.

### BANGKOK [WWW.GIATHAI.NET](http://WWW.GIATHAI.NET)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Jun 20-Dec 20  
Nov 7, 2013-May 30, 2014

##### GEM 2200 Graduate Diamonds

Apr 18-Jun 7  
Jun 20-Aug 9\*  
Nov 11-Dec 27\*

##### GEM 2300 Graduate Colored Stones

Jan 3-May 24  
Aug 8-Dec 20\*

##### Accredited Jewelry Professional (Intensive)

Feb 11-15  
Jul 1-5  
Nov 4-8

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

May 23-Jul 26  
Oct 10-Dec 13

### DELHI [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### GEM 2200 Graduate Diamonds

Jan 10-Mar 1  
May 30-Jul 19  
Sep 5-Oct 25  
Dec 19, 2013-Feb 7, 2014

##### Accredited Jewelry Professional (Intensive)

May 13-17  
Aug 26-30  
Dec 9-13

### DUBAI

[giaeducationmiddleeast@gia.edu](mailto:giaeducationmiddleeast@gia.edu)

Classes will be held at the Dubai Airport Free Zone Authorities (DAFZA) unless otherwise noted. Dubai Multi Commodities Center = (DMCC).

#### GEMOLOGY

##### Accredited Jewelry Professional (Intensive)

Jan 6-10  
Feb 3-7 (DMCC)  
Feb 3-14 (N)  
Mar 10-14  
Mar 31-Apr 4  
May 5-16 (N)  
Jun 9-13  
Jul 7-18  
Aug 4-8  
Sep 1-5  
Oct 6-10  
Dec 1-12 (DMCC) (N)  
Dec 15-19

### HONG KONG [WWW.GIAHONGKONG.COM](http://WWW.GIAHONGKONG.COM)

#### GEMOLOGY

##### GEM 2200 Graduate Diamonds

Jan 11-Mar 8  
Apr 12-May 31 (Chinese)  
Jun 14-Aug 22  
Aug 16-Oct 18 (Chinese)  
Aug 16-Oct 18 (English)  
Nov 1-Dec 20

##### GEM 2300 Graduate Colored Stones

Mar 8-Jul 26  
Oct 18, 2013-Mar 22, 2014

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Feb 25-Apr 26  
Aug 5-Oct 4

### JAIPUR [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### Accredited Jewelry Professional (Intensive)

Feb 11-15  
Apr 8-12  
Jul 8-12  
Oct 14-18

### JOHANNESBURG

[giaeducationafrica@gia.edu](mailto:giaeducationafrica@gia.edu)

#### GEMOLOGY

##### Accredited Jewelry Professional (Intensive)

Jul 1-5  
Jul 8-12

### LONDON [WWW.GIALONDON.CO.UK](http://WWW.GIALONDON.CO.UK)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Feb 7-Aug 16  
Sep 12, 2013-Mar 28, 2014

### LONDON

(CONTINUED)

##### GEM 2200 Graduate Diamonds

Feb 7-Mar 28  
Apr 4-May 24  
Jun 13-Aug 2  
Sep 5-Oct 25  
Sep 12-Nov 1  
Oct 31-Dec 20

##### GEM 2300 Graduate Colored Stones

Mar 27-Aug 16\*  
Oct 30, 2013-Mar 28, 2014\*

##### Accredited Jewelry Professional (Intensive)

Jan 7-11  
Mar 4-8  
Apr 15-19  
Jun 3-7  
Jul 29-Aug 2  
Sep 2-6  
Oct 21-25  
Nov 18-22

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Jan 18-Mar 22  
Sep 20-Nov 22

### MUMBAI [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Feb 7-Aug 9  
Apr 25-Oct 25  
Aug 8, 2013-Feb 14, 2014

##### GEM 2200 Graduate Diamonds

Feb 7-Mar 22\*  
Feb 28-Apr 19  
Apr 25-Jun 14\*  
Jun 6-Jul 26  
Jul 18-Sep 6  
Aug 8-Sep 27\*  
Aug 29-Oct 18  
Oct 17-Dec 13  
Dec 12, 2013-Jan 31, 2014  
Nov 14, 2013-Jan 3, 2014

##### GEM 2300 Graduate Colored Stones

Feb 2-Jun 14  
Apr 1-Aug 9\*  
Jun 13-Oct 25\*  
Sep 30, 2013-Feb 14, 2014\*

##### Accredited Jewelry Professional (Intensive)

Feb 11-15  
Apr 15-19  
Jul 1-5  
Oct 21-25  
Dec 9-13

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Jan 31-Apr 5  
Apr 18-Jun 21  
Jul 4-Sep 6  
Sep 19-Nov 29  
Dec 19, 2013-Feb 21, 2014

### OSAKA [WWW.GIAJPN.GR.JP](http://WWW.GIAJPN.GR.JP)

#### GEMOLOGY

##### Accredited Jewelry Professional (Intensive)

May 22-Jun 7 (Japanese)

### SEOUL [WWW.GIAKOREA.CO.KR](http://WWW.GIAKOREA.CO.KR)

#### GEMOLOGY

##### GEM 2200 Graduate Diamonds

Oct 4-Nov 22 (Korean)

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Jun 20-Dec 19 (Korean)

### SHANGHAI [WWW.GIATAIWAN.COM.TW](http://WWW.GIATAIWAN.COM.TW)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Feb 22-Aug 8  
Aug 9, 2013-Jan 28, 2014

##### GEM 2200 Graduate Diamonds

Feb 22-Apr 5\* (Chinese)  
Mar 1-Apr 12 (Chinese)  
Aug 9-Sep 20\* (Chinese)  
Aug 16-Sep 27 (Chinese)

##### GEM 2300 Graduate Colored Stones

Apr 8-Aug 8\* (Chinese)  
Sep 23, 2013-Jan 28, 2014\* (Chinese)

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

May 13-Jul 12 (Chinese)  
Oct 14-Dec 13 (Chinese)

### SURAT [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### GEM 2200 Graduate Diamonds

Feb 28-Apr 19  
Jul 18-Sep 6  
Nov 21, 2013-Jan 10, 2014

### TAIWAN [WWW.GIATAIWAN.COM.TW](http://WWW.GIATAIWAN.COM.TW)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Jan 4-Jul 12  
Apr 12-Oct 18  
Jul 19, 2013-Jan 24, 2014

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Feb 25-Apr 26  
Jul 22-Sep 20  
Oct 28-Dec 27

### TOKYO [WWW.GIAJPN.GR.JP](http://WWW.GIAJPN.GR.JP)

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist

Mar 28-Sep 27 (Japanese)  
Sep 26, 2013-Mar 28, 2014 (Japanese)

##### Accredited Jewelry Professional (Intensive)

May 8-25 (Japanese) (S, W)  
Aug 22-Sep 6 (Japanese)

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Oct 3-Dec 6 (Japanese)

\*Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

Schedules are subject to change without notice. For a current schedule, visit [www.gia.edu](http://www.gia.edu).

(N) = Nighttime; (S) = Saturday; (W) = Weekend; (H) = Holiday

## INTERNATIONAL LAB CLASSES AND STUDENT WORKROOMS

Unless otherwise noted all lab classes are taught in English.

### BANGKOK [WWW.GIATHAI.NET](http://WWW.GIATHAI.NET)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Mar 18-20  
Jun 24-26  
Oct 14-16

##### GEM 230L Diamond Grading

Mar 4-8  
Jun 10-14  
Sep 30-Oct 4

##### GEM 240L Gem Identification

Mar 11-15  
Jun 17-21  
Oct 7-11

##### GEM 149L Pearl Grading

Mar 21  
Jun 27  
Oct 17

#### JEWELRY MANUFACTURING ARTS

##### JMA 330L Quick Design

Jan 14-18  
May 13-17  
Sep 23-27  
Dec 23-27

### BEIJING [WWW.GIATAIWAN.COM.TW](http://WWW.GIATAIWAN.COM.TW)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Mar 29-31 (Chinese) (S)

##### GEM 230L Diamond Grading

Mar 18-22 (Chinese)  
Nov 18-22 (Chinese)

##### GEM 240L Gem Identification

Mar 24-28 (Chinese) (W)

### BOTSWANA

[giaeducationafrica@gia.edu](mailto:giaeducationafrica@gia.edu)

#### GEMOLOGY

##### GEM 230L Diamond Grading

Jul 15-19  
Jul 22-26

### DELHI [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Mar 11-13  
Apr 22-24  
Aug 5-7  
Nov 18-20

##### GEM 230L Diamond Grading

Mar 4-8  
Apr 15-19  
Jul 29-Aug 2  
Nov 11-15

##### GEM 240L Gem Identification

Mar 18-22  
Apr 29-May 3  
Aug 12-16  
Nov 25-29

##### GEM 149L Pearl Grading

Mar 14  
Apr 25  
Aug 8  
Nov 21

#### JEWELRY MANUFACTURING ARTS

##### JMA 375L SWIFT Jewelry Design

Apr 1-5  
May 20-24  
Sep 2-6  
Dec 16-20

### DUBAI

[giaeducationmiddleeast@gia.edu](mailto:giaeducationmiddleeast@gia.edu)

Classes will be held at the Dubai Airport Free Zone Authorities (DAFZA) unless otherwise noted. Dubai Multi Commodities Center = (DMCC).

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 21-23  
Apr 16-18  
May 7-9 (DMCC)  
Jun 25-27  
Sep 17-19  
Nov 19-21

##### GEM 230L Diamond Grading

Jan 13-17  
Feb 10-14 (DMCC)  
Feb 17-28 (N)  
Mar 17-21  
Apr 7-11  
May 19-30 (N)  
Jun 16-20  
Jul 21-Aug 1  
Aug 18-29 (DMCC) (N)  
Sep 8-12  
Oct 20-24  
Nov 10-14  
Dec 8-12

##### GEM 240L Gem Identification

Jan 27-31  
Apr 21-25  
May 12-16 (DMCC)  
Jun 30-Jul 4  
Sep 22-26  
Nov 24-28

### DUBAI

(CONTINUED)

##### GEM 149L Pearl Grading

Jan 20  
Apr 15  
May 6 (DMCC)  
Jun 24  
Sep 16  
Nov 18

### HONG KONG [WWW.GIAHONGKONG.COM](http://WWW.GIAHONGKONG.COM)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 3-17 (Cantonese)

##### GEM 230L Diamond Grading

Jan 10-Feb 5 (Chinese)  
Feb 25-Mar 1  
Jun 25-Jul 23 (Cantonese)  
Jul 13-Aug 10 (S)  
Sep 2-6

##### GEM 240L Gem Identification

Jan 22-Feb 21 (Cantonese)

##### GEM 149L Pearl Grading

Apr 10-12  
Jun 26-28 (Cantonese)  
Jul 3-5  
Oct 16-18 (Cantonese)  
Oct 23-25

#### STUDENT WORKROOM

By Appointment

#### JEWELRY MANUFACTURING ARTS

##### JMA 330L Quick Design

Mar 18-Apr 18  
Aug 12-Sep 5

### JAIPUR [WWW.GIAINDIA.IN](http://WWW.GIAINDIA.IN)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Feb 18-20  
May 20-22  
Sep 16-18  
Dec 30, 2013-Jan 1, 2014

##### GEM 230L Diamond Grading

Jan 21-25  
Mar 11-15  
May 13-17  
Jun 10-14  
Aug 12-16  
Sep 9-13  
Nov 18-22  
Dec 16-20

##### GEM 240L Gem Identification

Feb 25-Mar 1  
May 27-31  
Sep 23-27

### JAIPUR

(CONTINUED)

##### GEM 149L Pearl Grading

Feb 21  
May 23  
Sep 19

### JOHANNESBURG

To register, call the Harry Oppenheimer Diamond Training School at +27 11 334-9003 and +27 11 334 8420, or email [diamond.school@diamond.co.za](mailto:diamond.school@diamond.co.za). Fees and enrollment details vary.

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Aug 26-28

##### GEM 230L Diamond Grading

Mar 11-15  
Aug 5-9  
Aug 12-16

##### GEM 240L Gem Identification

Aug 19-23

### LONDON [WWW.GIALONDON.CO.UK](http://WWW.GIALONDON.CO.UK)

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 21-23  
Jun 10-12  
Aug 27-29

##### GEM 230L Diamond Grading

Jan 14-18  
Mar 11-15  
Apr 29-May 3  
Jun 17-21  
Sep 9-13  
Nov 4-8  
Dec 2-6

##### GEM 240L Gem Identification

Jan 28-Feb 1  
Jun 24-28  
Sep 16-20

##### GEM 149L Pearl Grading

Jan 24  
Jun 13  
Aug 30

#### JEWELRY MANUFACTURING ARTS

##### JMA 350L CAD/CAM for Jewelry

Jun 17-Aug 2

##### JMA 330L Quick Design

Jan 7-11  
Sep 9-13  
Dec 2-6

#### STUDENT WORKROOM

Available Monday – Friday  
10:00 a.m. – 1:00 p.m. and  
2:00 – 5:00 p.m. on these dates:  
Feb 4–Mar 1  
Jul 1–Jul 26  
Sep 23–Oct 18

\*Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

Schedules are subject to change without notice. For a current schedule, visit [www.gia.edu](http://www.gia.edu).

(N) = Nighttime; (S) = Saturday; (W) = Weekend; (H) = Holiday

# 2013 International Class Schedule (cont.)

## LONDON (CONTINUED)

### BUSINESS

#### BUS 414 Business Development Strategies

Mar 18-22  
Oct 28-Nov 1

#### BUS 415 Business Development Strategies – Marketing

May 28-30

## MOSCOW [www.gigia.ru](http://www.gigia.ru)

### GEMOLOGY

#### GEM 240L Gem Identification

Apr 15-19  
Oct 14-18

## MUMBAI [www.giaindia.in](http://www.giaindia.in)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Jan 21-23  
Apr 8-10  
Jul 8-10  
Oct 14-16  
Dec 16-18

#### GEM 230L Diamond Grading

Jan 14-18  
Feb 4-8  
Mar 4-8  
Apr 1-5  
May 6-10  
Jun 3-7  
Jul 1-5  
Aug 5-9  
Sep 2-6  
Oct 7-11  
Nov 11-15  
Dec 9-13

#### GEM 240L Gem Identification

Jan 28-Feb 1  
Apr 15-19  
Jul 15-19  
Oct 21-25  
Dec 23-27

#### GEM 149L Pearl Grading

Jan 24  
Apr 11  
Jul 11  
Oct 17  
Dec 19

### STUDENT WORKROOM

By Appointment

### JEWELRY MANUFACTURING ARTS

#### JMA 375L SWIFT Jewelry Design

Jan 28-Feb 1  
Apr 8-12  
Jun 24-28  
Sep 2-6  
Sep 9-13  
Dec 2-6

## OSAKA [www.giajpn.gr.jp](http://www.giajpn.gr.jp)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Mar 12-14 (Japanese)  
Oct 12-14 (Japanese) (W, H)

#### GEM 230L Diamond Grading

Feb 9-17 (Japanese) (W, H)  
Jul 8-12 (Japanese)

#### GEM 240L Gem Identification

May 11-25 (Japanese) (W)  
Sep 9-13 (Japanese)  
Dec 2-6 (Japanese)

#### GEM 149L Pearl Grading

Nov 12 (Japanese)

## SEOUL [www.giakorea.co.kr](http://www.giakorea.co.kr)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Feb 18-26 (Korean)  
Jun 17-25 (Korean)  
Aug 19-Sep 5 (Korean) (N)  
Sep 2-10 (Korean)  
Nov 11-19 (Korean)

#### GEM 230L Diamond Grading

Feb 21-Mar 7 (Korean)  
Feb 21-Mar 21 (Korean) (N)  
Apr 6-May 11 (Korean) (S)  
May 9-23 (Korean)  
Jul 11-25 (Korean)  
Aug 12-Sep 12 (Korean) (N)

#### GEM 240L Gem Identification

Apr 18-May 2 (Korean)  
May 2-Jun 4 (Korean) (N)  
Jul 4-18 (Korean)  
Sep 5-26 (Korean)  
Oct 5-Nov 9 (Korean) (S)  
Dec 5-19 (Korean)

### STUDENT WORKROOM

By Appointment

### JEWELRY MANUFACTURING ARTS

#### JMA 330L Quick Design

Jan 28-Mar 7 (Korean)  
Sep 2-Nov 14 (Korean) (N)

## SHANGHAI [www.giataiwan.com.tw](http://www.giataiwan.com.tw)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

May 15-17 (Chinese)

#### GEM 230L Diamond Grading

May 4-8 (Chinese) (S)  
Nov 2-6 (Chinese) (S)

#### GEM 240L Gem Identification

May 10-14 (Chinese) (S)

## SHENZHEN [www.giataiwan.com.tw](http://www.giataiwan.com.tw)

### GEMOLOGY

#### GEM 230L Diamond Grading

Jul 15-19 (Chinese)

## SINGAPORE [www.giahongkong.com](http://www.giahongkong.com)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

May 27-29  
Nov 27-29

#### GEM 230L Diamond Grading

May 13-17  
Nov 18-22

#### GEM 240L Gem Identification

May 20-24  
Dec 2-6

#### GEM 149L Pearl Grading

May 18 (S)  
Nov 25

## SURAT [www.giaindia.in](http://www.giaindia.in)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Feb 4-6  
May 27-29  
Oct 7-9

#### GEM 230L Diamond Grading

Jan 28-Feb 1  
May 20-24  
Sep 30-Oct 4

#### GEM 240L Gem Identification

Feb 11-15  
Jun 3-7  
Oct 14-18

#### GEM 149L Pearl Grading

Feb 7  
May 30  
Oct 10

### JEWELRY MANUFACTURING ARTS

#### Swift Jewelry Design

Apr 22-26  
Sep 9-13  
Nov 18-22

## TAIWAN [www.giataiwan.com.tw](http://www.giataiwan.com.tw)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Apr 29-May 3  
Aug 5-9  
Nov 11-15

#### GEM 230L Diamond Grading

Jan 21-25  
Mar 11-Apr 5 (N)  
May 18-Jun 15 (S)  
May 27-31  
Aug 26-Sep 20 (N)  
Sep 9-13  
Nov 2-30 (S)  
Dec 9-13  
Dec 23-27 (Kaohsiung)

#### GEM 240L Gem Identification

Jan 28-Feb 1  
Jun 3-7  
Oct 21-25

## TAIWAN (CONTINUED)

#### GEM 149L Pearl Grading

Apr 13  
Oct 26

### STUDENT WORKROOM

By Appointment

### JEWELRY MANUFACTURING ARTS

#### JMA 330L Quick Design

May 20-24  
Oct 14-18

#### JMA 345L Working with Wax

Apr 29-May 10  
Sep 23-Oct 4  
Dec 30, 2013-Jan 10, 2014

## TOKYO [www.giajpn.gr.jp](http://www.giajpn.gr.jp)

### GEMOLOGY

#### GEM 220L Colored Stone Grading

Feb 9-11 (Japanese) (W, H)  
Jul 13-15 (Japanese) (W, H)  
Dec 17-19

#### GEM 230L Diamond Grading

Mar 25-29 (Japanese)  
Jun 1-15 (Japanese) (W)  
Dec 9-13 (Japanese)

#### GEM 240L Gem Identification

Feb 23-Mar 9 (Japanese) (W)  
Jun 24-28 (Japanese)  
Oct 12-20 (Japanese) (W, H)

#### GEM 149L Pearl Grading

Nov 6 (Japanese)  
Nov 16 (Japanese) (S)

### STUDENT WORKROOM

By Appointment

## Attending a GIA Campus Outside the U.S.

To enroll in a program or lab class at a GIA location outside the U.S., contact the respective campus directly.

Programs and lab classes offered at international campuses may vary from those offered in the U.S. as described in this issue. GIA programs and lab classes available in the U.S. may not be offered at other campus locations.

To enroll in distance education courses where materials are written in English, submit your application to GIA Carlsbad. To enroll in a distance education course where materials are written in any other language, please contact the respective GIA international campus.

Contact information for GIA campuses can be found on the GIA website at [www.gia.edu](http://www.gia.edu)

\*Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability.

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# Submitting Your Application and Registration

Please read the instructions below and the Admissions section on [pages 16-19](#) of this catalog before applying.

## How to Apply and Deadlines

Apply by visiting [www.gia.edu](http://www.gia.edu). There are options to either apply online or to download a paper application and registration form, depending on how you choose to study. On-campus and Lab class applications downloaded from [www.gia.edu](http://www.gia.edu) are for U.S. locations only. All pages of the downloaded paper application must be completed.

Review [pages 42-45](#) of this catalog for details on tuition and fees and information on payment plans for select Distance Education courses. Cancellation and Refund Policies can be found on [pages 37-39](#).

You will not be able to reserve space in any program, course, or Lab class until GIA has received all required fees and/or documents.

Educational services and shipping to some countries may be restricted by U.S. law. GIA fully complies with any and all U.S. laws and therefore may be unable to accept enrollments from certain countries. Contact GIA Admissions if you have questions about such conditions.

### CAMPUSES OUTSIDE THE U.S.

Students wishing to apply for attendance at a GIA campus outside the U.S. should contact the appropriate campus directly. International campus contact information is on the back cover of this catalog.

### DISTANCE EDUCATION STUDENTS

Apply to Distance Education courses either online or by downloading the application and registration form. If submitting the downloadable application, submit to GIA Carlsbad. eLearning classes will begin every Monday. However, if Monday is a holiday, classes will begin on Tuesday. Please refer to the 2013 Academic Calendar on [page 23](#).

### LAB CLASS STUDENTS

Apply for Lab classes either online or by downloading the application and registration form. See above information under *How to Apply and Deadlines*. If submitting the downloadable application, submit to the campus that you wish to attend.

There are no application deadlines. However, classes typically reach capacity at least 1 to 2 months in advance, so we encourage you to apply at least 2 to 3 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. Full payment is due 30 days prior to class start.

### ON-CAMPUS STUDENTS

Apply for on-campus programs or courses by downloading the application and registration form and submitting to the campus in that you wish to attend. Required documents must be mailed and received by GIA to be considered for on-campus admission.

There are no application deadlines. Although GIA holds classes year-round, on-campus programs typically reach capacity at least 2 to 3 months in advance, so we encourage you to apply at least 3 to 4 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.

## 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.

**Wire Transfer:** Call toll free 800 421 7250 ext 4001 or 760 603 4001, or email [admissions@gia.edu](mailto:admissions@gia.edu) for details. All wire fees must be paid by the applicant.

## Paper Applications

If you download an application from [www.gia.edu](http://www.gia.edu), submit your Lab class or on-campus paper application to the campus that you wish to attend.

GIA Carlsbad  
Robert Mouawad Campus  
Mailstop #3  
5345 Armada Drive  
Carlsbad, CA 92008  
Fax 760 603 4003

GIA New York  
Mailstop #70  
270 Madison Avenue, 2nd Floor  
New York, NY 10016-0601  
Fax 212 719 9563

### NEW JERSEY

*"A GIA credential is the most important credential someone in my company and in this industry can have. GIA ensures that you have the resources and knowledge base to stay up to date and confident in this extremely dynamic profession."*

Hank B. Siegel, GIA GG  
President and CEO  
Hamilton Jewelers



# Governance and Executive Management

*Current as of October, 2012*

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Susan M. Jacques  
President and Chief Executive Officer  
Borsheims Fine Jewelry and Gifts,  
a Berkshire Hathaway Company

Donna M. Baker  
President and Chief Executive Officer  
GIA

Amit Dhamani  
Chief Executive Officer/Managing Director  
Dhamani Jewels

Rodney C. Ewing, Ph.D.  
Edward H. Kraus Distinguished University Professor  
The University of Michigan

Jeffrey H. Fischer  
President  
Fischer Diamonds, Inc., New York  
Fischer Diamonds, Ltd., Israel

John A. Green  
President and Chief Executive Officer  
Lux Bond & Green

Thomas H. Insley  
Chief Financial Officer  
Intrepid Therapeutics, Inc.

Dione D. Kenyon  
President and Chief Executive Officer  
The Jewelers Board of Trade

Paul E. Kreutz  
Attorney at Law

Frederick N. Levinger  
President and Chief Executive Officer  
Nobadeer Enterprises, Inc.

Lisa A. Locklear  
Senior Vice President and Chief Financial Officer, Americas  
Ingram Micro Inc.

Roland Naftule  
President  
Nafco Gems, Ltd.

Glenn R. Nord  
Past President and Governor for Life  
GIA

James P. Shinehouse  
Partner  
Atlantic Financial Advisory Partners

Hank B. Siegel  
President and Chief Executive Officer  
Hamilton Jewelers

Aron L. Suna  
President  
Suna Bros., Inc.

Thomas T. Yang  
Partner  
PrimeGenesis

Ephraim Zion  
Managing Director  
Dehres Ltd.

## Executive Management

Donna M. Baker, President and Chief Executive Officer  
Thomas M. Moses, Senior Vice President, Laboratory and Research  
David J. Tearle, Vice President and Chief Financial Officer  
Linda Ellis, Vice President and Chief Advancement Officer  
Tawfic Farah, Vice President, International Operations  
Bev Hori, Vice President of Education and Chief Learning Officer  
Kathryn Kimmel, Vice President and Chief Marketing Officer  
Cynthia Sanders, Vice President, Instruments and Corporate Services  
Rick Summers, Vice President of Continuous Improvement  
Phillip M. Yantzer, Vice President, Laboratory Services

## Chairman Emeritus

Ralph Destino

# Education Administration and Faculty

Current as of October, 2012

## Education Management

Bev Hori, Vice President of Education and Chief Learning Officer  
 Susan Elliott, Director, Education Resources  
 Mark Mann, Director, Global Jewelry Manufacturing Arts  
 Theresa Mogavero, Director, Education Instruction  
 Kelly Yantzer, Director, Global Education Standards  
 Kimberly Northup Overlin, Dean of Students  
 Jennifer Park, Director, New York Education  
 Duncan Pay, Director, Course Development  
 Susan B. Johnson, Director, Global Education Compliance and Accreditation  
 Brenda Harwick, Manager, On-campus & Lab Gemology Instruction  
 Michelle DeVore, Manager, Distance Education Gemology Instruction  
 Mark Maxwell, Manager, Jewelry Manufacturing Arts  
 Stephen Roehl, Product Manager, Jewelry Manufacturing Arts  
 Joanne Dominguez, Manager, Education Records  
 Jason Drake, Manager, Education Technology  
 Renada Kulish, Manager, Admissions

### U.S. FACULTY

Robert Ackermann  
 Patrick Ball  
 Gavin Brott  
 Douglas Canivet  
 Michele Daniels  
 Brian Driscoll  
 Catherine Genstel  
 Jerry Golech  
 Fran Greder  
 Richard Greene  
 Don Hughes  
 Douglas Kennedy  
 Jennifer Kim  
 Sam Kong  
 Larry S. Larson  
 Paul Mattlin  
 Vanessa Napolitano-Lydon  
 Abba Steinfeld  
 Nina Switzer-Spano  
 Ric Taylor  
 Kate Trunnell  
 Shelly Verwymeren  
 Ann Westley  
 Glenn Wargo  
 Stephen Workman

### INTERNATIONAL MANAGEMENT AND LICENSEES

Nirupa Bhatt  
 Managing Director  
 GIA, India and Middle East  
 Elizabeth Bokaba  
 Manager, Alumni and  
 Client Relations  
 GIA South Africa  
 Roberto Caneppele  
 Campus Manager, GIA London  
 Christine Chen  
 Manager, Administration  
 GIA Taiwan  
 Yoshiko Doi  
 GIA Japan Licensee  
 Edward Johnson  
 Director, GIA London  
 Dong Keuk Kim  
 GIA Korea Licensee  
 Stella Lee  
 Director, GIA Hong Kong  
 Seung-Hae Moon  
 Managing Director  
 Asia Pacific Region  
 Laurent Massi, Ph.D.  
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 GIA Thailand  
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GIA instructors meet or exceed the accreditation standards and state requirements for experience and education. Instructors have a combination of at least three years of education, experience, and training in their field of instruction.

All New York instructors possess a Teacher Permit, Provisional License, or a Permanent License issued by the State of New York; instructors have at least two years of experience in their field of instruction.

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Courtesy of Alex Sepkus

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