



GIA®

# 2018 Education Catalog

State of Texas



Effective January 1, 2018 - December 31, 2018    Published May 16, 2018    Vol. 9

Gemological Institute of America    The Robert Mouawad Campus    5345 Armada Drive, Carlsbad, California 92008 USA    T +1 760 603 4000    F +1 760 603 4003    GIA.edu

# Discover a World of Possibilities

## Buyer

---

Track 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.

## Wholesaler

---

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

## Researcher

---

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

## Manufacturer

---

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

## Marketing

---

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

## Everywhere. GIA®

This very moment, somewhere in the world, someone like you is learning a skill, expanding abilities and moving 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 85 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

As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life.

After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings.

GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion. From gemology to jewelry design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewelry education. Many of these alumni now hold influential positions all along the industry pipeline, and with a GIA diploma, you can take your place beside them. As a student and alumnus, you'll become a member of the GIA family – a global network of industry professionals who share your passion and commitment to excellence.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to embrace a whole new world of opportunities.

We look forward to helping you on your professional journey.



Susan M. Jacques, GIA GG  
President and CEO



# Contents

- 05 What Is GIA?
- 06 Known Across the World
- 07 History of GIA
- 08 Admissions
- 11 Distance Education
- 12 Programs
- 26 Professional Development
- 28 Equipment and Facilities
- 29 Student Services and Student Life
- 31 Academic Policies and Procedures
- 31 Complaint Policy
- 35 Leave of Absence
- 39 Student Code of Conduct
- 41 Tuition and Fees
- 45 School Calendar
- 45 Hours of Operation
- 46 Cancellation and Refund Policy
- 48 Governance and Executive Management
- 49 Education Administration and Faculty
- 50 GIA Education Advisory Boards
- 51 Contacts

# What Is GIA?

## Mission

---

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.

## History

---

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

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research and gemological instrumentation. The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution with more than 350,000 students and alumni from seven campuses in six 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.

## Educational Philosophy

---

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

### Research

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

### Relevance

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

### Leadership

We empower our graduates to become industry leaders who act ethically and honestly, meeting the occupational demands of the global gem and jewelry industry.

### Accessibility

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

### Sustainability

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

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

# 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. A true mark of global distinction, a GIA diploma is a symbol of knowledge and trust.

GIA graduates are united by the common bonds of prestige and credibility. Our graduates fill key positions at Tiffany & Co., Ben Bridge Jeweler, Cartier, David Yurman, Green Lake Jewelry Works, Helzberg Diamonds, Jewelry Television (JTV), 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 85 years, GIA has been the starting point for the world's top gemologists, 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 of your dreams.

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 correspondence courses are accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. GIA has been continuously accredited by DEAC since 1965.

Distance Education Accrediting Commission  
1601 18<sup>th</sup> Street NW, Ste. 2  
Washington, DC 20009  
T 202 234 5100  
[deac.org](http://deac.org)

GIA is approved to operate in California by the Bureau for Private

Postsecondary Education (BPPE).

GIA is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs have been approved by TWC since 2009.

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



Susan M. Jacques, GIA GG  
President and CEO

# GIA History

The World's Foremost Authority in Gemology Since 1931™



1931: GIA Founder Robert M. Shipley professionalizes the jewelry industry through gemological education.



1940s and '50s: GIA develops the 4Cs and the International Diamond Grading System™ to objectively compare and evaluate diamonds. GIA is first to detect laboratory-irradiated, color-enhanced yellow diamonds.



1934: GIA registers loupe with triple aplanatic lens, thereby creating the modern professional jeweler's loupe. Shown is a 1997 model.



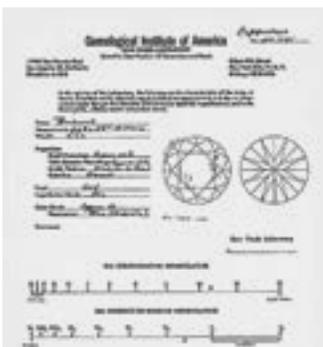
1987: Richard T. Liddicoat Gemological Library and Information Center acquires world's largest collection of gemological books.



1938: GIA introduces the first microscope to combine darkfield illumination with binocular magnification.



2011: GIA Distance Education gemology correspondence courses are available online via eLearning.



1955: GIA Gem Laboratory issues the first diamond grading report.



2013: *Gems & Gemology*, the gem and jewelry industry's premier research publication, is made available online for free on [GIA.edu](http://GIA.edu) – every issue since 1934. Summer 2017 issue shown here.

# Admissions

## Admissions Requirements

Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs. The student must also have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam.

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction. Students must be proficient in English to successfully complete course requirements.

All documents sent to GIA admissions must be in English or accompanied by a certified copy of English-language translation. GIA accepts copies, but may request original documentation.

In addition to your enrollment application and deposit, GIA campuses in Carlsbad, California and New York require the following documents:

1. Copy of any valid passport identifying your full name, birth date, citizenship, and country of birth, or a valid U.S. government-issued photo ID.
2. Copy of high school diploma; or
3. Official high school transcript showing graduation date; or
4. Copy of High School Equivalency Diploma or GED; or
5. Copy of associate's, bachelor's, master's or doctorate degree from an accredited college or university or official transcript indicating the same.
6. Students completing high school in a foreign country, where a language other than English is the official language, must have the transcript and/or diploma translated into English by an education evaluation service, which offers translation services.
7. Home-schooled high school graduates must provide a copy of their diploma, transcript or a state-issued secondary school completion credential.

Distance Education applicants must have a high school diploma, GED or the equivalent. Distance Education applicants who do not have a high school diploma, GED or the equivalent must successfully meet the minimum required scores of 200 on the verbal portion and 210 on the quantitative portion 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 United States. CA residents applying for eLearning courses must provide a copy of their high school diploma or equivalent. Applicants who are still in high school must successfully complete the WBST and submit a letter of approval from a school counselor, principal or administrator.

Lab class applicants must be at least 18 years of age. eLearning applicants younger than 18 must have a parent or legal guardian sign their applications. In addition to meeting the minimum scores on the Wonderlic Basic Skills Test, applicants younger than 18 and who are still in high school must also submit letters of approval from a parent or guardian and from a school counselor, principal, or administrator. GIA does not accept applications from individuals younger than 16.

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

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

GIA will respond to the student within 10 working business days upon receiving the application.

## How to Apply and Related Deadlines

Apply online or download an application form at [GIA.edu/gem-education/admissions](http://GIA.edu/gem-education/admissions). If using the downloadable form, submit the form and all required documents to the address provided on the application or email [admissions@gia.edu](mailto:admissions@gia.edu).

Your admission is not confirmed until GIA has received a completed application, any required documents, payment, and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

### Distance Education eLearning

Courses start every Monday, with the exception of holidays. In 2018, courses will start on Tuesdays on February 20, May 29 and September 4.

Paper applications must be received by 12:00 p.m. Pacific Time the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the course start date. 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.

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

### Lab Classes

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Lab classes typically reach capacity two to three months in advance, so apply early. If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available. For Carlsbad Lab classes, please contact Carlsbad admissions at +1 800 421 7250 ext 4001 or email [admissions@gia.edu](mailto:admissions@gia.edu). For New York Lab classes, please contact New York admissions at [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu) or call +1 800 366 8519 or +1 212 944 5900.

# Admissions (cont.)

## Payment Methods

Make payments online any time via your Student Center, available at [my.gia.edu](http://my.gia.edu). Our office of student accounts staff members are available Monday through Friday to accept payments and to discuss your account. Contact us in Carlsbad at +1 800 421 7250 ext 4470, +1 760 603 4470, or [acctsrec@gia.edu](mailto:acctsrec@gia.edu) from 7:00 a.m. to 4:00 p.m. Pacific Time, and in New York at +1 800 366 8519 ext 3527, +1 212 944 5900 ext 3527, or [nyacctsrec@gia.edu](mailto:nyacctsrec@gia.edu) from 8:00 a.m. to 4:30 p.m. Eastern Time.

Students who owe GIA past due monies, and/or have not returned student stone sets, may not enroll in future courses or programs until they have reimbursed GIA.

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:** Contact us at +1 800 421 7250 ext 4001 or +1 760 603 4001 or email [admissions@gia.edu](mailto:admissions@gia.edu) for details. Students are responsible for any wire transfer fees they incur.

## Nondiscrimination Policy

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

## Retaliation

Threats, other forms of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of GIA policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

## Title IX Compliance

Title IX is a federal law that prohibits discrimination based on sex in institutions that receive federal financial assistance. Examples of programs and activities that are subject to Title IX include admissions, recruitment, financial aid, academic programs and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault and sexual coercion.

GIA's Title IX Coordinator monitors and oversees GIA's compliance with Title IX and related laws in the prevention of sexual harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff or others who participate in GIA's education programs and activities with questions, concerns or complaints about sex discrimination, harassment or sexual misconduct are encouraged to contact the Title IX Coordinator.

Vusala Arango, Title IX Coordinator, Education Accreditation & Regulatory Affairs  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
 +1 760 603 4000 ext 7776  
 The Robert Mouawad Campus  
 Mailstop #1  
 5345 Armada Drive  
 Carlsbad, California 92008 USA

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

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

## Special Accommodations

In accordance with the Americans with Disabilities Act and other related U.S. laws, GIA will make efforts 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. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the dean of students and/or school director before class begins.

## Federal Student Aid

Federal financial aid is not available for Distance Education or Lab students.

# Admissions (cont.)

## GIA Scholarships

GIA-administered scholarships are available for on-campus and distance education (eLearning and lab class) students. Applicants will be considered for all available scholarships for the program they indicate on their application. Applications must be submitted online during the following application periods:

- Apply between August 1 and September 30 for a scholarship to be used for new enrollments that start the following year.
- Apply between February 1 and March 31 for a scholarship to be used for new enrollments starting the current year.

Scholarship recipients are responsible for all non-course related expenses, including but not limited to visa application, travel, housing, food and other expenses.

Additional details on eligibility, how to apply, and required documents are available at [GIA.edu/scholarships](http://GIA.edu/scholarships)

## Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs administered by the Veterans Administration (VA), individual state agencies or private agencies authorize students to enroll and study at GIA, through the Distance Education programs. For more information, contact [financialaid@gia.edu](mailto:financialaid@gia.edu) or visit: [GIA.edu/gem-education-vocationalrehabilitation-enrollment-procedure](http://GIA.edu/gem-education-vocationalrehabilitation-enrollment-procedure)

## More Funding Sources

GIA accepts outside sources of funding for educational programs, including non-GIA scholarships or grants and private corporate funding programs for employees. We will assist with the coordination between outside funding resources.

We encourage you to make informed and responsible decisions about the cost of your education. For financial assistance information, visit [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid), or call +1 800 421 7250 ext 4005 or +1 760 603 4005.

## Student Consumer Information

For additional information, visit [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the Gemological Institute of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or certificate) that you earn in the educational program 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 this institution will meet your educational goals. This may include contacting an institution you may seek to transfer after attending the Gemological Institute of America to determine if your (diploma or certificate) will transfer. Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e. school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions with the exception of veteran students. Please contact us at [VABenefits@gia.edu](mailto:VABenefits@gia.edu) for more information.

GIA does not accept transfer credit for experiential learning.

Credit for individual eLearning courses or lab classes is not transferable into full-time On Campus programs.

The Graduate Diamonds and Graduate Colored Stones programs may be completed separately via either distance education or full-time On Campus learning, to earn the Graduate Gemologist diploma.

Credit for GIA Lab classes successfully completed at any location will be accepted toward applicable GIA Distance Education programs.

## Applicant Screening

All applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) regulations, and other applicable laws and regulations. Additional information may be requested.

## Diploma Requirements

### GIA DISTANCE EDUCATION HAS TWO PARTS: eLEARNING COURSES AND LAB CLASSES

eLearning, the online component of your program, is a fun and engaging learning environment that features text, videos, animation and slide shows. You will use the same course materials On Campus GIA students study. All lessons, questionnaires and exams are online, with the exception of the Gem Identification stone work and final exam. You can study and increase your knowledge at your convenience.

Students may contact their instructor or other staff during regular business hours. GIA's campus in Carlsbad is open 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, excluding holidays. See page 45 for the 2018 Scheduled School Closures and page 51 for phone and email contact information.

Lab classes are where you gain hands-on experience by grading diamonds and identifying gemstones under the watchful eye of a GIA instructor. In the process, you will learn to use professional gemological equipment. Lab classes can be taken at GIA campuses worldwide.

Below is a summary of requirements to earn your GIA diploma via Distance Education.

DIPLOMA REQUIREMENTS	Graduate Diamonds	Graduate Colored Stones	Graduate Gemologist	Graduate Pearls
<b>eLEARNING COURSES</b>				
GEM 120 – Colored Stone Essentials		X	X	
GEM 130 – Diamond Essentials	X		X	
GEM 230 – Diamonds & Diamond Grading	X		X	
GEM 220 – Colored Stones		X	X	
GEM 240 – Gem Identification		X	X	
GEM 149 – Pearls				X
<b>LAB CLASSES</b>				
GEM 230L – Diamond Grading Lab	X		X	
GEM 220L – Colored Stone Grading Lab		X	X	
GEM 240L – Gem Identification Lab		X	X	
GEM 149L – Pearl Grading Lab				X

## Distance Education at a Glance

### HOW IT WORKS

- eLearning courses have scheduled starts every Monday. See pages 16-25 for more details.
- eLearning materials are delivered right to your desktop.
- Your dedicated Distance Education instructor is available by email or phone to answer questions and provide support.
- You submit your eLearning assignments online, anytime, day or night.
- Generous completion times allow you to study at a pace that fits your schedule.
- See it all come together with practical, hands-on lab classes.
- Each course has a completion date which reflects the maximum allowed time to complete all course requirements. Your start date triggers the start of your course (not the first time you access your course).

### ONLINE ACCESS WITH MY GIA

With Internet access from home, the library or any other location, you can enjoy the convenience of GIA's online student portal, My GIA, your single point of entry to an array of Web-based services and information. Log on anytime.

Through My GIA, access your eLearning courses, answer assignment questions online and get immediate results. You can also update your contact information; review completed answer sheets for future study; track completed assignments; monitor your course and program progress, access student resources and more.

### GEMS AT YOUR HOME OR OFFICE

When you enroll in Gem Identification, we loan you gems so you can study them at your home or office. We also provide guidance and instruction on how to set up your workstation so you get the most out of your gem identification experience.

### STUDENT WORKROOMS

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. This self-study room is also available if you are preparing for your 20-stone final exam, taking a supervised exam, or practicing on equipment and gemstones. GIA Student Workrooms are available at GIA campuses worldwide.

### MY GIA AND eLEARNING SYSTEM REQUIREMENTS

Online support is available for assistance with your user name, password or any technical questions at [onlinesupport@gia.edu](mailto:onlinesupport@gia.edu) or +1 800 421 7250 ext 7459 or +1 760 603 4000 ext 7459, 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday.

My GIA and eLearning have the following system requirements:

- Windows 7 and higher, Mac OSX 10.7 and higher
- Recommended Browsers: Firefox 24 and later, Chrome 30 and later
- Other Supported Browsers: Safari 6 and later (Mac only), Internet Explorer 9 and later
- Be sure that JavaScript is enabled, cookies are allowed and pop-up blockers disabled
- Screen resolution: 1024x768 or above
- Adobe Flash Player 10 or later maybe needed for some videos and eLearning
- Adobe Reader 9 or higher is required to read PDF documents

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

Note that requirements may change at any time.

# 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 diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated and synthetic gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality.

### What You Will Learn:

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight)
- Grade diamonds in the D-to-Z color range
- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Identify gemstone characteristics, simulants and treatments, and recognize when advanced testing is required
- Understand how gems are mined, fashioned and brought to the marketplace
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value

### Occupations May Include:

Appraiser, Auction House Jewelry Specialist, Colored Stone Buyer, Diamond Buyer, Diamond Sorter/Grader, Estate Jewelry Dealer, Gemologist, Instructor, Inventory Control Specialist, Jewelry Business Owner, Jewelry Buyer, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Sales Associate and Wholesaler

### 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 with 2–Stone Exam	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 with Instrumentation Exam	35 hours
			Total Lessons: 106	Total Lab Hours: 91

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

# Programs (cont.)

## Graduate Diamonds Program

The Graduate Diamonds diploma program examines the technical expertise needed to grade, buy and sell diamonds with the insight of a seasoned professional. This diploma program explores the GIA diamond grading procedures to assess the 4Cs – color, clarity, cut, and carat weight – and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond’s quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, synthetic diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, the role cut plays in the marketplace, and important sectors of the diamond industry, including dealers, cutters and manufacturers.

### What You Will Learn:

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight); appreciate how they affect diamond value
- Grade diamonds in the D-to-Z color range
- Detect diamond synthetics, treatments and simulants
- Recognize when advanced testing is required

### Occupations May Include:

Auction House Jewelry Specialist, Diamond Buyer, Diamond Sorter / Grader, Jewelry Business Owner, Retailer and Wholesaler

### 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

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.



## Graduate Colored Stones Program

The Graduate Colored Stones diploma program explores the identification of common and unusual gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated, and synthetic gemstones. The program also examines which gems are commercially important, shifting supply patterns and how these factors affect gem prices and availability. This program also includes the study of 60 species of gemstones, and how illumination techniques can facilitate the identification process.

### What You Will Learn:

- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value
- Understand how gems are mined, fashioned and brought to the marketplace

### Occupations May Include:

Appraiser, Auction House Jewelry Specialist, Colored Stone Buyer, Estate Jewelry Dealer, Jewelry Business Owner, Jewelry Buyer, Pawnbroker, Retailer and Wholesaler

### 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 with Instrumentation Exam	35 hours
GEM 220L*	Colored Stone Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	21 hours
			Total Lessons: 79	Total Lab Hours: 56

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.



# Programs (cont.)

## Graduate Pearls Program

The Graduate Pearls diploma program provides the product knowledge and grading skills to effectively buy inventory and build confidence when buying and selling akoya, South Sea, Tahitian, and freshwater pearls. You will be taught GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality, and matching – the essential criteria for assessing the value and beauty of pearls. Topics covered include post-harvest treatments, imitation pearls, and pearl testing. Students will get hands-on training and practice testing pearls for authenticity and post-harvest treatments.

### What You Will Learn:

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

### Occupations May Include:

Jewelry Business Owner, Pearl Buyer, Pearl Sorter / Grader, Retailer and Wholesaler

### 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 with 2-Stone Assessment	7 hours
			Total Lessons: 8	Total Lab Hours: 7

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule



# Programs Course Descriptions (cont.)

GIA's eLearning courses are self-paced. The monthly designation shown for each course is a suggested timeline. 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. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight all affect a gem's value. Reference 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. Topics include which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability.

Final exam is online, closed book and requires a proctor. (See Proctored Exams on page 33)

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 covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color, and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate.

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)

## Diamonds & Diamond Grading – eLearning GEM 230

---

### Prerequisite: GEM 130

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, synthetics and simulants; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry - dealers, cutters, manufacturers.

Final exam is online, closed book and requires a proctor.  
(See Proctored Exams on page 33)

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 Course Descriptions (cont.)

## Gem Identification – eLearning GEM 240

### Prerequisites: GEM 120 and GEM 220

Practice identifying more than 60 species of gemstones, distinguishing natural gems from synthetics, and detecting gem treatments. You will carry out 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, the course covers how—and when—to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. You will also receive the *Gem Identification Lab Manual PDF* and instructional videos.

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to some international locations.
- Customs regulations may also affect the time it takes GIA to deliver international stone sets to students.
- GIA will be responsible for all logistics and expenses for international stone shipments both to and from the student.
- Students may not transport GIA's stone sets across international borders.
- Prior to registering for Gem Identification, 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)
- Daylight-equivalent light source (5500k - 6500k)
- Pinpoint incandescent light source
- Monochromatic light source
- 10x fully corrected loupe or microscope
- Gem cloth
- Refractometer with removable magnification piece, white light source and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscope
- Spectroscope

These instruments are not included with the course. You can purchase the Gem Identification Student Package at [store.gia.edu](https://store.gia.edu). As an alternative, you can complete your assignments in GIA Student Workrooms, which are equipped with these professional tools. For Student Workroom activities, hours, and fees, please visit [GIA.edu](https://gia.edu)

Final exam is open book and requires a proctor.  
(See Proctored Exams on page 33)

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 (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 (Month 2)
11. Worksheet 10 (Month 2)
12. Worksheets 11 through 17 (Months 3 through 4)
13. Separating Natural Gems from Synthetics and Imitations (Month 3)
14. Detecting Gem Treatments (Month 3)
15. Separating Red, Pink, and Purple Gems (Month 3)
16. Separating Blue and Violet Gems (Month 3)
17. Separating Green Gems (Month 4)
18. Separating Orange, Yellow, and Brown Gems (Month 4)
19. Separating Colorless, White, Gray, and Black Gems (Month 4)
20. Identifying Rough Gems, Parcels, and Mounted Gems (Month 4)
21. Advanced Laboratory Testing (Month 4)
22. 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 examines how to buy and sell akoya, South Sea, Tahitian and freshwater pearls with insight and skill; and GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching. You will be taught the difference between natural and cultured pearls, post-harvest treatments, imitation pearls and pearl testing.

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)

## Colored Stone Grading Lab GEM 220L\*

### Prerequisite: None

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. You'll improve the consistency and accuracy of your colored stone grading skills. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills.

**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
8:00 – 8:30 a.m.	Lecture: Introduction, Class Objectives, Schedule, Student Materials, Student Introductions	0.50	0.00
8:30 – 9:30 a.m.	Lecture: Gemstone Materials, the 4Cs, Gem Cloth, Tweezers, Grading Card	0.50	0.50
9:30 – 10:00 a.m.	Lecture: Color World & Color Nomenclature	0.50	0.00
10:00 – 11:30 a.m.	Lecture/Lab: Color Estimation & Description, Grading Dominant Color & Additional Color (lecture = 45 minutes, lab = 45 minutes)	0.50	1.00
11:30 a.m. – 12:30 p.m.	Lunch Break	0.00	0.00
12:30 – 12:45 p.m.	Lecture: Color Verification/Color Comparison Tool	0.25	0.00
12:45 – 1:30 p.m.	Lab: Colored Stone Grading	0.00	0.75
1:30 – 2:30 p.m.	Lecture/Lab: Cut – How it Affects Color and Grading Brilliance (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
2:30 – 3:45 p.m.	Lecture/Lab: Cut - Face-up Outline, Profile & Proportions (lecture = 30 minutes, lab = 45 minutes)	0.50	0.75
3:45 – 4:00 p.m.	Lecture: Review of today, preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		3.50	3.50

#### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 – 8:30 a.m.	Lecture: Loupe Grading	0.25	0.00
8:30 – 9:00 a.m.	Lecture/Lab: Cut –Finish (lecture = 15 minutes, lab = 15 minutes)	0.25	0.25
9:00 – 10:30 a.m.	Lab: Colored Stone Grading	0.00	1.50
10:30 – 11:30 a.m.	Lecture/Lab: Microscope Techniques and Clarity Characteristics (Lecture = 30 minutes, Lab = 30 minutes)	0.50	0.50
11:30 a.m. – 12:30 p.m.	Lunch Break	0.00	0.00
12:30 – 1:45 p.m.	Lecture/Lab: Clarity Grading (Lecture = 30 minutes, Lab = 30 minutes)	0.50	0.75
1:45 – 2:30 p.m.	Lab: Colored Stone Grading	0.00	0.75
2:30 – 2:45 p.m.	Lecture: "The Big 3" (ruby, sapphire, emerald)	0.25	0.00
2:45 – 3:45 p.m.	Lab: Colored Stone Grading	0.00	1.00
3:45 – 4:00 p.m.	Lecture: Review of today, preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		2.25	4.75

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

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

### Wednesday

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

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

## Diamond Grading Lab GEM 230L\*

### Prerequisite: None

Through a unique combination of hands-on training, one-on-one coaching, and multimedia, the Diamond Grading lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and jeweler's loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam 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
8:00 – 10:30 a.m.	Class Requirements, Agenda, Intros, Packets, Overview of 4Cs, Carat Weight & Size, Average Girdle Diameter, Gemcloth, Tweezers, Microscope, Pointer Probe	2.00	0.50
10:30 – 11:45 a.m.	Facet Arrangement, Loupe, Clarity Factors, Clarity Grades	0.60	0.65
11:45 p.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:30 p.m.	Systematic Exam, Internal vs. Surface	0.50	0.25
1:30 – 2:45 p.m.	Inclusions, Blemishes, Callable vs. Non-Callable, Determining Clarity	1.00	0.25
2:45 – 3:50 p.m.	Lab: Determining Clarity	0.00	1.05
3:50 – 4:00 p.m.	Assign Homework, Preview Tuesday	0.20	0.00
Total Daily Clock Hours = 7.00		4.30	2.70

#### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 9:00 a.m.	Review, Plotting	0.85	0.15
9:00 – 10:30 a.m.	Clarity Status, Cut Quality Factors, Face-Up Appearance (Brightness, Pattern, Fire)	1.15	0.35
10:30 – 11:45 a.m.	Proportions and Design, Overweight %, Total Depth %, Table % Direct Measurement Flash Method	0.75	0.50
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 2:15 p.m.	Star Length % , Crown Angle Card, Profile, Face-Up, Crown Height %, Culet Size	0.65	0.85
2:15 – 3:00 p.m.	Pavilion Depth % and Pavilion Angle, Lower Half Length %	0.35	0.40
3:00 – 3:50 p.m.	Lab: Determining Proportions	0.00	0.80
3:50 – 4:00 p.m.	Assign Homework, Preview Wednesday	0.20	0.00
Total Daily Clock Hours = 7.00		3.95	3.05

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

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

### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 9:20 a.m.	Review, Girdle Thickness %, Girdle Thickness Description, Girdle Thickness Variation	1.10	0.25
9:20 – 10:30 a.m.	Combined Effect of Proportions, Polish	0.25	0.85
10:30 – 11:45 a.m.	Symmetry, Final Cut Grade	0.60	0.65
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 2:15 p.m.	D-to-Z Color Grading, Estimating Color, Fluorescence	0.90	0.60
2:15 – 3:50 p.m.	Lab: Full Grading Practice	0.00	1.60
3:50 – 4:00 p.m.	Assign Homework, Preview Thursday	0.20	0.00
Total Daily Clock Hours = 7.00		3.05	3.95

### Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 9:00 a.m.	Intensive Review; Color/Clarity Grading	0.25	0.75
9:00 – 11:45 a.m.	Lab: Color/Clarity Grading	0.00	2.75
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 2:15 p.m.	Lab: Color/Clarity Grading	0.00	1.50
2:15 – 3:50 p.m.	Diamond Simulants; Grading Lab	0.25	1.30
3:50 – 4:00 p.m.	Preview Friday	0.20	0.00
Total Daily Clock Hours = 7.00		0.70	6.30

### Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 9:30 a.m.	Review (Q&A), Grading Lab	0.25	1.25
9:30 – 11:45 a.m.	Two-Stone Exam	0.00	2.25
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:00 p.m.	Exam Results	0.25	0.00
1:00 – 3:30 p.m.	Survey; Fancy Cuts, Mounted Diamonds, Treated & Synthetic Diamonds, Colored Diamonds	2.25	0.25
3:30 – 3:45 p.m.	Video (GIA Lab)	0.25	0.00
3:45 – 4:00 p.m.	Q&A; Closing	0.25	0.00
Total Daily Clock Hours = 7.00		3.25	3.75

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

## Gem Identification Lab GEM 240L\*

### Prerequisite: None

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Tools used include 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, a handheld spectroscope and a loupe. Students use these instruments to practice identifying 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 Student Notification of Classroom Chemical Usage on page 28).

**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
8:00 – 8:15 a.m.	Lecture: Introduction, Class Objectives, Schedule, Materials, Student Introductions	0.25	0.00
8:15 – 8:45 a.m.	Lecture/Lab: Cloth/Color Card/Tweezers (lecture = 15 minutes, lab = 15 minutes)	0.25	0.25
8:45 – 10:00 a.m.	Lecture/Lab: General Observation (lecture = 45 minutes, lab = 30 minutes)	0.75	0.50
10:00 – 11:45 a.m.	Lecture/Lab: Refractometer – Flat Facet Reading and Birefringence (lecture = 1 hour, lab = 45 minutes)	0.50	1.25
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:45 p.m.	Lecture/Lab: Polariscope and Dichroscope (lecture = 30 minutes, lab = 30 minutes)	0.50	0.50
1:45 – 2:30 p.m.	Lecture/Lab: Microscope Techniques (lecture = 15 minutes, lab = 30 minutes)	0.25	0.50
2:30 – 4:00 p.m.	Lab: All observation and equipment techniques learned today	0.00	1.50
Total Daily Clock Hours = 7.00		2.50	4.50

#### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 – 08:15 a.m.	Lecture: Review	0.25	0.00
08:15 – 10:00 a.m.	Lecture/Lab: Lab Manual, Diffusion Treatment, and Practical Work (lecture = 45 minutes, lab = 60 minutes)	0.75	1.00
10:00 – 10:45 a.m.	Lecture/Lab: Glass, Plastic and Assembled Stones (lecture 30 minutes, lab = 15 minutes)	0.50	0.25
10:45 – 11:45 a.m.	Lab: Practical Work – Gem Identification	0.00	1.00
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.0	0.00
12:45 – 2:00 p.m.	Lecture/Lab: Refractometer – Spot Readings and Birefringence Blink (lecture = 30 minutes, lab = 45 minutes)	0.50	0.75
2:00 – 2:45 p.m.	Lecture/Lab: Polariscope – Optic Figure Sphere (lecture = 15 minutes, lab = 30 minutes)	0.25	0.50
2:45 – 4:00 p.m.	Lab: Practical Work – Gem Identification	0.00	1.25
Total Daily Clock Hours = 7.00		2.25	4.75

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

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

### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:30 a.m.	Lecture/Lab: Review (lecture = 15 minute, lab = 15 minute)	0.25	0.25
8:30 – 9:30 a.m.	Lecture: Additional Lighting Techniques and Natural Inclusions	0.75	0.25
9:30 – 10:15 a.m.	Lecture/Lab: Synthetic vs. Imitation – Flame Fusion & Czochralski (lecture = 15 minutes, lab = 30 minutes)	0.25	0.50
10:15 – 11:15 a.m.	Lecture/Lab: Synthetic Processes – Flux, Hydrothermal, Skull Melt, Opal & Turquoise (lecture = 30 minute, lab = 30 minute)	0.50	0.50
11:15 – 11:45 a.m.	Lecture/Lab: Natural vs. Synthetic Ruby (lecture = 15 minute, lab = 15 minute)	0.25	0.25
11:45 a.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:30 p.m.	Lecture: Spectroscope, Ultraviolet, Specific Gravity, Color Filter	0.75	0.00
1:30 – 4:00 p.m.	Lab: Practical Work – Gem Identification	0.00	2.50
Total Daily Clock Hours = 7.00		2.75	4.25

### Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 – 9:15 a.m.	Lecture/Lab: Gemstone Treatments & Diamond Simulants	0.50	0.50
9:15 – 11:45 a.m.	Lab: Practical Work – Gem Identification	0.00	2.50
11:45 p.m. – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 4:00 p.m.	Lab: Practical Work – Gem Identification	0.00	3.25
Total Daily Clock Hours = 7.00		0.75	6.25

### Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 – 10:00 a.m.	Lab: Practical Work – Gem Identification	0.00	1.75
10:00 a.m. – 12:00 p.m.	Lab: Instrumentation Exam	0.00	1.75
12:00 – 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 – 1:15 p.m.	Lecture/Lab: Review Instrumentation Exam (Lecture = 15 minutes, Lab = 15 minutes)	0.25	0.25
1:15 – 3:00 p.m.	Lab: Practical Work – Gem Identification	0.00	1.75
3:00 – 3:45 p.m.	Lecture/Lab: Treatments, Synthetics, Imitations (Lecture = 15 minutes, Lab = 30 minute)	0.25	0.50
3:45 – 4:00 p.m.	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

\* In the U.S., Lab classes are currently only offered at GIA in Carlsbad or New York. Please contact GIA Admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

## 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. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value, and quality in merchandise.

**Class duration:** 1 day or 2 nights (7 clock hours)

**What you earn:** Letter of Completion

### Lab Schedule:

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15 a.m.	Lecture: Introduction, Objectives, Schedule, Materials	0.25	0.00
8:15 – 8:45 a.m.	Lecture: What is a Pearl? Formation & Culturing	0.50	0.00
8:45 – 9:15 a.m.	Lecture: Pearl Types	0.50	0.00
9:15 – 10:00 a.m.	Lecture/Lab: Grading and the 7 Factors, Continued	0.25	0.50
10:00 – 10:15 a.m.	Break	0.00	0.25
10:15 – 11:45 a.m.	Lecture/Lab: Grading and the 7 Factors, Continued	0.50	1.00
11:45 a.m. - 12:45 a.m.	Lunch Break	0.00	0.00
12:45 – 1:30 p.m.	Lecture/Lab: Grading and the 7 Factors, Continued	0.25	0.50
1:30 – 2:30 p.m.	Lab: Fancy Color Grading; 2-Stone Assessment	0.00	1.00
2:30 – 3:00 p.m.	Lecture: Other Pearls	0.50	0.00
3:00 – 3:30 p.m.	Lecture: Pearl Treatments	0.50	0.00
3:30 – 4:00 p.m.	Lecture: Care and Cleaning of Pearls, Review, Current Pearl News, Class Survey, Q&A	0.50	0.00
Total Clock Hours = 7.00		3.75	3.25

\* In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu](http://GIA.edu) for the current schedule.

# Professional Development

GIA's professional development courses and seminars are designed to educate individuals who would like to further their skills or knowledge in gem and jewelry industry. The AJP™ program is intended to educate persons on new advancements, or to expertise in the field. The AJP™ program is avocational in nature and is exempt from TWC regulations. The program is comprised of three self-study correspondence courses delivered 100% online. The courses are measured in lessons, not in contact or clock hours. Designed for working professionals, the AJP™ program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. The AJP™ program also introduces basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store.

## Applied Jewelry Professional™

**Prerequisite: None**

### What you earn: GIA Applied Jewelry Professional Credential

Course Code	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 110	Jewelry Essentials	None	6	3 months
GEM 120	Colored Stones Essentials	None	8	3 months
GEM 130	Diamond Essentials	None	7	3 months

Total Lessons: 21

## Jewelry Essentials – eLearning GEM 110

### Prerequisite: None

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation.

Final exam is online, open book and does not require a proctor.

Maximum completion time: 3 months

Number of Lessons: 6

1. Jewelry and Jewelry Sales (Month 1)
2. Selling Rings (Month 1)
3. Selling Necklaces, Bracelets, Earrings and Pins (Month 1)
4. Designer, Branded, Custom, and Estate Jewelry (Month 2)
5. Watches and Giftware (Month 2)
6. Serving and Building Your Clientele (Month 2)

Review and exam attempts (Month 3)

## 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. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut, and carat weight all affect a gem's value. Reference 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)

## Diamond Essentials – eLearning GEM 130

### Prerequisite: None

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight, and how retail jewelry stores operate.

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)

# Equipment and Facilities

## Equipment

To complete the Gem Identification course, you must have access to the following instruments which are not included with the course materials. These materials may be purchased at [store.GIA.edu](http://store.GIA.edu) at an estimated retail price of \$2,500:

- Gem tweezers (non-locking)
- Daylight-equivalent light source
- Monochromatic light source
- Pinpoint incandescent light source
- Gemological binocular microscope minimum 10x and 30x (darkfield illumination)
- Gem cloth
- Refractometer with removable magnification piece, white light source and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscopes
- Spectroscope

## Student Notification of Classroom Chemical Usage

The American Chemical Society's (ACS) Committee on Chemical Safety (CCS) promotes and facilitates safe practices in chemical activities and provides guidance for academic institutions. Such guidance includes institutions promote awareness to individuals who may be exposed to chemicals such as gem 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/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice.

GIA provides protective gloves and appropriate disposal containers in each classroom. The Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

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

In the U.S., GIA Lab classes and the Student Workrooms are offered at GIA campuses in Carlsbad, California and New York, New York. 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 in the Lab classes and the Student Workroom.

### Colored Stone Grading Lab Class

Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. Each student keeps a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

### Diamond Grading Lab Class

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

### Gem Identification Lab Class

Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, and a utility lamp. Each student workstation has a binocular microscope with an overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscopes and tweezers. Each student keeps a lab manual, gem cloth, color grading card and a pinpoint incandescent light source.

### Pearl Grading Lab Class

Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or daylight equivalent light source and a pearl grading master set with an informational keycard.

### Student Workrooms

Student Workrooms contain an electronic balance with hydrostatic scale, a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, a utility lamp and a loupe. Each student workstation has a binocular microscope with an overhead light source, a handheld diffraction grating spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscopes, a Mini Maglite, a pinpoint incandescent light source and tweezers.

# Student Services and Student Life

GIA Student Services is 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 other financial services.

## About GIA Career Services

GIA offers much more than academic growth. As a GIA student or alumni, you enjoy a professional affiliation with GIA. GIA is committed to providing you not only with a strong business foundation, but also with a complete support system you can rely on throughout your career. The career services staff can help you develop your career plans and begin the first steps in preparing for your future in the gem and jewelry industry. Career services offers career preparation assistance, including tips on how to write resumes, cover letters and thank you letters, as well as how to conduct yourself during an interview.

Career services offers career advising appointments to assist students and alumni in developing educational and career goals, as well as assistance in your search for part-time, internships and/or full-time opportunities in the gem and jewelry industry. Career services actively promotes and supports effective professional relationships between GIA and 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 through the GIA Gem & Jewelry Career Center. 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.

## GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is a free, global service for those searching for a career, and looking to recruit candidates. Employers from every sector of the gem and jewelry industry list positions with us, including wholesalers, department stores, jewelry designers, auction houses, gem laboratories and many others. As a job seeker, you will be able to create a dynamic portfolio, search for careers that will help you take the next step and find companies that match your interest. New and exciting careers are listed each week; search often as there are always updated postings to consider. Create your profile so you can begin your career search at [GIA.edu/gem-job](http://GIA.edu/gem-job)

## GIA Jewelry Career Fair

GIA hosts an annual Jewelry Career Fair. As the jewelry industry's largest job fair, Career Fair attracts the industry's top retailers, manufacturers, laboratories and wholesalers. Whether you're in the middle of a career change or new to the working world, Career Fair gives you the chance to explore everything the fine jewelry industry has to offer. Plan to spend the day speaking with a number of recruiters, collecting job leads and networking. In addition, sign up for one-on-one sessions with industry career coaches who will mentor you. Career Fairs are held annually in New York and Carlsbad. For the latest Jewelry Career Fair information visit [GIA.edu/career-fair](http://GIA.edu/career-fair)

## Career Preparation Assistance

The GIA career services team is eager to help you make your job search easier. We have invaluable resources that will empower you to create a long and successful career. As a GIA student or alumnus, career services offers career preparation, including tips on how to create a resume that touts your experience and a cover letter that opens doors, as well guidelines on how to conduct yourself during an interview. Our career service advisors are here to help highlight your greatest strengths so that you stand out among the crowd and impress potential employers.

If you have any questions or require further information contact career services staff in Carlsbad at [careerservices@gia.edu](mailto:careerservices@gia.edu) or call +1 800 421 7250 ext 4378 or +1 760 603 4000 ext 4378 or for New York [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu) or call +1 800 366 8519 ext 3529, +1 917 286 3529.

## Job Seeker's Handbook

The Job Seeker's Handbook contains some essential information you'll need to succeed in your job search. We encourage you to use it as you begin your professional journey. Download or view the Job Seeker's Handbook at [GIA.edu/gem-careers](http://GIA.edu/gem-careers)

## 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 at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Timely Warning and Emergency Notification

In the event of an emergency situation, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](http://GIA.edu) or call the GIA main phone number and listen to the recorded message for further instructions and information. For Carlsbad, call +1 760 603 4229; for New York, call +1 212 221 5858 ext 3515. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your Student Center at [my.GIA.edu](http://my.GIA.edu) or contact student services to make updates to your record.

# Student Services and Student Life

## GIA Alumni Association

---

Did you know that you qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or program? GIA will automatically recognize you as an alumnus, and your membership is free. However, it is up to you to manage your GIA Alumni Membership in order to receive all the alumni benefits offered.

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the GIA Alumni Online Directory, a public search tool on [GIA.edu](http://GIA.edu) that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the GIA Alumni Association which is more than 120,000 members strong, with more than 70 chapters worldwide - you become part of an ever-growing global community of fellow GIA graduates who offer educational, networking, and mentorship opportunities that support you throughout your career. For more information contact us at [alumni@gia.edu](mailto:alumni@gia.edu) or call +1 800 421 7250 ext 4145 or +1 760 603 4145.

You can also visit the alumni section of the GIA website at [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) to manage your alumni membership, sign up for alumni communications, find GIA alumni, obtain a listing of our alumni chapters around the world and catch up on alumni news and events.

## Library and Learning Resources

---

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA World Headquarters and The Robert Mouawad Campus in Carlsbad, California. The Library houses a growing collection of more than 57,000 books, 700 periodicals, and 1,800 videos and other media. The library's Online Public Access Catalog (OPAC) allows searchable access to the Library's collection. The OPAC can be searched via the library's section of the GIA website: [GIA.edu/library](http://GIA.edu/library). This section of the GIA website also has extensive resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis. Students can also consult specialized databases, including LIRN for general academic references and EBSCO GeoRef for references to geoscience information.

Whether in person or by phone, email or fax, the library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at [library@gia.edu](mailto:library@gia.edu), or by telephone at +1 800 421 7250 ext 4046 or +1 760 603 4046.

### EBSCO GEOREF and LIRN

Further resources are available through GIA's subscription to the LIRN and EBSCO GeoRef electronic databases. Both 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.

# 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

To submit a formal complaint, please follow the procedure described below. GIA reviews all complaints in a timely, fair and equitable manner. GIA gives all individuals named in a complaint, including students, instructors or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process. Additionally, concerns related to sexual harassment or assault can be directed to GIA's Title IX Coordinator, at [titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)

### Complaint Procedure

A complaint must be submitted to the dean of students in writing at [deanstudents@gia.edu](mailto:deanstudents@gia.edu). 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.

### Complaint Disclosures

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Complaints may be submitted to the DEAC using the complaint form found on its website ([deac.org](http://deac.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 DEAC. Students can contact the Distance Education Accrediting Commission (DEAC) at 1101 17<sup>th</sup> Street NW, Suite 808, Washington, DC 20036 USA, phone +1 202 234 5100, fax +1 202 332 1386 or online at [deac.org](http://deac.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 +1 888 370 7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's website at [bppe.ca.gov](http://bppe.ca.gov)

Students may utilize GIA's internal complaint process, but are not required to exhaust internal processes prior to contacting the CA BPPE. Students may submit a concern at any time to the BPPE or other oversight agency.

### Unresolved Complaints

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 [csc.twc.state.tx.us/](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  
[twc.state.tx.us](http://twc.state.tx.us)

# Academic Policies and Procedures (cont.)

## Grading System

Grading System	Final Transcript Grade
75% and above and must meet the graduation requirements	P (Pass)
74% or below and failure to meet the graduation requirements	NP (No Pass)
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. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).	INC (Incomplete)
Enrolled students withdrawing after the program, course, or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.	SWD (Student Withdrawal)

## Grading Policies

Students can access their grades at any time in Student Center at [my.GIA.edu](http://my.GIA.edu). Grades and enrollment history are maintained and available indefinitely.

For written final exams, it is recommended that Distance Education students allow sufficient time to attempt for the maximum of three proctored online examinations. Each exam request requires three business days for processing, not including weekends or holidays. Online questionnaire and exam results are available immediately after submission.

For practical exams, it is recommended that Distance Education students allow sufficient time to attempt time for the maximum of ten proctored 20-stone examinations, and remedial work if applicable. Each exam request requires 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 the course end date. 20-stone exam results are available within 24 hours of receipt, not including weekends or holidays.

Any student submitting assignments, quizzes and exams online can view his or her progress in the Student Center at [my.GIA.edu](http://my.GIA.edu)

Please note that there are no extensions beyond the course end date. All assignments, practical work and exams must be successfully completed prior to the course end date.

## Lost Stone Policy

Students are responsible for all gem materials, instruments, and tools loaned by GIA during the term of their enrollment. Students are obligated for the cost of lost stones and replacement value or repair of any instruments and tools that are lost or damaged beyond normal wear and tear.

Students will be charged the replacement value of any diamond or colored stone they lose. If the diamond or colored stone is found at a later date, the amount will be refunded to the student.

Students do not have the option of replacing the lost diamond or colored stone and must pay the replacement fee determined by GIA.

## Classroom Lab Policies

GIA is dedicated in its efforts to uphold academic integrity. As such, students are required to adhere to the following:

- All students must work individually unless an instructor directs otherwise
- Non-GIA issued personal tools are not allowed in the classroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If they are allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets and any other materials is strictly prohibited without instructor permission.
- Keycards 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.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight; they 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.

# Academic Policies and Procedures (cont.)

## Distance Education Exams

Many Distance Education exams must be taken in the presence of an approved proctor or in GIA Student Workrooms.

Excluding Gem Identification, a maximum of three examination attempts will be permitted for eLearning courses.

Students who do not achieve a passing grade on the third attempt, regardless of their course end date, are dismissed and a final grade of NP (No Pass) is entered on their official transcript. To continue, Distance Education students are required to re-enroll, paying current full tuition and fees, and complete all course assignments and exams with a passing score within the allowed completion time.

For the Gem Identification course, a maximum of ten 20-stone examination attempts are permitted. Distance Education students who fail the Gem Identification course 20-stone examination five times are required to complete additional practical work prior to attempting the exam again.

Distance Education students who do not achieve a passing grade on the 10<sup>th</sup> examination attempt, regardless of their course end date, 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.

## 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.

### Acceptable Proctors

- Certified librarians at a library, college/university or school
- School teacher
- College/university administrators, instructors or academic advisors
- Learning/tutoring centers
- Educational officers of military installation or correctional facility
- Notary public
- Certified public accountant
- Attorney

To ensure proctor meets our designated criteria, please provide documentation evidencing qualifications (government-issued ID, attestation, business card, licensure/certification as applicable, etc.). The proctor must be able to provide a computer with an Ethernet Internet connection (not wireless) for up to two hours, and monitor the student during the exam. All proctors must be approved by GIA. Approval can be revoked at any time.

### Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates
- Co-workers, supervisors or business associates
- Anyone in the gem and jewelry industry
- Anyone who cannot provide a computer with Internet access for up to two hours
- Anyone who cannot monitor the student during the exam

Proctor approval is at GIA's discretion.

If you have questions about a prospective proctor's qualifications, contact education records at +1 800 421 7250 ext 7312 or [proctor@gia.edu](mailto:proctor@gia.edu). Students are responsible for paying any proctoring fee.

### Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit. GIA verifies the identity of a student who participates in class or coursework by using at least one of the following options in all On Campus and Distance Education courses or programs:

- A copy of a government-issued photo ID or passport identifying full name, birth date, citizenship, and country of birth
- A secure login username and password to access online courses and My GIA student center
- Proctored examinations where a qualified proctor approved by GIA must verify the identity of the student taking the exam
- Class attendance recorded and monitored by instructor

# Academic Policies and Procedures (cont.)

## Testing Policies

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

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom or testing center has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Reviews of specific exam questions are only given to On Campus gemology students who did not pass.
- For Distance Education students, reviews of specific exam questions are not provided. General reviews of areas missed are provided by instructors at the request of the student.
- 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.
- Failure to report known or suspected cheating or academic dishonesty is considered academic dishonesty and is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing, and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- Exams sent to a proctor must remain in the proctor's custody and control at all times. See Proctored Exams in this section, or contact education records at +1 760 603 4000 ext 7312 or [proctor@gia.edu](mailto:proctor@gia.edu) for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

## 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
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on assignments, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, keycards and any other academically sensitive materials is strictly prohibited without instructor permission

## Satisfactory Academic Progress (SAP) Policy

GIA evaluates students' satisfactory academic progress ("SAP") to ensure that they are moving towards successful completion of their program, course or class.

### eLearning Students

eLearning students must pass each course assignment with a score of 75% or higher in order to progress through the next assignment. Students enrolled in GID Course 240 must also meet specific grading criteria for each practical assignment. Students receive progress reports at 25%, 50% and 75% of their course completion time. After 30 days of inactivity and near the end date of the course, students receive a notification encouraging continued progress. Students who do not complete their course including assignments, any practical work and the final exam within the allowed completion time will receive a final grade of No Pass (NP).

### Lab Class Students

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and hands-on lab sessions in order to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed. Students must receive a passing grade on the final assessment within the maximum allowable attempts. Students who do not pass will receive a final grade of No Pass (NP).

## 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.)

## 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. There are no excused absences or tardies. Students who exceed the maximum allowable absences or tardies as defined in this policy are dismissed from their course or program.

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD. Refunds are calculated according to the Cancellation and Refund Policy for each location as in the student's enrollment agreement and on the GIA website. Lab class students enrolled in classes of 35 clock hours or less who are dismissed, cannot make up missed time and must re-enroll, paying the current full tuition and fees.

Classes begin promptly at their scheduled start 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 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 one hour or more during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Students are responsible for keeping track of how many times they have been tardy and absent. Students may ask the instructor for their attendance record at any time. Students who approach the maximum limit may be given a courtesy notice by the instructor.

## Maximum Allowable Tardies and Absences

Class/Program	Tardies	Absences
Colored Stone Grading Lab class (21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum
Diamond Grading and Gem Identification Lab class (35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum
Pearl Grading Lab Class (7 Hours)	N/A	Cannot miss any hours.

## Leave of Absence

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. The leave of absence request must be submitted in writing, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. A leave of absence will be approved for a documented family emergency, serious illness or for active military duty. Contact the dean of students or school director if you have questions or for additional information.

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. Contact the dean of students or school director if you have questions or for additional information.

Students who do not return as agreed following a leave of absence are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied.

Any GIA student who is called to active military duty will, upon request and upon providing GIA with a copy of their official military orders, be granted a leave of absence for a period of time not to exceed the term of the active duty plus 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:

- 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;
- 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.

## Completion Time

Distance Education course completion times are strictly enforced. Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. Students wishing to complete the course must re-enroll, pay full tuition and fees, and complete all course assignments and final exams within the allowed completion time.

# Academic Policies and Procedures (cont.)

## Probation

Distance Education students can be placed on probation at any time for violation of behavioral policies. Students who do not meet the terms of the probation are dismissed, and a final grade of SWD is recorded.

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

Reasons for dismissal include, but are not limited to:

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing or insubordinate behavior
- Stealing school property or the personal property of any individual
- Use, possession, or sale of alcohol, illegal drugs, or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or the willful omission of information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA

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 no assignment is submitted by the end of the third calendar month unless the student submits a specific request in writing for an extension of time.

## Appeals and Redmission Following Dismissal

Students who are dismissed receive a written statement of 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 working 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 readmission is denied, subsequent appeals will be considered following a two-year waiting period.

## Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations, and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas). Each facility has signage posted in the locations where video and audio monitoring is/are occurring. Please see Student Privacy Policy at [GIA.edu/privacy-policy](http://GIA.edu/privacy-policy) for complete disclosure.

## Student Privacy Policy

The controller of your personal data is GIA, Inc., The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, CA 92008 USA and the GIA Campus Location to which you are enrolled ("GIA"). Contact details may be found at [GIA.edu/privacy-policy](http://GIA.edu/privacy-policy)

GIA and its affiliates, branch offices and subsidiaries (collectively "GIA") seek to protect the privacy and security of information relating to an identified or identifiable individual ("Personal Data") in their possession or control. This Student Privacy Policy ("Policy") is intended to demonstrate and define GIA's requirement to follow strict guidelines in protecting the Personal Data of its students whose Personal Data it receives through its operations. GIA maintains the Personal Data it collects for legal, business and other legitimate purposes and takes reasonable physical and electronic security measures to protect the Personal Data in its possession. GIA also ensures that others who are permitted to access such Personal Data, such as non-affiliated third-party service providers or vendors, act in accordance with GIA's policies and procedures and all applicable Data Protection laws with respect to such Personal Data.

Please see Student Privacy Policy at [GIA.edu/privacy-policy](http://GIA.edu/privacy-policy) for complete disclosure.

# Academic Policies and Procedures (cont.)

## 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 receipt of a completed Education Verification request form: student name, fields of study; dates of enrollment; degrees, diplomas, and certificates awarded and dates conferred; and academic honors and awards received unless the student has opted out of the release of their directory information. The Education Verification Request form can be downloaded at [GIA.edu/doc/GIA\\_Education\\_Verification-Request.pdf](http://GIA.edu/doc/GIA_Education_Verification-Request.pdf) and submitted to the Education Records department at [records@gia.edu](mailto:records@gia.edu)

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the manager 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.

GIA will not release any student specific information to a third party without the student's permission. Students may authorize our office to provide their financial aid information to a third party by signing a Consent Form for Disclosure of Student Education Records at our offices.

Students may examine their own records by submitting a written request to the manager 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 manager 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 or her record commenting on the contested information in the record or stating why he or she disagrees with the decision of the hearing. The student may also submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## Academic Records

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

### Letters of Good Standing

On request, the education records department will issue letters of good standing, typically needed by insurance companies or other agencies as evidence of student status. GIA does not issue letters of recommendation. Contact education records at +1 800 421 7250 ext 7312, +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

### Transcripts

Transcripts are available for \$10 each. Students who enrolled prior to 2013 should contact Education Records to order a transcript. Students who enrolled in 2013 or later may order a transcript at [my.GIA.edu](http://my.GIA.edu)

### Diploma/Transcript Holds

Please note that diplomas will be presented or mailed only if you have satisfied all your academic and financial obligations. If you have any unmet obligations to GIA, you will not receive a diploma or transcript until the obligation is fulfilled.

### Replacement Diplomas

If your diploma was permanently lost or destroyed, a replacement diploma may be ordered from the education records department. Each replacement diploma follows the current diploma format and also includes the reissue date. All replacement diplomas bear the signatures of GIA's current chair of the board of governors and president and CEO.

### Change of Name

GIA requires official documentation and written authorization to make changes or corrections to the name listed in your student account. You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name. The following documentation is acceptable:

- Valid government-issued photo ID
- Marriage certificate
- Divorce decree
- Naturalization documents

## Graduation Announcements

Graduation announcements are available upon request. Contact education records at +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

## 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 [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

# Academic Policies and Procedures (cont.)

## Academic Credentials Usage Policy

### Applicability

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

### Usage Guidelines For Academic Credentials

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

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

### General Usage

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

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

### Diplomas

The following examples refer to the Graduate Gemologist (GG):

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

### Employment Citations

Companies may state that they have GIA Graduate Gemologists, or Diamonds, Colored Stones, or Pearls 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 diamond grading and gemstone identification reports, including but not limited to, GIA Diamond Grading Report, GIA Diamond Dossier® and GIA Diamond eReport. Use is acceptable if the report is for a product 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
- GIA Alumni Association 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 [GIA.edu](http://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 and to treat others with dignity and respect at all times. 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 odor or behavior; an accident; a physical and/or verbal altercation; or possession of drugs and/or alcohol. Failure to submit to a screening can lead to disciplinary action, up to and including dismissal from GIA.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the dean's office or school director. 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. GIA's complete Substance Abuse Policy is available at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## 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 can lead to disciplinary action, up to and including dismissal from GIA.

## Weapons

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

## Copyright Infringement

Students are reminded that they must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution, in addition to disciplinary action by GIA, up to and including dismissal. GIA's complete copyright infringement policy is available at [GIA.edu/copyright-infringement](http://GIA.edu/copyright-infringement)

## Social Networking

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

## Gifts

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

## Graduation Requirements – Distance Education Programs

In order to graduate, all students must meet the Satisfactory Progress Policy, meet the minimum attendance and behavioral standards, 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 stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all financial obligations are met.

Programs	Maximum Time Allowed	Minimum Requirements	Maximum Number of Attempts Allowed
<b>Graduate Gemologist program</b>	63 months		
(See Graduate Diamonds and Graduate Colored Stones programs, below)			
<b>Graduate Diamonds program</b>	18 months		
Course Assignments		100% completed	–
Stone Worksheets		100% completed	–
Diamond Essentials Final Exam		75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam		75% score	5*
Diamonds & Diamond Grading Written Final Exam		75% score	3
<b>Graduate Colored Stones program</b>	45 months		
Course Assignments		100% completed	–
Stone Worksheets		100% completed	–
Colored Stone Essentials Written Final Exam		75% score	3
Colored Stones Written Final Exam		75% score	3
Colored Stone Grading Lab Class 2-Stone Practical Exam		75% score	5*
Gem Identification Lab Class Instrumentation Exam		75% score	5*
Gem Identification 20-Stone Practical Exam		100% score	10*
<b>Graduate Pearls program</b>	6 months		
Pearls Written Final Exam		75% score	3
Pearl Grading Lab Class 2-Stone Assessment		75% score	1

Lab Class	Minimum Requirements	Maximum Number of Attempts Allowed
Pearl Grading Lab GEM149L	P – Practical assessment in lab class	1
Diamond Grading Lab GEM230L	P – Practical exam in lab class	5*
Colored Stone Grading Lab GEM220L	P – Practical exam in lab class	5*
Gem Identification Lab GEM240L	P – Practical exam in lab class	5*

\* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees on page 43).

\*\* 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. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees on page 43). Exam attempts must be taken within the course completion time.

## Graduation Requirements – Professional Development

Program	Maximum Time Allowed	Minimum Requirements	Maximum Number of Attempts Allowed
<b>Applied Jewelry Professional™ Diploma</b>	9 months		
Diamond Essentials Final Exam		75% score	3
Colored Stone Essentials Final Exam		75% score	3
Jewelry Essentials Final Exam		75% score	3

## eLearning Courses – Gemology Distance Education

Course Number	Course Title	Tuition	Monthly Payment Plan Option (No-Interest Plan)	Instrument Cost*	Optional Books**
GEM 110	Jewelry Essentials	\$185.00	N/A	N/A	\$65.00
GEM 120	Colored Stone Essentials	\$185.00	N/A	N/A	\$80.00
GEM 130	Diamond Essentials	\$185.00	N/A	N/A	\$65.00
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	\$1,670.00	\$167.00 x 10 months	N/A	\$160.00
GEM 220	Colored Stones (Prerequisite: GEM 120)	\$1,670.00	\$167.00 x 10 months	N/A	\$250.00
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	\$2,040.00	\$204.00 x 10 months	\$2,500.00	\$250.00
GEM 149	Pearls	\$600.00	\$150.00 x 4 months	N/A	\$125.00

Amounts shown are in U.S. dollars

\* If you don't have access to the instruments needed to complete this course, listed on page 28, you can purchase them through [store.GIA.edu](http://store.GIA.edu) for an estimated retail price of \$2,500.00 (S&H and tax are not included.) Various S&H options are available.

\*\* 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](http://my.gia.edu). Various S&H options are available.

# Tuition and Fees Schedule of Student Charges (cont.)

## Carlsbad Lab Classes – Gemology

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)
GEM 230L	Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials) \$13.57 (CA Sales Tax)	\$1,688.57	\$150.00	\$1,538.57
GEM 220L	Colored Stone Grading Lab	\$1,000.00	\$80.00 (Books) \$25.00 (Materials) \$8.14 (CA Sales Tax)	\$1,113.14	\$100.00	\$1,013.14
GEM 240L	Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$25.00 (Materials) \$11.63 (CA Sales Tax)	\$1,661.63	\$150.00	\$1511.63
GEM 149L	Pearl Grading Lab	\$300.00	\$30.00 (Books) \$7.00 (Materials) \$2.87 (CA Sales Tax)	\$339.87	\$30.00	\$ 309.87

## New York Lab Classes – Gemology

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)
GEM 230L	Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials)	\$1,675.00	\$150.00	\$1,525.00
GEM 220L	Colored Stone Grading Lab	\$1,000.00	\$80.00 (Books) \$25.00 (Materials)	\$1,105.00	\$100.00	\$1,005.00
GEM 240L	Gem Identification Lab	\$1,500.00	\$125.00 (Books ) \$25.00 (Materials)	\$1,650.00	\$150.00	\$1,500.00
GEM 149L	Pearl Grading Lab	\$300.00	\$30.00 (Books) \$7.00 (Materials)	\$337.00	\$30.00	\$307.00

Amounts shown are in U.S. dollars

\* Total charges shown include tuition, books and materials, and applicable sales tax. The balance is due 30 days prior to start of class. **Failure to pay balance will result in the cancellation of your reservation.**

# Tuition and Fees Schedule of Student Charges (cont.)

## Total Program Price

Total program price includes eLearning courses and all required Lab class(es); In the U.S., lab classes are offered in California or New York. The purchase of books and 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 and handling charges for the purchase of optional books is not included. Students register separately for each course or class in the program; some courses have prerequisites.

For each program, there are two prices - without optional books and with optional books. Books and materials that are part of the Lab class are never optional.

Below are the maximum total program prices, rounded up to the nearest \$5:

Program	Course Numbers	Maximum Total Program Price for Texas Residents (Travel Costs and Optional Instruments Not Included)
Graduate Gemologist	GEM120	GG without optional books = \$10,215 GG with optional books = \$11,020
	GEM220	
	GEM130	
	GEM230	
	GEM240	
	GEM220L	
	GEM230L GEM240L	
Graduate Diamonds	GEM130	GD without optional books = \$3,545 GD with optional books = \$3770
	GEM230	
	GEM230L	
Graduate Colored Stones	GEM120	GCS without optional books = \$6,675 GCS with optional books = \$7,260
	GEM220	
	GEM240	
	GEM220L	
	GEM240L	
Graduate Pearls	GEM149	GP without optional books = \$940 GP with optional books = \$1,065
	GEM149L	
Applied Jewelry Professional™	GEM 110	AJP without optional books = \$555 AJP with optional books = \$765
	GEM 120	
	GEM 130	

## 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
- Proctor fees for Distance Education exams
- Fees for remedial work
- Optional books plus applicable tax
- Shipping and handling fees
- Fees for lost or damaged equipment and stones
- Wire transfer fees incurred by the student
- Optional purchase of gem testing instruments (see page 28). Distance Education students enrolled in the Gem Identification course (GEM 240) must have gem testing equipment available: (approximately \$2,500)

## Additional student fees may include:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript
- \$35 half day or \$70 full day for use of the Student Workroom (California and New York only). There is no charge for proctoring exams in a Student Workroom.
- Returned check fees (\$15 GIA fee plus any fee charged by your bank)

# Tuition and Fees Schedule of Student Charges (cont.)

Total charges are valid for programs, courses, and classes taking place in the U.S. from January 1, 2018 to December 31, 2018 and are subject to change.

## California Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, +1 916 431 6959 or +1 888 370 7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible

for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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

### Definitions:

- (a) "California resident" means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from qualifying institution offering distance education.
- (b) "Closed institution" means an institution at which a closure has occurred.
- (c) "Economic loss" means pecuniary loss, as defined in section 94923 of the Code. Economic loss also includes, "educational opportunity loss."
- (d) "Educational opportunity loss" means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution's closure or due to the institution losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.
- (e) "Fund" means the Student Tuition Recovery Fund.
- (f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.
- (g) "Qualifying institution" is an approved institution that is subject to the provisions of Article 14, commencing with section 94923 of the Code, including out-of-state institutions registered with the Bureau pursuant to section 94801.5 of the Code.
- (h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).
- (i) "STRF" means Student Tuition Recovery Fund.
- (j) "Student Tuition Recovery Fund assessment" or "STRF assessment" means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution.
- (k) "Teach-out institution" means the institution offering a teach-out to a former student of an institution that has ceased to operate.
- (l) "Third-party payer" means an employer, government program or other entity that pays a student's charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

## Distance Education eLearning Students

eLearning courses start every Monday with the exception of holidays. Paper applications must be received by 12:00 p.m. Pacific Time the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the class starts. Due to 2018 holiday closures on Mondays, there will be Tuesday start dates on February 20, May 29 and September 4. If you would like to plan ahead and enroll in a future start date, contact GIA admissions at +1 800 421 7720 ext 4001 or [admissions@gia.edu](mailto:admissions@gia.edu)

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 on GIA's campuses in California or New York. See [GIA.edu](http://GIA.edu) for the most current class schedules offered for Lab classes at GIA campuses in Carlsbad, California and New York, NY. To register or for more information contact GIA Admissions at +1 800 421 7250 ext 4001 or +1 760 603 4001.

## 2018 Scheduled Carlsbad Campus Closures

Date*	Holiday
December 18, 2017 (Monday) through January 1, 2018 (Monday)	Winter Holiday
January 2 (Tuesday)	Classes Resume
February 19 (Monday)	President's Day
May 28 (Monday)	Memorial Day
July 4 (Tuesday)	Independence Day
September 3 (Monday)	Labor Day
November 19 (Monday) through November 23 (Friday)	Thanksgiving
December 17, 2018 (Monday) through January 4, 2019 (Friday)	Winter Holiday
January 7, 2019 (Monday)	Classes Resume

## 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 from 7:30 a.m. to 5:00 p.m. Pacific Time 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. Pacific Time and is closed on weekends and holidays, unless specifically noted otherwise.

## Lab Class Hours

Class	Hours
Colored Stones Grading GEM 220L*	8:00 a.m. – 4:00 p.m. (CB, NY) 6:00 p.m. – 9:30 p.m. (NY only – Nights)
Diamond Grading GEM 230L*	8:00 a.m. – 4:00 p.m. (CB, NY) 6:00 p.m. – 9:30 p.m. (NY only – Nights)
Gem Identification GEM 240L*	8:00 a.m. – 4:00 p.m. (CB, NY) 6:00 p.m. – 9:30 p.m. (NY only – Nights)
Pearl Grading GEM 149L*	8:00 a.m. – 3:00 p.m. (CB, NY) 6:00 p.m. – 9:30 p.m. (NY only – Nights)
Student Workroom*	Mon – Fri 9:00 a.m. – 12:00 p.m., 1:00 p.m. – 4:00 p.m. (CB, NY)

\* In the U.S., lab classes and Student Workrooms are currently available at GIA in Carlsbad or New York. Please contact GIA Admissions in Carlsbad at +1 800 421 7250 ext 4404 or +1 760 603 4404 or email [lessons@gia.edu](mailto:lessons@gia.edu), and in New York at +1 800 366 8519 or +1 212 944 5900, or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu)

# Cancellation and Refund Policies

## Gemology Distance Education Courses

### Cancellation Policy for Texas Residents

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 to the manager of admissions at The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008, by fax at +1 760 603 4003, or by email [admissions@gia.edu](mailto:admissions@gia.edu)

### 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 \$50 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 \$50 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.
  - the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student;

### 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:

- 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;
  - 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.

### Books and Materials

All charges associated with the purchase of optional books and materials are nonrefundable. Students who choose to purchase gemological equipment through GIA Instruments may return them for a full refund within 15 days of receipt provided they are in the original package, complete, and in new and unused condition. Please see [store.GIA.edu](http://store.GIA.edu) for additional information.

#### Example of a refund calculation for a Distance Education (eLearning) course

A student paid the total price of \$500 for a course with a total of ten (10) required assignments, submitted four (4) assignments for grading, and then withdrew prior to the end date of the course. GIA retains \$200 (Tuition Used), calculated as follows:

Total Price = \$500

Per Assignment Charge = \$50 (Total Price ÷ Total Number of Required Assignments)

Number of Assignments Submitted for Grading = Four (4)

Tuition Used = \$200 (\$50 x 4 assignments)

Refund = \$300 (Total Price – Tuition Used)

## Gemology Lab Classes

### Refund Policy

Gemology lab classes are currently only offered at GIA's Carlsbad, California and New York, New York campus locations. The refund policies for each location comply with each state's requirements, and are found at [GIA.edu](http://GIA.edu).

If gemology lab classes were offered in Texas, they would be subject to the following refund policy.

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (A) the last date of attendance; or
  - (B) the date of receipt of written notice from the student.
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - (A) an enrollee is not accepted by the school;
  - (B) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - (C) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.
  - (D) if the student fails to enter the program
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:
    - (i) satisfactorily completed at least 90 percent of the required coursework for the program; and
    - (ii) 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

## Board of Governors

---

### Chair

#### **Dione D Kenyon**

Retired Financial Services Executive  
Past President and CEO, The Jewelers Board of Trade

#### **Amit Dhamani**

Chief Executive Officer and Managing Director  
Dhamani Jewels Group

#### **Barbara Lee Dutrow, Ph.D.**

Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University

#### **Karen Evans**

National Director, US Cyber Challenge and Partner  
KT&T Partners, LLC

#### **Thomas H. Insley**

Chief Financial Officer  
Intrepid Therapeutics, Inc.

#### **Susan M. Jacques**

President and Chief Executive Officer  
GIA

#### **Robert Andrew Johnson**

CEO  
Diamond Cellar Holdings, LLC

#### **Stephen F. Kahler**

Senior Vice President Global Sales Operations  
Swarovski North America Limited

#### **Lisa A. Locklear**

Senior Vice President and Chief Financial Officer  
GSN Games

#### **Lawrence Ma**

CEO, Lee Heng Diamond Group and Founding President  
Diamond Federation of Hong Kong

#### **Thomas M. Moses**

Executive Vice President and Chief Laboratory and Research Officer  
GIA

#### **Glenn R. Nord**

Past President and Governor Emeritus

#### **Barbara A. Sawrey, Ph.D.**

Dean of Undergraduate Education  
University of California, San Diego

#### **Elliot Tannenbaum**

Senior Principal  
Leo Schachter Diamond Group

#### **Dr. John W. Valley**

Charles R. Van Hise Professor  
Department of Geoscience  
University of Wisconsin

#### **Thomas T. Yang**

Managing Director and Partner  
PrimeGenesis

## Chairman Emeritus

---

**Ralph Destino**

## Executive Management

---

#### **Susan M. Jacques**

President and Chief Executive Officer

#### **Thomas M. Moses**

Executive Vice President and Chief Laboratory and Research Officer

#### **Kathryn Kimmel**

Senior Vice President and Chief Marketing Officer

#### **Anna Martin**

Senior Vice President of Global Development

#### **David J. Tearle**

Senior Vice President and Chief Financial Officer

#### **Elizabeth Keating**

Vice President and Chief Ethics and Compliance Officer

#### **Jennifer Wilson**

Senior Vice President and General Counsel

#### **Pritesh Patel**

Senior Vice President and Chief Operating Officer

#### **Duncan Pay**

Vice President of Education and Chief Academic Officer

#### **John King**

Chief Quality Officer

#### **John T. Hall**

Vice President of Global IT Infrastructure Services

#### **Lisa Biggs**

Vice President and Corporate Controller

#### **Lucy Xia**

Vice President of Global Laboratory Planning

#### **Matt Crimmin**

Vice President of Product Development

#### **Matt Hall**

Vice President of Regional Lab Operations, Europe, Middle East and Africa

#### **Nirupa Bhatt**

Managing Director for India and Middle East

#### **Phillip M. Yantzer**

Vice President of Laboratory Services

#### **Rohit Tandon**

Chief Human Resources Officer

#### **Seung-Hae Moon**

Managing Director for Asia Pacific

#### **Sriram Natarajan**

Vice President of Operations, India Laboratory

#### **Susan Schindelar**

Vice President of Global Marketing

#### **Wuyi Wang**

Vice President of Research and Development

#### **Zeeshan Kazmi**

Chief Information Security Officer and Enterprise Architecture

*Current as of December 2017*

## Education Management

### GIA Headquarters

**Duncan Pay**

Vice President of Education and Chief Academic Officer

**Jennifer Wilson**

Senior Vice President and General Counsel

**Brenda Harwick**

Senior Manager, On Campus Instruction

**Elizabeth Brehmer**

Director, JMA Operations

**Justin Hunter**

Senior Manager, Education Services & Logistics

**Kathleen Donovan**

Manager, Global Alumni Relations

**Kelly Yantzer**

Director, Global Education Standards

**Kimberly Overlin**

Dean of Students

**Michael Magee**

Global CAD/CAM Product Manager

**Mitch Spencer**

Senior Manager, Learning Design & Development

**Paul Mattlin**

Manager, Gemology Distance Education

**Renada Koebel**

Senior Manager, Admissions and Records

**Robert Weldon**

Director, Richard T. Liddicoat Gemological Library and Information Center

**Susan Elliott**

Director, Education Resources

**Susan Johnson**

Director, Education Accreditation and Regulatory Affairs

**Vusala Aranjó**

Manager, Global Education Accreditation and Regulatory Affairs and Title IX Coordinator

**Wendy Wang**

Director, Student Financial Aid

### New York Campus

**Sam Kong**

Senior Director, Global Education Leadership

**Jennifer Kim**

Director, Education  
New York

## Faculty

### Instructor Qualifications

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve).

See qualifications for instructors on [GIA.edu](http://GIA.edu)

**Carlsbad:** [GIA.edu/gem-education/carlsbad#faculty](http://GIA.edu/gem-education/carlsbad#faculty)

**Carlsbad Distance Education:** [GIA.edu/gem-education/distance#faculty](http://GIA.edu/gem-education/distance#faculty)

**New York:** [GIA.edu/gem-education/new-york#faculty](http://GIA.edu/gem-education/new-york#faculty)

All information is correct as of December 2017.

### Carlsbad On Campus

Abba Steinfeld  
Brian Ybarra  
Carson Lee  
Darla Alvarez  
Doug Hall  
Jack Leavitt  
Javier Zavala  
John Cason  
John Fisher  
Kate Trunnell  
Kate Waterman  
Lea Turano  
Manuel Basmajian  
Martin Harmon  
Michael Turinetti  
Nina Switzer-Spano  
Shelly Verwymeren  
Shaun Peterson  
Tim Richardson

### Carlsbad Distance Education

Daniela Pacheco  
Danielle Yamamoto  
Donald Hofler  
Glenn Wargo  
Heather Weishaar  
Michele Schwien  
Joanna Shattuck

### New York

Antar Hall  
Brian Driscoll  
Cristiano Brigida  
Edyta Banasiak  
Fran Greder  
John Mastoloni  
Kathleen Trocine  
Lisa Kennedy  
Maria Tsangaropoulos  
Samira Mazloom  
Sidharth Bhatia  
Steven Lester

# GIA Education Advisory Boards

The GIA Program Advisory Committee (PAC) and the Education Committee of the Governing Board are comprised of appropriately qualified representatives from the global gem and jewelry industry. The committee members provide valuable input, feedback, ideas, and multiple perspectives which are vital components to GIA's success, growth, and improvement as a career school. They also review the established curricula, course materials, equipment and facilities, and student achievement outcomes as a means to provide an external review of our programs. Their valuable input supports GIA's mission and further develops its efforts to ensure that its courses and programs keep pace with the global gem and jewelry industry and help to identify resources to address current occupational trends and practices.

## GIA Education Committee of the Governing Board

### **Amit Dhamani**

Chief Executive Officer and Managing Director  
Dhamani Jewels Group  
United Arab Emirates

### **Barbara A. Sawrey, Ph.D.**

Dean of Undergraduate Education  
University of California, San Diego  
San Diego, CA

### **Barbara Lee Dutrow, Ph.D.**

Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University  
Baton Rouge, LA

### **Dione D Kenyon**

Retired Financial Services Executive  
Past President and CEO, The Jewelers Board of Trade  
Providence, RI

### **Dr. John W. Valley**

Charles R. Van Hise Professor Department of Geoscience  
University of Wisconsin  
Madison, WI

### **Lawrence Ma**

CEO, Lee Heng Diamond Group and Founding President  
Diamond Federation of Hong Kong  
Hong Kong

### **Robert Andrew Johnson**

CEO  
Diamond Cellar Holdings, LLC  
Dublin, OH

### **Susan M. Jacques**

President and Chief Executive Officer  
GIA  
Carlsbad, CA

## GIA Program Advisory Committee

### **Alan Bronstein**

Owner, Aurora Gems, Inc.  
New York, NY

### **Alexandra Hart**

Owner, Alexandra Hart  
San Diego, CA

### **Barbara Wasserstrom**

Principal Owner, Barbara Lynne Designs  
San Diego, CA

### **Barry S. Block**

President, The Jewelry Judge  
New York, NY

### **Ed Petersen**

Production Manger & Product Development, Kwiat  
New York, NY

### **Gail Brett Levine**

Executive Director, National Association of Jewelry Appraisers  
New York, NY

### **Kara Ross**

Designer "Aluminati", Kara Ross  
New York, NY

### **Karen Sampieri**

Independent Consultant, KS Sampieri Consulting  
New York, NY

### **Malcolm Koll**

Owner, Charles Koll Jewelers  
San Diego, CA

### **Mary Todd McGinnis**

Vice President, Ben Bridge Jeweler  
Seattle, WA

### **Robert C. Aretz**

President, Gem Appraisers & Consultants,  
New York, NY

### **Shant Dakessian**

Co-Owner, Simone and Son,  
Huntington Beach, CA

### **Thom Underwood**

Owner, San Diego Gemological Laboratory  
San Diego, CA

©2018 Gemological Institute of America, Inc. All rights reserved. Gemological Institute of America and GIA are registered trademarks of Gemological Institute of America, Inc. Any other product or company names mentioned herein are the trademarks of their respective owners.

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

GIA New York Education, 50 W 47<sup>th</sup> Street, 8<sup>th</sup> Floor, New York, New York 10036

Catalog and policies effective January 1, 2018 through December 31, 2018.

Publication date May 16, 2018

Carlsbad Contacts	Telephone	Toll-Free Telephone (in the U.S. and Canada)	Fax	Web and Email Address
CARLSBAD (Main School)	+1 760 603 4000	+1 800 421 7250	+1 760 603 4003	GIA.edu admissions@gia.edu
Admissions and Enrollments – Distance Education	+1 760 603 4001	+1 800 421 7250 ext 4001	+1 760 603 4003	admissions@gia.edu
Admissions and Enrollments – On Campus	+1 760 603 4400	+1 800 421 7250 ext 4400	+1 760 603 4003	admissions@gia.edu
Alumni Association	+1 760 603 4145	+1 800 421 7250 ext 4145	+1 760 603 4199	alumni@gia.edu
Career Fair	+1 760 603 4100	+1 800 421 7250 ext 4100	+1 760 603 4080	careerfair@gia.edu
Career Services	+1 760 603 4000 ext 4378	+1 800 421 7250 ext 4378	+1 760 603 4153	careerservices@gia.edu
Certificates and Diplomas	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	records@gia.edu
Dean of Students	+1 760 603 4093	+1 800 421 7250 ext 4093	+1 760 603 4153	deanstudents@gia.edu
Distance Education Student Support	+1 760 603 4404	+1 800 421 7250 ext 4404	+1 760 603 4091	lessons@gia.edu
Financial Assistance	+1 760 603 4005 +1 760 603 4175	+1 800 421 7250 ext 4005 or ext 4175	+1 760 603 4421	financialaid@gia.edu
Gems & Gemology Subscriptions	+1 760 603 4200	+1 800 421 8161	+1 760 603 4262	GIA.edu/gems-gemology gandg@gia.edu
Housing Assistance	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	+1 760 603 4153	housing@gia.edu
Instruments and Books	+1 760 603 4200	+1 800 421 8161	+1 760 603 4262	store.GIA.edu giastore@gia.edu giastoreorders@gia.edu
International Student Advisor	+1 760 603 4195	+1 800 421 7250 ext 4195	+1 760 603 4153	intladvisor@gia.edu
Library – Richard T. Liddicoat Gemological Library and Information Center	+1 760 603 4046 +1 760 603 4068	+1 800 421 7250 ext 4046 or 4068	+1 760 603 4256	library@gia.edu
My GIA and Online Support	+1 760 603 4000 ext 7459	+1 800 421 7250 ext 7459	+1 760 603 4003	onlinesupport@gia.edu
Proctor Information	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	proctor@gia.edu
Records and Transcripts	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	records@gia.edu
Scholarships	+1 760 603 4131	+1 800 421 7250 ext 4131	+1 760 603 4153	scholarship@gia.edu
Student Accounts	+1 760 603 4470	+1 800 421 7250 ext 4470	+1 760 603 4153	acctsrec@gia.edu
Student Services	+1 760 603 4000 ext 7300	+1 800 421 7250 ext 7300	+1 760 603 4153	studentservices@gia.edu
Student Workroom	+1 760 603 4404	+1 800 421 7250 ext 4404	+1 760 603 4091	lessons@gia.edu
Title IX Coordinator	+1 760 603 4000 ext 7776		+1 760 603 4153	titleixcoordinator@gia.edu
New York Contacts	Telephone	Toll-Free Telephone (in the U.S. and Canada)	Fax	Web and Email Address
NEW YORK (Branch School)	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	GIA.edu nyedu@gia.edu
Admissions and Enrollments – Lab Classes	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyadmissions@gia.edu
Admissions and Enrollments – On Campus	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyadmissions@gia.edu
Campus Manager	+1 917 286 3662	+1 800 366 8519 ext 3662	+1 212 719 9563	nycampusmanager@gia.edu
Career Services	+1 212 944 5900 ext 3529	+1 800 366 8519 ext 3529	+1 212 719 9563	nycareerservices@gia.edu
Housing Assistant	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyhousing@gia.edu
International Student Advisor	+1 917 286 3663	+1 800 366 8519 ext 3663	+1 212 719 9563	nyintladvisor@gia.edu
Library – Richard T. Liddicoat Library	+1 212 944 5900 ext 3533	+1 800 366 8519 ext 3533	+1 212 719 9563	nylibrary@gia.edu
Records and Transcripts	+1 212 944 5900 ext 3533	+1 800 366 8519 ext 3533		nyrecords@gia.edu
School Director	+1 917 286 3528	+1 800 366 8519 ext 3528	+1 212 719 9563	nyedudirector@gia.edu
Student Accounts	+1 917 286 3527	+1 800 366 8519 ext 3527	+1 212 719 9563	nyacctsrec@gia.edu
Student Workroom	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyworkroom@gia.edu
Title IX Coordinator	+1 760 603 4000 ext 7776		+1 760 603 4153	titleixcoordinator@gia.edu

# Campuses



# GIA®

## GIA Campus Locations

### CARLSBAD – MAIN SCHOOL

World Headquarters  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, California 92008 USA  
T +1 800 421 7250  
T +1 760 603 4000, F +1 760 603 4003  
admissions@gia.edu  
GIA.edu

### NEW YORK - BRANCH OF CARLSBAD

50 W 47<sup>th</sup> Street, 8<sup>th</sup> Floor  
New York, New York 10036 USA  
T +1 800 366 8519  
T +1 212 944 5900, F +1 212 719 9563  
nyedu@gia.edu  
GIA.edu

### LONDON

104 Great Russell Street  
London, WC1B 3LA  
UK  
T +44 20 7813 4321, F +44 20 7813 4331  
gialondon@gia.edu  
London.GIA.edu

### MUMBAI

10<sup>th</sup> Floor, Trade Centre  
Bandra Kurla Complex  
Bandra (East)  
Mumbai 400 098 India  
T +1 800 41 999 14  
T +91 22 4085 1500, F +91 22 408 51554  
eduindia@gia.edu  
GIAindia.in

### BANGKOK

U Chu Liang Building, 2<sup>nd</sup> Floor  
968 Rama IV Road  
Silom, Bangrak  
Bangkok, 10500 Thailand  
T +662 632 4590, F +662 632 4595  
giabkkedu@gia.edu  
GIAthai.net

### HONG KONG

3<sup>rd</sup> Floor, New World Tower II  
16-18 Queen's Road Central  
Hong Kong  
T +852 3166 7001, F +852 2334 0567  
giahongkong@gia.edu  
GIAhongkong.com

### TAIPEI

3F, 270 Nanjing E. Road, Sec. 3  
Taipei 10551, Taiwan ROC  
T +886 2 2771 9391, F +886 2 2771 9921  
giataiwan@gia.edu  
GIAtaiwan.com.tw

## Additional Education Locations

### DUBAI

Office 02 G, Floor 02, AU Tower (Gold)  
Cluster I, Jumeirah Lakes Towers  
P.O. Box 625786  
Dubai, United Arab Emirates  
T +971 4 2754500, F +971 4 4473410  
edume@gia.edu  
GIAmideast.com

### TOKYO

Yamaguchi Building 7, 7<sup>th</sup> Floor  
4-19-9 Taito Taito-ku, Tokyo 110-0016, Japan  
T +81 3 5812 0316, F +81 3 3837 7786  
giaeducationjapan@gia.edu  
GIA.edu

## GIA Laboratory and Research Locations

### LABORATORIES

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

### REGIONAL BRANCH

Dubai

### RESEARCH CENTERS

Antwerp	Carlsbad
Bangkok	New York

Learn From the World's Foremost Authority in Gemology™

+1 800 421 7250

+1 760 603 4001

GIA.edu

