



# GIA®

# Education Catalog

State of Texas

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[WWW.GIA.EDU](http://WWW.GIA.EDU)



# Discover a World of Possibilities

## BUYER

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

## BENCH JEWELER

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

## APPRAISER

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

## DESIGNER

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

## AUCTION SPECIALIST

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

## FASHION

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

## GEMOLOGIST

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

## RETAIL SALES

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

## WHOLESALE

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

## RESEARCHER

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

## MANUFACTURER

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

## MARKETING

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

# Everywhere. GIA®

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

For more than 80 years, GIA has been the world’s foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments, and research set the professional standards for the global gem and jewelry industry. We at GIA are honored that you have chosen us for your education, and we are proud to offer you the knowledge and credentials you need *to reach across the world.*



# Welcome



*GIA World Headquarters and Robert Mouawad Campus, Carlsbad, CA*

Congratulations on taking the next step in your professional journey.

You'll find in the following pages detailed information about the various diplomas and certificates GIA offers. These courses of study can create numerous opportunities and expanded horizons for you.

GIA alumni, your future peers, hold influential positions all along the gem and jewelry pipeline – gemologists, designers, entrepreneurs, buyers, graders, bench jewelers, retailers, auctioneers, and more. A GIA education empowers you to take your place beside them.

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 is the leading institution for the research of gems and the premiere provider of laboratory services – offerings that protect the gem-buying public.

Explore our Education Catalog. Find the program that sparks your interests and imagination. Then start creating a brighter future.

We are delighted that you are considering studying with us and look forward to helping you achieve your goals and dreams.

*Bev Hori*

Bev Hori, GIA GG  
Vice President of Education &  
Chief Learning Officer



*Courtesy of Platinum Guild International*



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

Bev Hori, GIA GG  
Vice President of Education &  
Chief Learning Officer



# An Institution Founded on Research, Fueled by Passion.

GIA's mission is to ensure the public 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 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.



# Work Across the World

## TAKE YOUR PLACE IN A GLOBAL INDUSTRY

People everywhere appreciate the beauty and mystery of gems. And so it follows that anywhere you go, you'll find the gem and jewelry industry.

### IMAGINE LEADING THE WAY

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

Working in the gem and jewelry industry offers opportunities to find careers everywhere you go – or imagine you could go. From a family-owned jewelry boutique in Kansas City, to a bustling trade show in Hong Kong, to a remote mining town in East Africa – the gem and jewelry industry is there – and there – and there.

### WORK IN RETAIL'S MOST GLAMOROUS SECTOR

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

## WATCH YOUR IDEAS COME TO LIFE

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

### BE A DETECTIVE FOR THE GEM WORLD

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

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



# Known Across the World

## GIA DIPLOMAS – EMBLEMS OF CREDIBILITY

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

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

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

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

When you complete your GIA education, you not only empower yourself with the knowledge you need for a successful career, but you'll also become a part of a worldwide network of GIA alumni who share your passion for gems and jewelry – alums who can help you forge your own career.

## Mission, Accreditation and Approval

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

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

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

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

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



# History

ON FEBRUARY 15, 1931, A FORMER RETAIL JEWELER NAMED 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:**

[www.gia.edu/about-gia/history/index.html](http://www.gia.edu/about-gia/history/index.html)



# Admissions

## Non-Discrimination Policy

It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrollment in GIA on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, medical condition, pregnancy status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the right and privileges to participate in programs and activities generally accorded or made available to students of the school. GIA reserves the right to deny an application and cancel an enrollment at any time.

## Admissions Requirements

Applicants must be at least 18 years of age and possess a minimum of a high school diploma, GED, or the equivalent. Applicants who do not have a high school diploma, GED, or the equivalent must successfully meet the minimum required scores on the Wonderlic Basic Skills Test (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.

Please note that home-schooled high school graduates must provide a state-issued secondary school completion credential. If the particular state does not issue a secondary school completion credential, the student must provide a home-schooling completion credential accompanied by documentation of the state approving the home-schooling program before it will be accepted.

eLearning applicants younger than age 18 may request approval for enrollment; their application will be reviewed by the Admissions Committee. Applicants younger than age 18 must have their parent or legal guardian sign their application. GIA does not accept applications from individuals younger than age 16.

Applicants younger than 18 and who are still in high school must also submit letters of approval from their parent or guardian and from a school counselor, principal, or administrator, and must successfully meet the minimum required scores on the Wonderlic Basic Skills Test, as described above.

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

Within 10 working days of receiving an application and all required documents, GIA will respond to the applicant in writing. If additional time is necessary, the applicant will be notified in writing within 10 working days.

## How to Apply and Related Deadlines

You may submit an application and registration form at any time at [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 39-42 of this catalog for details on tuition and fees and information on payment plans for select eLearning courses. Cancellation and Refund Policies can be found on pages 45-46.

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.

### 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. Classes start every Monday, with the exception of holidays. Tuesday starts will be February 18, May 27, and September 2.

Paper applications must be received by 12:00pm PST the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the class start. Failure to accept the terms of your enrollment agreement within 14 days of your selected start date will result in the cancellation of your course registration. Your full tuition and fees (if applicable) will be automatically refunded within 30 days. The purchase of books is not subject to refund. If you would like to plan ahead and enroll for a future start date, contact GIA Admissions at 760 603 4001 or [admissions@gia.edu](mailto:admissions@gia.edu)

### LAB CLASS STUDENTS

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



# Admissions (cont.)

There are no application deadlines. However, classes typically reach capacity at least two to three months in advance, so we encourage you to apply at least three to four 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 the start of a class.

## Payment Methods

Make payments online 24/7 via your Student Center located at <https://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.

Please note the following regarding payment methods:

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

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

**Wire Transfer:** Call toll free 800 421 7250 ext 4001 or 760 603 4001, or email [admissions@gia.edu](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 paper application to the campus that you wish to attend.

## English Proficiency

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

## Special Accommodations

In accordance with acts such as the Americans with Disabilities Act in the U.S., GIA will look to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. 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.

## Financial Assistance

Distance Education students may 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 is from March 1 through April 30. An online application and a listing of current scholarships are available at [www.gia.edu/scholarships](http://www.gia.edu/scholarships). If you have questions, please contact the Office of Student Financial Assistance at 760-603-4131 or 800-421-7250 ext 4131.

GIA also accepts outside sources of funding for educational programs including vocational, rehabilitation, MYCAA, or outside scholarships. We will be happy to assist in coordinating outside funding resources.

Federal financial aid is not available for GIA distance education or lab students.



# 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 an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at GIA is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at GIA is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of 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 to which you may seek to transfer 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.

## 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.



# Scholarships

## Who Is Eligible?

You must be a U.S. Citizen or a Permanent Resident of the U.S., at least 18 years of age, with a high school diploma or GED equivalency. You must be currently employed in the jewelry industry or planning to enter the field. If you have been awarded a GIA scholarship within the past five years, you are NOT eligible to reapply. GIA Scholarships may ONLY be applied toward the tuition for a GIA course or program of study in which the applicant is planning to enroll in the upcoming calendar year.

## How to Apply

COMPLETE APPLICATIONS AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED FOR SPRING APPLICATION PERIOD, MARCH 1 - APRIL 30 AND FALL APPLICATION PERIOD, JUNE 15 – OCTOBER 30.

Scholarship applications must be received during these dates to be considered. Anything submitted before or after these dates will NOT be considered. Submit a minimum of one letter of recommendation from someone in the jewelry industry. The letter must be typed, preferably on the jeweler's own letterhead. If you are new to the industry, a letter of recommendation from a previous employer, college, or university professor is acceptable. GIA staff and instructors cannot provide letters of recommendation.

Applications will be reviewed and selected by the GIA scholarship committee. Scholarship recipients will be notified by the end of December for the fall application period and by the end of May for the spring application period.

SEND ALL SCHOLARSHIP APPLICATIONS AND ANY REQUIRED SUPPORTING DOCUMENTS TO:

Gemological Institute of America  
Office of Student Financial Assistance, MS 7  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, CA 92008  
[www.gia.edu](http://www.gia.edu)

Visit [www.gia.edu/scholarships](http://www.gia.edu/scholarships) for a scholarship application and more information.



# Programs

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

## Graduate Gemologist Program

The GIA Graduate Gemologist (GG) diploma program delivers a comprehensive gemology education for 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.

### 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–Z color range consistently and accurately
- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Identify and grade common and unusual gemstones
- Identify characteristics, simulants, and treatments, and know when advanced testing is required
- 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

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

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

### WHAT YOU EARN: GRADUATE GEMOLOGIST DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 months
GEM 240	Gem Identification	GEM 120, GEM 220	44	24 months
GEM 220L*	Colored Stone Grading Lab	None	Lecture / Lab Format	21 hours
GEM 230L*	Diamond Grading Lab	None	Lecture / Lab Format with 2–Stone Exam	35 hours
GEM 240L*	Gem Identification Lab	None	Lecture / Lab Format	35 hours
			Total Lessons: 106	Total Lab Hours: 91

\*Lab classes are currently only offered at GIA Carlsbad or GIA New York.  
Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Programs (cont.)

## Graduate Diamonds Program

The Graduate Diamonds diploma program gives you the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. In this program, you will also analyze crown, pavilion, and total depth. This program covers GIA 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.

### STUDENTS IN THIS PROGRAM WILL:

- Gain in-depth, hands-on experience in the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learn how they affect diamond value
- Grade diamonds in the D–Z color range consistently and accurately
- Detect diamond synthetics, treatments, and simulants
- Learn how to translate technical knowledge into valuable information for effective sales and excellent service

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

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

### WHAT YOU EARN: GRADUATE DIAMONDS DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamonds Grading	GEM 130	20	15 months
GEM 230L*	Diamond Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	35 hours
			Total Lessons: 27	Total Lab Hours: 35

\* Lab classes are currently only offered at GIA Carlsbad or GIA New York.  
Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Programs (cont.)

## Graduate Colored Stones 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'll learn the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated, and synthetic gemstones. This program provides knowledge you can apply directly, including how market factors affect value.

### STUDENTS IN THIS PROGRAM WILL:

- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Identify and grade common and unusual colored stones
- Learn how to translate your technical knowledge into valuable information for effective sales and excellent service
- Understand how quality, rarity, color, and market factors affect value
- Learn about the vast array of gemstones, and follow their paths from formation to marketplace

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

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

### WHAT YOU EARN: GRADUATE COLORED STONES DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 240	Gem Identification	GEM 120, GEM 220	44	24 months
GEM 240L*	Gem Identification Lab	None	Lecture / Lab Format	35 hours
GEM 220L*	Colored Stone Grading Lab	None	Lecture / Lab Format	21 hours
			Total Lessons: 79	Total Lab Hours: 56

\*Lab classes are currently only offered at GIA Carlsbad or GIA New York.  
Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Programs (cont.)

## Graduate Pearls 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 pearls are tested for authenticity and post-harvest treatments.

### STUDENTS IN THIS PROGRAM WILL:

- Become proficient with gemological equipment and procedures to grade pearls
- Learn how to translate their technical knowledge into valuable information for effective sales and excellent service
- Promote the relationship of beauty, value, and quality in their merchandise
- Explain the difference between natural and cultured pearls
- Understand the process of pearl culturing and market factors

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

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

### WHAT YOU EARN: GRADUATE PEARLS DIPLOMA

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 149	Pearls	None	8	6 months
GEM 149L*	Pearl Grading Lab	None	Lecture / Lab Format	6 hours
			Total Lessons: 8	Total Lab Hours: 6



# Programs (cont.)

## Course Descriptions

GIA's eLearning courses are self-paced. The monthly designation shown for each course is a suggested time line. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including reviews and exams, prior to the end of the completion time limit.

### Colored Stone Essentials – eLearning GEM 120

**Prerequisite:** None

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 language of colored stones. You'll discover color's powerful role in gemstone value and the unique characteristics of 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 making 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

Number of Lessons: 8

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

Review and exam attempts (Month 3)

### Colored Stones – eLearning GEM 220

**Prerequisite:** GEM 120

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold 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 requires a proctor.  
(See Proctored Exams on page 32)

Maximum completion time: 18 months

Number of Lessons: 27

1. Introduction to Colored Stones (Month 1)
2. Gemstone Formation and Mining (Month 1)
3. Gems & Their Physical Properties (Month 2)
4. Gems and Light (Month 2)
5. Synthetics and Imitations (Month 3)
6. Treatments (Month 3)

7. The Colored Stone Market (Month 4)
8. Color (Month 4)
9. Cut (Month 5)
10. Clarity (Month 5)
11. Carat Weight and the Gem Business (Month 6)
12. Ruby (Month 6)
13. Blue Sapphire (Month 7)
14. Fancy Sapphire and Phenomenal Corundum (Month 7)
15. Emerald (Month 8)
16. Pearl Formation, Types, and Market (Month 8)
17. Pearl Value Factors, Processing, and Treatments (Month 9)
18. Jade (Month 9)
19. Opal (Month 10)
20. Quartz and Chalcedony (Month 10)
21. Tanzanite, Iolite, Chrysoberyl, and Andalusite (Month 11)
22. Topaz and Beryl (Month 11)
23. Tourmaline, Peridot, and Zircon (Month 12)
24. Garnet and Spinel (Month 12)
25. Lapis Lazuli, Turquoise, and Other Opaque Gems (Month 13)
26. Feldspar, Spodumene, and Diopside (Month 13)
27. Organics and Collectors' Stones (Month 14)

Review and exam attempts (Months 15 through 18)

### Diamond Essentials – eLearning GEM 130

**Prerequisite:** None

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

Number of Lessons: 7

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

Review and exam attempts (Month 3)



# Programs (cont.)

## Course Descriptions

### Diamonds & Diamond Grading – eLearning GEM 230

#### *Prerequisite: GEM 130*

This course will help you gain the 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; dealers, cutters, manufacturers, etc.

Final exam is online, closed book, and requires a proctor.  
(See Proctored Exams on page 32)

Maximum completion time: 15 months

Number of Lessons: 20

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

Review and exam attempts (Months 13 through 15)



# Programs (cont.)

## Course Descriptions

### Gem Identification – eLearning GEM 240

**Prerequisites:** GEM 120 and 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 and practical videos.

Prior to registering for this course, students must confirm their access to required equipment and have a conversation with their primary instructor to discuss course details. To register for this course, you must have access to gem tweezers (non-locking), a daylight-equivalent light source, mini Maglite (incandescent) or equivalent, a 10x full corrected loupe or microscope, a gem cloth, a refractometer with polarizing filter and a removable magnification piece and refractive index (RI) liquid (1.81), an optic figure sphere, a dichroscope (calcite preferred), a polariscope, and a spectroscope. These instruments are not included with the course. (Be sure to read the Chemical Safety Disclosure on page 27) You can purchase a professional Gem Identification instruments student package through GIA Instruments at [www.store.gia.edu](http://www.store.gia.edu)

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

Final exam is open book and requires a proctor.  
(See Proctored Exams on page 32)

Maximum completion time: 24 months

Number of Lessons: 44 (19 written and 25 practical assignments)

1. Introduction to Gem Identification (Month 1)
2. General Observation of Gem Identification (Month 1)
3. Refraction and the Refractometer (Month 1)
4. Polariscope Testing & Worksheet (Month 1)
5. Pleochroism and the Dichroscope (Month 1)
6. Magnification (Month 2)
7. Selective Absorption and the Spectroscope (Month 2)
8. Fluorescence and Phosphorescence (Month 2)
9. Additional Tests (Month 2)
10. Separation and Identification & Worksheet (Month 2)
11. Separating Natural Gems from Synthetics and Imitations & Worksheet (Month 3)
12. Detecting Gem Treatments & Worksheet (Month 3)
13. Separating Red, Pink, and Purple Gems & Worksheet (Month 3)
14. Separating Blue and Violet Gems & Worksheet (Month 3)

15. Separating Green Gems & Worksheet (Month 4)
16. Separating Orange, Yellow, and Brown Gems & Worksheet (Month 4)
17. Separating Colorless, White, Gray, and Black Gems & Worksheet (Month 4)
18. Identifying Rough Gems, Parcels, and Mounted Gems (Month 4)
19. Advanced Laboratory Testing (Month 4)
20. Worksheets 20 through 36 (Months 5 through 12)

Review, exam attempts, and remedial work if needed (Months 13 through 24)

### Pearls – eLearning GEM 149

**Prerequisite:** None

This course covers popular techniques for selling pearls at the retail level, and gives you the knowledge to buy inventory, build confidence, and increase profits. Learn how 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. 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

Number of Lessons: 8

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

Review and exam attempts (Month 6)



# Programs (cont.)

## Course Descriptions

### Colored Stone Grading Lab GEM 220L\*

**Prerequisite:** None

Through extensive hands-on practice using 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 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

#### LAB SCHEDULE:

##### Monday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:30	Lecture: Introduction, Class Objectives, Schedule, Student Materials, Student Introductions	0.50	0.00
08:30 – 09:30	Lecture: Gemstone Materials, the 4Cs, Gem Cloth, Tweezers, Grading Card	1.00	0.00
09:30 – 10:00	Lecture: Color World & Color Nomenclature	0.50	0.00
10:00 – 11:30	Lecture/Lab: Color Estimation & Description, Grading Dominant Color & Additional Color (lecture = 45 minutes, lab = 45 minutes)	0.75	0.75
11:30 – 12:30	Lunch Break	0.00	0.00
12:30 – 01:00	Lecture: Color Verification/Color Comparison Tool	0.50	0.00
01:00 – 01:30	Lab: Colored Stone Grading	0.00	0.50
01:30 – 02:30	Lecture/Lab: Cut – How it Affects Color and Grading Brilliance (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
02:30 – 03:45	Lecture/Lab: Cut - Face-up Outline, Profile & Proportions (lecture = 30 minutes, lab = 45 minutes)	0.50	0.75
03:45 – 04:00	Lecture: Review of today, Preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		4.50	2.50

##### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review	0.25	0.00
08:15 – 08:30	Lecture: Loupe Grading	0.25	0.00
08:30 – 09:00	Lecture/Lab: Cut – Finish (lecture = 15 minutes, lab = 15 minutes)	0.25	0.25
09:00 – 10:30	Lab: Colored Stone Grading	0.00	1.50
10:30 – 11:30	Lecture/Lab: Microscope Techniques and Clarity Characteristics (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
11:30 – 12:30	Lunch Break	0.00	0.00
12:30 – 01:45	Lecture/Lab: Clarity Grading (lecture = 30 minutes, lab = 30 minutes)	0.50	0.75
01:45 – 02:30	Lab: Colored Stone Grading	0.00	0.75
02:30 – 03:15	Lecture: "The Big 3" (ruby, sapphire, emerald)	0.75	0.00
03:15 – 03:45	Lab: Colored Stone Grading	0.00	0.50
03:45 – 04:00	Lecture: Review of today, Preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		2.75	4.25

\*Lab classes are currently only offered at GIA Carlsbad or GIA New York. Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Programs (cont.)

## Course Descriptions

### Colored Stone Grading Lab GEM 220L\* (cont.)

#### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review	0.25	0.00
08:15 – 10:15	Lab: Colored Stone Grading	0.00	2.00
10:15 – 11:45	Lab: 2-Stone Exercise	0.00	1.50
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 21:00	Lecture: 2-Stone Exercise Results	0.25	0.00
01:00 – 01:45	Lecture: Grading Mounted Stones – Carat Weight and Weight Estimation	0.75	0.00
01:45 – 02:15	Lecture: Treatments	0.50	0.00
02:15 – 03:00	Lecture: Pricing & Purchasing	0.75	0.00
03:00 – 03:45	Lecture: Grading Phenomenal Stones, Great Gems	0.75	0.00
03:45 – 04:00	Lecture: Summary, Review, Current Gem News	0.25	0.00
Total Daily Clock Hours = 7.00		3.50	3.50

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or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Programs (cont.)

## Course Descriptions

### Diamond Grading Lab GEM 230L\*

#### Prerequisite: None

Through a unique combination of hands-on training, one-on-one coaching, and multimedia, 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 by GIA. 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

#### LAB SCHEDULE:

##### Monday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:30	Lecture: Introduction, Class Requirements, Schedule, Student Introductions, Student Materials	0.50	0.00
08:30 – 08:45	Lecture: The 4Cs	0.25	0.00
08:45 – 09:00	Lecture: Gem Cloth, Tweezers	0.25	0.00
09:00 – 10:00	Lecture/Lab: Cut Grade – Brightness, Fire, Pattern (30 minutes lecture, 30 minutes lab)	0.50	0.50
10:00 – 10:30	Lecture: Cut – How Proportions Affect Weight	0.50	0.00
10:30 – 11:45	Lecture: Microscope Use, Facet Nomenclature	1.25	0.00
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 02:15	Lecture/Lab: Clarity Characteristics and Clarity Grading (45 minutes lecture, 45 minutes lab)	0.75	0.75
02:15 – 03:45	Lab: Clarity Grading	0.00	1.50
03:45 – 04:00	Lecture: Review, Homework, Preview	0.25	0.00
Total Daily Clock Hours = 7.00		4.25	2.75

##### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:30	Lecture: Review Clarity Characteristics, Clarity Grading, and Homework	0.50	0.00
08:30 – 09:00	Lecture/Lab: Cut Grading – Estimating by Proportions (Direct Measurement, Table % Flash Method, Star Facet Length %) (15 minutes lecture, 15 minutes lab)	0.25	0.25
09:00 – 10:45	Lecture/Lab: Cut Grading – Crown Angle, Crown Height %, Girdle Thickness (45 minutes lecture, 60 minutes lab)	0.75	1.00
10:45 – 11:45	<i>Lunch Break</i>	0.00	0.00
11:45 – 01:15	Lecture/Lab: Cut Grading – Pavilion Depth %, Girdle Thickness %, Lower Girdle Facet %, Culet Size (45 minutes lecture, 45 minutes lab)	0.75	0.75
01:15 – 03:45	Lab: Diamond Grading	0.00	2.50
03:45 – 04:00	Lecture: Review/Preview	0.25	0.00
Total Daily Clock Hours = 7.00		2.50	4.50

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# Programs (cont.)

## Course Descriptions

### Diamond Grading Lab GEM 230L\* (cont.)

#### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:30	Review	0.50	0.00
08:30 – 09:00	Lecture/Lab: Loupe Grading (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
09:00 – 09:45	Lecture/Lab: Chart Grade, Finish/Polish/Symmetry, Final Cut Grade (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
09:45 – 11:00	Lecture/Lab: Color Grading (Lecture = 30 minutes, Lab = 45 minutes)	0.50	0.75
11:00 – 11:45	Lecture: Plotting	0.75	0.00
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 02:00	Lab: Diamond Grading	0.00	1.25
02:00 – 03:45	Lab: Diamond Grading	0.00	1.75
03:45 – 04:00	Lecture: Review and Preview	0.25	0.00
Total Daily Clock Hours = 7.00		2.50	4.50

#### Thursday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:00	Lecture: Intensive Review	1.00	0.00
08:00 – 11:45	Lab: Diamond Grading	0.00	2.75
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 02:00	Lab: Diamond Grading	0.00	1.25
02:00 – 02:30	Lecture/Lab: Diamond Simulants (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
02:30 – 03:45	Lab: Diamond Grading	0.00	1.25
03:45 – 04:00	Lecture: Review and Preview	0.25	0.00
Total Daily Clock Hours = 7.00		1.50	5.50

#### Friday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review with Q&A	0.25	0.00
08:15 – 09:45	Lab: Diamond Grading	0.00	1.50
09:45 – 12:00	Lab 2-Stone Exam	0.00	2.25
12:00 – 01:00	<i>Lunch Break</i>	0.00	0.00
01:00 – 01:15	Lecture: 2-Stone Exam Results	0.25	0.00
01:15 – 02:00	Lecture/Lab: Fancy Shapes (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
02:00 – 03:30	Lecture: Grading Mounted Stones, Treatments & Synthetics, Fancy Colors	1.50	0.00
03:30 – 04:00	Lecture: Summary, Current Gem News	0.50	0.00
Total Daily Clock Hours = 7.00		2.75	4.25

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# Programs (cont.)

## Course Descriptions

### Gem Identification Lab GEM 240L\*

**Prerequisite:** None

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 with optic figure sphere, a dichroscope, a table model prism 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 27).

Class duration: 5 days or 10 nights (35 clock hours)

**WHAT YOU EARN:** Letter of Completion

#### LAB SCHEDULE:

##### Monday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Introduction, Class Objectives, Schedule, Materials, Student Introductions	0.25	0.00
08:15 – 08:45	Lecture/Lab: Cloth/Color Card/Tweezers (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
08:45 – 10:00	Lecture/Lab: General Observation (Lecture = 45 minutes, Lab = 30 minutes)	0.75	0.50
10:00 – 11:45	Lecture/Lab: Refractometer – Flat Facet Reading And Birefringence (Lecture = 1 hour, Lab = 45 minutes)	1.00	0.75
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 01:45	Lecture/Lab: Polariscope and Dichroscope (Lecture = 30 minutes, Lab = 30 minutes)	0.50	0.50
01:45 – 02:30	Lecture/Lab: Microscope Techniques (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
02:30 – 04:00	Lab: All observation and equipment techniques learned today	0.00	1.50
Total Daily Clock Hours = 7.00		3.00	4.00

##### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review	0.25	0.00
08:15 – 10:00	Lecture/Lab: Lab Manual, Diffusion Treatment, and Practical Work (Lecture = 45 minutes, Lab = 60 minutes)	0.75	1.00
10:00 – 10:45	Lecture/Lab: Glass, Plastic and Assembled Stones (Lecture 30 minutes, Lab = 15 minutes)	0.50	0.25
10:45 – 11:45	Lab: Practical Work – Gem Identification	0.00	1.00
11:45 – 12:45	<i>Lunch Break</i>	0.0	0.00
12:45 – 02:00	Lecture/Lab: Refractometer – Spot Readings & Birefringence Blink (Lecture = 30 minutes, Lab = 45 minutes)	0.50	0.75
02:00 – 02:45	Lecture/Lab: Polariscope – Optic Figure Sphere and Amethyst vs. Scapolite (Lecture = 15 minutes, Lab = 30 minutes)	0.25	0.50
02:45 – 04:00	Lab: Practical Work – Gem Identification	0.00	1.25
Total Daily Clock Hours = 7.00		2.25	4.75

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# Programs (cont.)

## Course Descriptions

### Gem Identification Lab GEM 240L\* (cont.)

#### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:30	Lecture/Lab: Review (Lecture = 15 minute, Lab = 15 minute)	0.25	0.25
08:30 – 09:30	Lecture: Additional Lighting Techniques and Natural Inclusions	1.00	0.00
09:30 – 10:15	Lecture/Lab: Synthetic vs. Imitation – Flame Fusion & Czochralski (15 minute lecture, 30 minute lab)	0.25	0.50
10:15 – 11:15	Lecture/Lab: Synthetic Processes – Flux Melt, Hydrothermal, Skull Melt, Opal & Turquoise (Lecture = 30 minute, Lab = 30 minute)	0.50	0.50
11:15 – 11:45	Lecture/Lab: Natural vs. Synthetic Ruby (Lecture = 15 minute, Lab = 15 minute)	0.25	0.25
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 01:30	Lecture: Spectroscope, Ultraviolet, Specific Gravity, Color Filter	0.75	0.00
01:30 – 04:00	Lab: Practical Work – Gem Identification	0.00	2.50
Total Daily Clock Hours = 7.00		3.00	4.00

#### Thursday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review	0.25	0.00
08:15 – 09:15	Lecture: Gemstone Treatments & Diamond Simulants	1.00	0.00
09:15 – 11:45	Lab: Practical Work – Gem Identification	0.00	2.50
11:45 – 12:45	<i>Lunch Break</i>	0.00	0.00
12:45 – 04:00	Lab: Practical Work – Gem Identification	0.00	3.25
Total Daily Clock Hours = 7.00		1.25	5.75

#### Friday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Review	0.25	0.00
08:15 – 10:00	Lab: Practical Work – Gem Identification	0.00	1.75
10:00 – 12:00	Lab: 5-Stone Exercise	0.00	2.00
12:00 – 01:00	<i>Lunch Break</i>	0.00	0.00
01:00 – 01:30	Lecture/Lab: Review 5-Stone Exercise (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
01:30 – 03:00	Lab: Practical Work – Gem Identification	0.00	1.50
03:00 – 03:45	Lecture/Lab: Treatments, Synthetics, Imitations (Lecture = 15 minutes, Lab = 30 minute)	0.25	0.50
03:45 – 04:00	Lecture: Reports – Emerald, Alexandrite, Gem News Updates, Summary and Class Surveys	0.25	0.00
Total Daily Clock Hours = 7.00		1.00	6.00

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# Programs (cont.)

## Course Descriptions

### Pearl Grading Lab GEM 149L\*

**Prerequisite:** None

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

**CLASS DURATION:** 1 day or 2 nights (6 clock hours)

**WHAT YOU EARN:** Letter of Completion

#### LAB SCHEDULE:

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15	Lecture: Introduction, Objectives, Schedule, Materials	0.25	0.00
08:15 – 08:45	Lecture: Types of Mollusks & Pearls	0.50	0.00
08:45 – 09:45	Lecture: Pearl Grading Environment	1.00	0.00
09:45 – 10:15	Lecture: Pearl Description System	0.50	0.00
10:15 – 10:30	<i>Break</i>	0.00	0.25
10:30 – 11:30	Lab: Pearl Grading	0.00	1.00
11:30 – 12:30	<i>Lunch Break</i>	0.00	0.00
12:30 – 01:00	Lecture: Color Description System	0.50	0.00
01:00 – 02:30	Lab: Pearl Grading	0.00	1.50
02:30 – 02:45	Lecture: Pearl Identification & Treatments, Care & Cleaning of Pearls	0.25	0.00
02:45 – 03:00	Lecture: Review, Current Pearl News, Q&A	0.25	0.00
Total Clock Hours = 6.00		3.25	2.75

\*Lab classes are currently only offered at GIA Carlsbad or GIA New York. Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.



# Equipment and Facilities

## Equipment

To complete the Gem Identification course, you must have access to gem tweezers, a 10x loupe or microscope, 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, and can be purchased through GIA Instruments at [store.gia.edu](http://store.gia.edu). (Be sure to read the Chemical Safety Disclosure that follows.) If you do not have access to equipment, you can complete your assignments by registering for a GIA Student Workroom at GIA Carlsbad or GIA New York, where you'll have access to these professional tools. For complete Student Workroom activities, hours and fees, please visit [www.gia.edu](http://www.gia.edu)

## Chemical Safety Disclosure

The Occupational Safety & Health Administration (OSHA) recommends the use of good laboratory practices while using or being exposed to refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, and if you have sensitivity to, or are allergic to, this chemical. If you are unsure, contact your physician for advice.

GIA provides protective gloves and appropriate disposal containers in each classroom. The Material Safety Data Sheet (MSDS) is posted in each classroom and GIA will provide a copy on request.

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

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

### COLORED STONE GRADING LAB CLASS

Each student workstation includes either a binocular microscope or an Ott light, tweezers, and a 10x loupe. Each student keeps a lab manual, gem cloth, a Mini MagLite, and a color grading card.

### DIAMOND GRADING LAB CLASS

Classroom contains a DiamondDock, a 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

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

### PEARL GRADING LAB CLASS

Classroom contains a pearl gauge and other physical instruction aids. Each student workstation includes either a binocular microscope or an Ott light, and a pearl grading master set with an informational keycard. Each student keeps a gem cloth and lab manual.

### STUDENT WORKROOMS

Classroom equipment is the same as for Lab classes.

Student to equipment ratio is one to one.



# Student Services and Student Life

Members of GIA's Student Services team are dedicated to making your experience as a GIA student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas, including career services, medical services, and banking and 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, you enjoy a professional affiliation with GIA. GIA is committed to providing you not only with a strong educational 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. To view current job listings, visit [www.gia.edu](http://www.gia.edu)

Employers from every industry sector lists with GIA a variety of entry level to management positions, 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, however GIA cannot guarantee employment. Graduation and employment statistics are published online and are available from the Career Services office.

## 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.

## GIA Alumni Association

Did you know that you will become a member of the GIA Alumni Association as soon as you take a GIA course and receive a passing grade on the final exam? You don't have to do a thing – GIA will automatically sign you up and membership is free. You can start to network and make contact with the more than 90,000 alumni and over 60 chapters worldwide as soon as you receive your membership materials. Stay connected with the GIA Alumni Association and you'll 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 7250 ext 4145, 760 603 4145, email [alumni@gia.edu](mailto:alumni@gia.edu), or visit [www.gia.edu](http://www.gia.edu)

## Library and Learning Resources

Whether in person, by phone, email, or fax, the Library staff answers the 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 7:30 a.m. to 5:00 p.m. PST, Monday through Friday. Or contact Library staff via email at [library@gia.edu](mailto:library@gia.edu) or by telephone at 800-421-7250 ext 4046 or 760 603 4046.

## 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.



# Student Services and Student Life

## My GIA and eLearning System Requirements

My GIA is a 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, 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 engaged.

Online support is available for assistance with your user name, password, or any technical question 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 4:30 p.m. PST, Monday through Friday.

### MY GIA AND eLEARNING HAVE THE FOLLOWING SYSTEM REQUIREMENTS:

- Windows XP SP2, Vista, 7, 8 or Mac OS X
- Firefox 2 or later (for optimum experience), Google Chrome 21.X or later, Safari 3 or later, Internet Explorer 8 (9 and above must be in "Compatibility Mode") or later
- Please do not use the AOL, MSN, or Opera browsers with this site
- Be sure that JavaScript is enabled, cookies are allowed and pop-up blockers disabled
- Screen resolution: 1024 x 768 or greater
- Adobe Flash Player 8 or later is required for the eLearning courses
- Adobe Reader is required to read PDF documents
- QuickTime 7 or later (+ iTunes) is required to play MPEG-4 (M4V) videos

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



# Academic Policies and Procedures

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.

## Complaint Policy and Procedure

### POLICY

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.

### 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. All of the information collected during the investigation is considered in the decision-making process.

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 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)

### UNRESOLVED COMPLAINTS CAN BE ADDRESSED TO:

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

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with the Texas Workforce Commission (TWC), as well as with other relevant agencies or accreditors, if applicable.

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

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs are approved by TWC, as well as by the California Bureau of Private Postsecondary Education (BPPE).

Students who reside in Texas may direct unresolved complaints to:

The Texas Workforce Commission  
Career Schools and Colleges  
Room 226T  
101 East 15<sup>th</sup> Street  
Austin, TX 78778-0001  
T 512 463 2222  
[www.twc.state.tx.us](http://www.twc.state.tx.us)

## GIA Code of Conduct

Because GIA is an educational and research institution, it is not allowed to participate in or endorse private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized. GIA's Code of Conduct policy was enacted to safeguard the Institute's standards as an independent and nonprofit organization. A PDF containing all of GIA's Code of Conduct can be downloaded at [www.gia.edu](http://www.gia.edu).

## 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.

See page 36 for the Student Code of Conduct.

## Clock Hours

Total clock hours are the number of classroom hours scheduled for each course. One clock hour is defined as fifty minutes of instruction during a sixty-minute period (Texas Administrative Code, Title 40, Part 20, Chapter 807.2(8)).



# Academic Policies and Procedures (cont.)

## Grading System

Grading System Final Course Grade	Final Transcript Grade
75% or more (Pass)	P
74% or less (No Pass)	NP
P (Pass)	P
NP (No Pass)	NP
INC (Incomplete)	INC
SWD (Student Withdrawal)	SWD

## 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).

### STUDENT WITHDRAWAL

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

## Grading Policies

GIA offers Distance Education students generous course completion times. Please note that there are no completion time extensions for Distance Education courses. Students may request a Leave of Absence at any time; please see page 34 for additional information.

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, or up to course end date.

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, or up to course end date.

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

## Classroom Lab Policies

During lab 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 instructor's approval. The volume must be kept low so it doesn't disturb other students.

## 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 Graduation Requirements information on page 38 and the Course Descriptions section found on pages 13–26 of this catalog.



# Academic Policies and Procedures (cont.)

## 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, school teacher or 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.

### ARRANGING TO TAKE YOUR FINAL EXAM:

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

### WHERE TO TAKE YOUR EXAM

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

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

OR

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

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

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

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

3. Under the supervision of a proctor who is currently employed as one of the following professionals.
  - Academic Testing Center Administrator. Examples: Community Colleges, Sylvan Learning Centers, Huntington Learning Centers, members of CCTC
  - Certified Public Accountant (CPA)
  - Clergy – Any person who is the religious leader of a legally constituted religious organization.

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

The proctor cannot be a member of your family or someone working in the jewelry industry unless you qualify under the GIA-approved corporate proctor program.

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

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

Please note that home addresses are not acceptable.

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

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

### QUESTIONS

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

### FEES

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

### FINAL EXAM REGULATIONS

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



# Academic Policies and Procedures (cont.)

## STUDENT POLICIES AND PROCEDURES:

- Be sure to bring a standard calculator and a No. 2 pencil and a good eraser to the exam site
- All required coursework must be completed prior to taking final exams
- International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor or proctor
- Electronic language dictionaries cannot be used at any time during quizzes and exams
- Only standard, non-programmable calculators are allowed
- Programmable calculators, computers, laptops, e-readers, personal digital assistants (PDAs), cell phones, or any other similar electronic devices cannot be used during the examination period
- Cameras or other visual or audio recording devices (smartphones, 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 or proctor
- All written and practical 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.
- 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.
- All written and practical exams must be taken on the GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise
- 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
- Exams in progress may be declared null and void if a testing session 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

## PROCTOR POLICIES AND PROCEDURES:

- Exams sent to a proctor must remain in the proctor's custody and control at all times
- The proctor must observe and supervise the student during the entire exam period
- The student must show proper identification (driver's license, passport, etc) to the proctor

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

## Academic Dishonesty

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

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in 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

## 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.

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 NP (No Pass).



# Academic Policies and Procedures (cont.)<sup>t</sup>

## 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.

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

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

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

Absence is defined as being 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.

## Maximum Allowable Tardies and Absences

Class/Program	Tardies	Absences
Lab class* (3-6 day schedule or 21 hours)*	N/A	Cannot miss any portion of the first day. 2 hours total
Lab class (5-10 day or 35 hours)*	N/A	Cannot miss any portion of the first day. 3 hours total

\* Lab classes are currently only offered at GIA Carlsbad or GIA New York. Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), 800 421 7250 ext 4001 or 760 603 4001, or visit [www.gia.edu](http://www.gia.edu) for the current schedule.

## Leave of Absence

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

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

Students who do not return as agreed following a leave of absence will be dismissed from their course of study, a grade of 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 sixty (60) days. If the total leave of absence period exceeds 60 days

within a 12-month period, the student is dismissed, a grade of SWD is posted, and the published refund policy is applied. The student may re-enroll when they are able to resume their studies.

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

1. If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
2. A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
3. The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (A) Satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (B) Demonstrated sufficient mastery of the program material to receive credit for completing the program.

## Completion Time

Distance education completion time limits are strictly enforced. Distance education students who exceed the allowed completion time receive a final grade of NP (No Pass) 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.

## Behavioral Probation

Students who do not comply with the Student Code of Conduct and Standards of Behavior in this catalog will be placed on behavioral probation. Students who do not meet the terms of their behavioral probation are dismissed.

## Dismissal Policy

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

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, or insubordinate behavior



# Academic Policies and Procedures (cont.)

- Stealing school property or the personal property of any individual
- Use, possession, or sale of alcohol, illegal drugs, or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or the willful omission of information on any GIA document or form
- Conducting any activities that harm the name, reputation, or property of GIA
  - Not completing a course in the maximum timeframe as follows:
    - Diamond Essentials Course (3 months) GEM 130
    - Diamonds & Diamond Grading Course (15 months) GEM 230
    - Diamond Grading Lab (35 hours) GEM 230L
    - Colored Stone Essentials Course (3 months) GEM 120
    - Colored Stones Course (18 months) GEM 220
    - Colored Stone Grading Lab (21 hours) GEM 220L
    - Gem Identification Lab (35 hours) GEM 240L
    - Gem Identification Course (24 months) GEM 240
    - Graduate Pearls Course (6 months) GEM 149
    - Pearl Grading Lab (6 hours) GEM 149L

Distance Education students who exceed the allowed completion time are dismissed and a final grade of NP (No Pass) is entered on their official transcript. If enrolled in multiple courses completion times run concurrently.

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

## Appeals and Re-admission Following Dismissal

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 GIA's receipt of a completed Credential Verification Request form: student name, field(s) of study, dates of enrollment, degrees, diplomas, and certificates awarded and dates conferred, and academic honors and awards received. The Credential Verification Request form can be found at [www.gia.edu/pdfs/EducationVerificationForm.pdf](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

Students who want to receive or release their transcripts must complete a Transcript Release Form, available from the Student Services or from the Education Records. The first official transcript is free; there is a charge for additional copies.

## 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 Announcements

Graduates may request a prepared graduation announcement from GIA. Students are encouraged to submit them to local news 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 Policies and Procedures (cont.)

## Enrollment, Graduation, and Employment Data

Information on the enrollment, graduation, and employment rates of GIA students is contained in enrollment document PS-005 Receipt of Enrollment Policies, found at [www.gia.edu](http://www.gia.edu)

## Academic Credentials Usage Policy

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 for 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):

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

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

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

### EMPLOYMENT CITATIONS

Companies may state that they have GIA Graduate Gemologists, Accredited Jewelry Professionals, Gemologists, or Graduate Jewelers, 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, 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, or 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) or visit [www.gia.edu](http://www.gia.edu)



# Academic Policies and Procedures (cont.)

## 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, or illegal should 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.

## 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 or 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 a drug or alcohol. Reasonable suspicion may be established by any combination of a student's appearance, body odors, behavior, an accident, a physical and/or verbal altercation, or possession of drugs and/or alcohol. Failure to submit to such a screening can lead to disciplinary action, up to and including dismissal from GIA.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from 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.

## 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.

## 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.



# Academic Policies and Procedures (cont.)

## Graduation Requirements – All Programs

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

Programs	Maximum Time Allowed	Minimum Requirements	Maximum Number of Attempts During Program
Graduate Gemologist diploma program	63 months		
(See Graduate Diamonds and Graduate Colored Stones programs, below)			
Graduate Diamonds diploma program	18 months		
Homework Assignments		100% completed	–
Stone Requirements		100% completed	–
Diamond Essentials Final Exam		75% score	3
Diamond Grading 2-Stone Practical Exam in Lab class		75% score	1*
Diamonds Written Final Exam		75% score	3
Graduate Colored Stones diploma program	45 months		
Homework Assignments		100% completed	–
Stone Requirements		100% completed	–
Colored Stone Essentials Written Final Exam		75% score	3
Colored Stones Written Final Exam		75% score	3
Colored Stone Grading Lab class		P - Student participation in the practicum and lecture	1
Gem Identification Lab class		P - Student participation in the practicum and lecture	1
Gem Identification 20-Stone Practical Exam		100% score	5**
Graduate Pearls diploma program	6 months		
Pearls Written Final Exam		75% score	3
Pearl Grading Lab Class		Passing Grade	1

Lab Class	Minimum Requirements	Maximum Number of Attempts During Program
Pearl Grading Lab GEM149L	P – Student participation in the practicum and lecture.	–
Diamond Grading Lab GEM230L	P – Practical exam in lab class	1*
Colored Stone Grading Lab GEM220L	P – Student participation in the practicum and lecture	–
Gem Identification Lab GEM240L	P – Student participation in the practicum and lecture	–

\* Students may take two additional attempts on the 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.



# Tuition and Fees

## Schedule of Student Charges

### eLearning Courses – Gemology Distance Education

Course Number	Course Title	Tuition*	Monthly Payment Plan Option (no-interest plan)	Optional Books**	Catalog Page
GEM 120	Colored Stone Essentials	\$165.00	N/A	\$75.00	17
GEM 220	Colored Stones (Prerequisite: GEM 120)	\$1,520.00	\$152.00 x 10 months	\$225.00	17
GEM 130	Diamond Essentials	\$165.00	N/A	\$60.00	17
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM130)	\$1,425.00	\$142.50 x 10 months	\$125.00	18
GEM 240	Gem Identification (Prerequisite: GEM120, GEM220))	\$1,655.00	\$165.50 x 10 months	\$225.00	19
GEM 149	Pearls	\$570.00	\$142.50 x 4 months	\$100.00	19

Amounts shown are in U.S. dollars.

\*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.



# Tuition and Fees (cont.)

## Carlsbad Lab Classes – Gemology

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	20-21
GEM 230L	Diamond Grading	\$1,390.00	\$70.00 (B&M)* \$5.60 (CA Sales Tax) \$0.50 (STRF)	\$1,466.10	\$139.00	\$1,327.10	22-23
GEM 240L	Gem Identification	\$1,360.00	\$100.00 (B&M)* \$8.00 (CA Sales Tax) \$0.50 (STRF)	\$1,468.50	\$136.00	\$1,332.50	24-25
GEM 149L	Pearl Grading	\$280.00	\$15.00 (B&M) \$1.20 (CA Sales Tax) \$0.50 (STRF)	\$296.70	\$28.00	\$268.70	26

## New York Lab Classes – Gemology

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)	20-21
GEM 230L	Diamond Grading	\$1,390.00 (NY)	\$70.00 (B&M)*	\$1,460.00 (NY)	\$139.00 (NY)	\$1,321.00 (NY)	22-23
GEM 240L	Gem Identification	\$1,360.00 (NY)	\$100.00 (B&M)*	\$1,460.00 (NY)	\$136.00 (NY)	\$1,324.00 (NY)	24-25
GEM 149L	Pearl Grading	\$280.00 (NY)	\$15.00 (B&M)	\$295.00 (NY)	\$28.00 (NY)	\$267.00 (NY)	26

Amounts shown are in U.S. dollars

CA = California; NY = New York

\*Total charges shown include tuition, books and materials (B&M), California STRF, and applicable sales tax. Students enrolling in Carlsbad Lab classes are required to pay a non-refundable fee to the State of California Student Tuition Recovery Fund (STRF). See page 42 for a complete description. The balance is due 30 days prior to start of class. Failure to pay the balance will result in lost seat in class.



# Tuition and Fees (cont.)

## Schedule of Student Charges

### Total Program Price

Total program price includes eLearning courses and all required Lab class(es); Lab classes are only offered in California or New York. The purchase of books & materials is optional for all eLearning courses. The maximum total price for each program is shown both without and with optional books. Any sales tax and shipping & handling charges for the purchase of optional books is not included.

Program	Course Numbers	Maximum Total Program Price for Texas Residents (Travel Costs Not Included)
Graduate Gemologist	GEM120	\$8,701.50 w/out books
	GEM220	\$9,641.50 w/optional books
	GEM130	
	GEM230	
	GEM240	
	GEM220L	
	GEM230L GEM240L	
Graduate Diamonds	GEM130	\$2,980.50 w/out books
	GEM230	\$3,235.50 w/optional books
	GEM230L	
Graduate Colored Stones	GEM120	\$5,721.00 w/out books
	GEM220	\$6,406.60 w/optional books
	GEM240	
	GEM220L	
	GEM240L	
Graduate Pearls	GEM149	\$850.50 w/out books
	GEM149L	\$950.50 w/optional books

\*Non-refundable fee for the State of California Student Tuition Recovery Fund (STRF), if applicable, is included. Please see this page for details.

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

- Students are responsible for Gem Identification stone set shipping and handling charges when that stone set has been previously shipped and now requires reshipping.
- Housing, food, insurance, transportation, entertainment, other living expenses, and possible additional fees (see below)
- Proctor fees for Distance Education exams
- Fees for remedial work
- Optional books
- Shipping and handling fees – approximately \$15 to \$60
- Return shipping costs for Gem Identification stone sets (approximately \$10 to \$20 per stone set)
- Fees for lost or damaged equipment, stones, ID cards or badges, and keys at current market value
- Returned check fee: \$15
- Wire transfer fees: based on the bank fee selected by the student
- Optional purchase of gem testing instruments. Distance Education students enrolled in the Gem Identification course (GEM 240) must have gem testing equipment available: (approximately \$2,453)
- Exam proctor fees: (approximately \$0 to \$50)  
Note: GIA does not charge for taking a final written exam at a Student Workroom and there is no charge for the first five attempts on the 20-stone examination; the fee is \$50 for each attempt thereafter.

### ADDITIONAL STUDENT FEES MAY INCLUDE:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript after the first
- \$35 half day or \$70 full day for use of the Student Workroom (California and New York only)



# Tuition and Fees (cont.)

## Schedule of Student Charges

Total charges are valid for programs, courses, and classes taking place in the U.S. from January 1, 2014 to December 31, 2014 and are subject to change.

### California Student Tuition Recovery Fund (STRF)

You **must** pay the state-imposed assessment for the California 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 programs 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.

### Student Accounts

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

GIA encourages you to make informed and responsible decisions about the cost of your education. For additional assistance, including the scholarship application, visit [www.gia.edu/financialaid](http://www.gia.edu/financialaid) or contact the Office of Student Financial Assistance in Carlsbad at 760 03 4005 or 800 421 7205 ext 4005.



# School Calendar

## Distance Education eLearning Students

eLearning courses have scheduled starts every Monday. Applications submitted by mail, fax, or phone must be received by 12:00pm Pacific Time the Friday before the selected start date. Students applying online may register up until the Sunday before the class start. Due to holiday closures on certain Mondays, Tuesday start dates will be on February 18, May 27, and September 2. If you would like to plan ahead and enroll in a future start date, contact GIA Admissions.

After GIA processes your application and upon enrollment, you will receive your user ID and password within 24 hours. You can start your coursework the following Monday (or Tuesday, if Monday is a holiday). Optional books, if ordered, typically arrive within two to seven business days.

## Lab Class Schedule

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

## 2014 Academic Calendar

Date*	Holiday
December 23, 2013 (Monday) through January 3, 2014 (Friday)	Winter Holiday
January 6 (Monday)	<i>Classes Resume</i>
February 17 (Monday)	President's Day
May 26 (Monday)	Memorial Day
July 4 (Friday)	Independence Day
September 1 (Monday)	Labor Day
November 27 and 28 (Thursday and Friday)	Thanksgiving
December 22, 2014 (Monday) through January 2, 2015 (Friday)	Winter Holiday
January 5, 2015 (Monday)	<i>Classes Resume</i>

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



# Hours of Operation

## Distance Education

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

Distance education instructors are available during normal business hours via phone or email, or in person by appointment.

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

## Lab Class Hours

Class	Hours
Colored Stones Grading GEM 220L*	08:00 a.m. – 04:00 p.m. (CB, NY) 06:00 – 09:30 p.m. (NY only – Nights)
Diamond Grading GEM 230L*	08:00 a.m. – 04:00 p.m. (CB, NY) 06:00 – 09:30 p.m. (NY only – Nights)
Gem Identification GEM 240L*	08:00 a.m. – 04:00 p.m. (CB, NY) 06:00 – 09:30 p.m. (NY only – Nights)
Pearl Grading GEM 149L*	08:00 a.m. – 03:00 p.m. (CB, NY) 06:00 – 09:30 p.m. (NY only – Nights)
Student Workroom*	Mon – Fri 09:00 a.m. – 12:00 p.m., 01:00 – 04:00 p.m. (CB) 08:00 – 11:00 a.m., 12:00 – 03:00 p.m. (NY)

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



# Cancellation and Refund Policies

## Gemology Distance Education Courses

### 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.

"Students who exceed the eLearning course completion time limit without successfully completing the course, and who have not submitted a notice of cancellation, must pay 100% of tuition."

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. Fax: 760-603-4003.

### REFUND POLICY

- Refund computations will be based on the number of lessons in the program.
- The effective date of termination for refund purposes will be the earliest of the following:
  - the date of notification to the student if the student is terminated;
  - the date of receipt of written notice from the student; or
  - the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
- If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$35 shall be retained by the school.
- If the student who enters an asynchronous Distance Education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$35 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
- A full refund of all tuition and fees is due in each of the following cases:
  - an enrollee is not accepted by the school;
  - if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
- REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

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

- ENROLLMENT and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
  - the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - satisfactorily completed at least 90 percent of the required coursework for the program; and
    - demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

## Gemology Lab Classes and Student Workroom

### REFUND POLICY

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



# Cancellation and Refund Policies (cont.)

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

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

- (A) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (B) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a
- (C) substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (D) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

## 7. REFUNDS WILL BE TOTALLY CONSUMMATED WITHIN 60 DAYS AFTER THE EFFECTIVE DATE OF TERMINATION.



# Governance and Executive Management

Current as of November, 2013

## Board of Governors

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

Susan M. Jacques  
President and Chief Executive Officer (Jan 2014)  
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

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

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

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer  
GIA

Glenn R. Nord  
Past President and Governor for Life  
GIA

Barbara A. Sawrey, Ph.D.  
Dean of Undergraduate Education  
University of California, San Diego

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.

Elliot Tannenbaum  
Senior Principal  
Leo Schachter Diamond Group

Thomas T. Yang

Partner  
PrimeGenesis

Ephraim Zion  
Managing Director  
Dehres Ltd.

## Executive Management

Susan M. Jacques  
President and Chief Executive Officer (Jan 2014)

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer

David J. Tearle  
Vice President and Chief Financial Officer

Nirupa Bhatt  
Managing Director for India and Middle East

Linda Ellis  
Vice President and Chief Advancement Officer

Don Foster  
Chief Information Officer

Bev Hori  
Vice President of Education and Chief Learning Officer

Kathryn Kimmel  
Vice President and Chief Marketing Officer

John King  
Chief Quality Officer

Seung-Hae Moon  
Managing Director for Asia Pacific

Mark Nechita  
Vice President of Global Human Resources

Cynthia Sanders  
Vice President, Instruments and Corporate Services

Kenneth Scarratt  
Managing Director for Southeast Asia

Phillip M. Yantzer  
Vice President, Laboratory Services

## Chairman Emeritus

Ralph Destino



# Education Administration and Faculty

Current as of November, 2013

## Education Management and Staff

Bev Hori, Vice President of Education and Chief Learning Officer

Abba Steinfeld , Instructor

Ann Westley, Instructor

Brenda Harwick, Manager, On-campus & Lab Gemology Instruction

Brian Driscoll, Instructor

Carson Lee, Instructor

Catherine Genstel, Instructor

Craig Nass, Instructor

Dona Dirlam, Director, Richard T. Liddicoat Library & Information Center

Doug Kennedy, Instructor

Fran Greder, Instructor

Glenn Wargo, Instructor

Jennifer Kim, Campus Manager, New York

John Cason, Instructor

Kate Trunnell , Instructor

Kimberly Overlin, Dean of Students

Larry Larson, Instructor

Lea Turano, Instructor

Mark Mann, Director, Global Jewelry Manufacturing Arts

Mark Maxwell, Manager, Jewelry Manufacturing Arts

Michele Daniels, Instructor

Michelle DeVore, Manager, Distance Education Gemology Instruction

Nina Switzer-Spano, Instructor

Patrick Ball, Instructor

Paul Mattlin, Instructor

Richard Greene, Instructor

Sam Kong, Director, New York Education

Shelly Verwymeren, Instructor

Susan Elliott, Director, Education Resources

Theresa Mogavero, Director, Global Education Instruction

Please visit our web site at [www.gia.edu](http://www.gia.edu) for a complete list of our instructors and their qualifications.

# Contacts

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

NEW YORK CONTACTS	TELEPHONE	TOLL FREE TELEPHONE	FAX	WEB AND EMAIL ADDRESSES
NEW YORK (Branch School)	212 944 5900	800 366 8519	212 719 9563	www.gia.edu nyedu@gia.edu
Admissions – On Campus	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyadmissions@gia.edu
Admissions – Lab Classes	212 944 5900 ext 3577	800 366 8519 ext 3577	212 719 9563	nyadmissions@gia.edu
Campus Manager	917 286 3662	800 366 8519 ext 3662	212 7199563	nycampusmanager@gia.edu
Career Services	212 944 5900 ext 3529	800 366 8519 ext 3529	212 719 9563	nycareerservices@gia.edu
International Student Advisor	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyintladvisor@gia.edu
Library – New York Branch	212 944 5900	800 366 8519	212 719 9563	nylibrary@gia.edu
School Director	212 286 3582	800 366 8519 ext 3528	212 719 9563	nyedudirector@gia.edu
Student Accounts	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Student Workroom	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyworkroom@gia.edu

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GIA World Headquarters and The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, CA 92008

GIA New York Education, 270 Madison Avenue, 2nd Floor, New York, New York 10016-0601

In Spring 2014, the New York campus will be located at:  
50 W. 47th Street, New York, New York 10036

Catalog and policies effective January 1, 2014 through December 31, 2014.



# Campuses

## CARLSBAD

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

## NEW YORK

270 Madison Avenue, 2<sup>nd</sup> Floor  
New York, New York 10016-0601  
T 800 366 8519  
T 212 944 5900, F 212 719 9563  
nyedu@gia.edu  
www.gia.edu

*Spring 2014*

*The New York campus will be located at:*  
50 W 47<sup>th</sup> Street  
New York, New York 10036  
T 800 366 8519  
T 212 944 5900, F 212 719 9563  
nyedu@gia.edu  
www.gia.edu

## HONG KONG

3rd Floor, Aon China Building  
29 Queen's Road, Central  
Hong Kong  
T 852 2303 0075, F 852 2334 0567  
giahongkong@gia.edu  
www.giahongkong.com

## MUMBAI

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

## TOKYO

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

## OSAKA

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

## SEOUL

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

## LONDON

104 Great Russell Street  
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3F, 270 Nanjing E. Road, Sec. 3  
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## BANGKOK

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Bangkok 10500, Thailand  
T 662 632 4590, F 662 632 4595  
giabkkedu@gia.edu  
www.giathai.net

## LABORATORIES

Bangkok	Mumbai	Hong Kong
Carlsbad	New York	Tokyo
Gaborone	Ramat Gan	Johannesburg

## REGIONAL BRANCH

Dubai

## RESEARCH CENTERS

Antwerp	Carlsbad
Bangkok	NewYork

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