



# GIA®

## 2019 Education Catalogue

Dubai Location



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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 programmes. Someone else is turning to a GIA-trained jewellery professional to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA report to determine a gemstone's quality.

For more than 85 years, GIA has been the world's foremost authority in gemmology – the place people turn to for answers. Our education, laboratory services, instruments and research set the professional standards for the global gem and jewellery 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.

**ON THE COVER**

Left to right - Top - Earn your GIA credential and find your ideal career. / Bottom - GIA World Headquarters in Carlsbad, California. / Pearl strands. / Diamond Grading lab class. / Center diamond image - © Harry Winston emerald-cut diamond. / Colored gemstones.

# Table of Contents

## Programmes

	<b>Graduate Diamonds Diploma</b> The tremendous, treasured and timeless diamond . . . .	07
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## Professional Development

	<b>Applied Jewelry Professional™</b> Fundamental education for gem and jewellery professionals. . . . .	08
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## Contents

What Is GIA? . . . . .	05
Accreditation and Licencing . . . . .	06
Lab Class Descriptions . . . . .	09
Professional Development Class Descriptions . . . . .	09
Admissions Policies and Procedures . . . . .	10
Scholarships . . . . .	10
Facilities and Equipment . . . . .	12
Student Services . . . . .	13
Student Life and Related Policies . . . . .	14
Academic Policies and Procedures . . . . .	17
Cancellation, Withdrawal and Refund Policies . . . . .	23
Tuition and Fees . . . . .	24
School Calendar and Hours of Operation . . . . .	26
2019 Dubai Class Schedule . . . . .	27
Governance and Executive Management . . . . .	28
Education Administration . . . . .	29
Faculty . . . . .	29
GIA Education Advisory Boards . . . . .	30

# 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 programme, 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 programmes at GIA to fuel your interest and passion. From gemmology to jewellery design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewellery 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 alumna, 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 Catalogue and find the programme 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



# What Is GIA?

## Mission

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

## History

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

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research and gemological instrumentation.

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution that has educated more than 365,000 professionals worldwide, a prestigious laboratory grading the world's most important diamonds, the leading gemological research center, and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

## Educational Philosophy

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

### Research

We design our educational programmes 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 jewellery industry.

### Accessibility

Our curriculum meets the various needs of all students by offering programmes 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 jewellery.

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

# Accreditation and Licencing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemmology, jewellery manufacturing arts and related subjects.

GIA's Dubai location is registered with DMCC (Dubai Multi Commodities Centre); Dubai courses are registered with KHDA (Knowledge & Human Development Authority, Dubai).

GIA's eLearning courses offered through GIA's headquarters in Carlsbad, California are accredited by the Distance Education Accrediting Commission (DEAC). GIA's lab classes do not fall within the purview of DEAC accreditation.

## DMCC

Almas Tower, Jumeirah Lakes Towers  
P.O. Box 48800, Dubai, United Arab Emirates  
+971 4 424 9600

[dmcc.ae](http://dmcc.ae)

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## KHDA

Knowledge & Human Development Authority  
Block 8, Academic City, P.O. Box 500008, Dubai,  
United Arab Emirates  
+971 4 3640000

[khda.gov.ae](http://khda.gov.ae)

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1101 17<sup>th</sup> Street NW, Ste. 808  
Washington, DC 20036 USA  
+1 202 234 5100

[deac.org](http://deac.org)

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DIPLOMA PROGRAMME

# Graduate Diamonds

**GIA Graduate Diamonds graduates often choose these careers:**

- Auction House Jewellery Specialist
- Diamond Buyer
- Diamond Sorter/Grader
- Jewellery Business Owner
- Retailer
- Wholesaler

## The Tremendous, Treasured and Timeless Diamond

The Graduate Diamonds diploma programme examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma programme explores the GIA diamond grading procedures to assess the 4Cs – colour, 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 colour, the role cut plays in the marketplace, and important sectors of the diamond industry, including dealers, cutters and manufacturers. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a colour grading card, a lab manual and printed course materials.

### WHAT YOU WILL LEARN

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

### WHAT YOU EARN

GIA Graduate Diamonds Diploma



Above - Diamonds in many shapes and sizes.

PROGRAMME DETAILS	
Programme Number	GEM 2200
Programme Title	Graduate Diamonds
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (programme length may vary based on holidays or other scheduled breaks)

### SCHEDULES

Please see the class schedule on page 27 for specific dates



PROFESSIONAL DEVELOPMENT PROGRAMME

# Applied Jewelry Professional™

GIA Applied Jewelry Professional programme provides fundamental education for professionals in careers like these:

- Jewellery Assistant Manager
- Jewellery Sales Professional
- Television Shopping Host
- Pawnbroker



Above - The Applied Jewelry Professional™ programme will help you turn browsers into buyers.

## The Front Line of the Jewellery Industry

The Applied Jewelry Professional™ (AJP®) programme covers topics including jewellery designs, setting styles, jewellery care and other content that will support the product knowledge of current industry professionals. The AJP programme 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 jewellery manufacturing methods and the important activities involved in the operation of a retail jewellery store. To enable effective product conversations, examples are provided on how to translate jewellery features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP programme provides clear and concise information that can be immediately implemented on the job.

### WHAT YOU WILL LEARN

- Describe how the 4Cs (colour, clarity, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, synthetic and imitation stones to sell with full disclosure
- Understand the steps of the jewellery sales process
- Translate jewellery design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

### WHAT YOU EARN

GIA Applied Jewelry Professional™ Diploma

PROGRAMME DETAILS	
Programme Number	GEM 1000A
Programme Title	Applied Jewelry Professional™ (Intensive)
Programme Length (Calendar duration)	5 Days (35 hours)

### SCHEDULES

Please see the class schedule on page 27 for specific dates

Applied Jewelry Professional™ (Intensive) is offered as an instructor-led, accelerated programme at the Dubai location. Applied Jewelry Professional™ taught via Distance Education eLearning is offered only by GIA's campus in Carlsbad. For more information about eLearning classes taught in English, visit [GIA.edu](http://GIA.edu)

## Lab Class Descriptions

### GEM 220L COLORED STONE GRADING LAB

Through extensive hands-on practice using gemstones, you will explore grading the colour, 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 colour by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and colour and developing colour memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. You will receive a lab manual, a gem cloth, pinpoint incandescent light source and a colour grading card.

**Class duration:** 3 days (21 clock hours)  
**What you earn:** Letter of Completion

### GEM 240L GEM IDENTIFICATION LAB

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 an 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, assembled stones 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 15.) Students must pass an instrumentation exam to complete the class successfully. You will receive a lab manual, a gem cloth, pinpoint incandescent light source and a colour grading card.

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

### GEM 149L PEARL GRADING LAB

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. Students must pass a two-stone assessment to complete the class successfully. You will receive a lab manual for future reference.

**Class duration:** 1 day (7 clock hours)  
**What you earn:** Letter of Completion

### GEM 230L DIAMOND GRADING LAB

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 a 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. You will receive a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a colour grading card.

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

## Professional Development Class Descriptions

### SWIFT JEWELLERY DESIGN

Increase your professionalism by quickly and efficiently learning the basic skills in jewellery design presentations.

Through this hands-on, practical class, you learn to communicate designs effectively with bench jewelers, colleagues and customers. You are guided how to make realistic presentations with coloured pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality. You will receive a toolkit which includes a variety of coloured pencils, pens, vellum and other art tools.

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

# Admissions Policies and Procedures

## Admissions Requirements

Applicants must be at least 18 years of age and have a higher school certificate (H.S.C) / 10+2 or equivalent to be admitted into GIA courses and programmes. For classes taught in English, proficiency in the English language is necessary.

In addition to your completed application and first payment, the GIA location in Dubai requires the following documents:

1. Proof of Identity
  - a. **U.A.E.residents:** Copy of valid passport, driving licence, work permit or Emirates identity
  - b. **Non-U.A.E. Residents:** Copy of valid passport and valid visa  
It is mandatory for all International students to procure a valid visa for the whole duration of the course they wish to pursue at the Dubai location. Visit [government.ae](http://government.ae) for more information.
2. Copy of high school, high school equivalency, or college/university diploma or an official transcript showing the graduation date
3. For students being sponsored by their employing company / organization, a covering letter from the company and a copy of photo identity card duly issued by a competent authority is also required.
4. One colour passport size photo

For English-language courses, 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.

If your legal name has changed, and your required documents reflect a previous name, please also submit a legal name change document, such as a marriage certificate.

### Prior Criminal Offenses

GIA is committed to maintaining a safe and supportive learning community for all students. Certain prior criminal convictions may result in challenges for securing employment. All applicants are asked to provide general information regarding prior convictions. Any falsification or omission of data may result in denial of admission or disciplinary action, up to and including termination from the programme. An affirmative response to being convicted of a felony will not automatically prevent admission but will require that the applicant 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

In the process of reviewing the applicant's request for admission, multiple considerations are made. GIA reserves the right to deny an applicant's request for admission if a prior felony conviction, for example, may be a safety concern, or could prevent the applicant from successfully securing employment within the industry, or from completing the programme. GIA will respond to the student within 10 business days upon receiving the application.

## How to Apply and Related Deadlines

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited, so apply early. We recommend you apply at least three to four months before the start date.

If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available.

Our education advisors are available during normal business hours to provide guidance on the application and enrolment process and requirements necessary to attend GIA Dubai. The education advisors can be contacted at +9714 27 54 500 or via email at [edume@gia.edu](mailto:edume@gia.edu)

To apply, download the application form at [GIAMideast.com/instructions-procedure-to-apply](http://GIAMideast.com/instructions-procedure-to-apply). Submit the application form, payment and all required documents to GIA in person, by mail, by fax or via email:

GIA India Laboratory Private Limited – DMCC Branch  
Office 02G, Floor 02, AU Tower (Gold)  
Cluster I, Jumeirah Lakes Towers  
PO Box 625786  
Dubai, United Arab Emirates  
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F: +971 4 4473410

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

Students wishing to apply for admission at a GIA location other than Dubai should contact the appropriate campus directly, or for additional information about admissions requirements and the application process visit the campus section on [GIA.edu](http://GIA.edu)

To apply for Distance Education (eLearning) classes taught in English, visit [GIA.edu](http://GIA.edu) for more information.

## Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (eLearning and lab class) students worldwide. Available scholarships vary per programme, campus, citizenship, and residency.

Scholarships are available for On Campus programmes offered at the Dubai location. Applicants cannot be a U.S. citizen or U.S. permanent resident. Applicants will be considered for all available scholarships for the programme 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 enrolments that start the following year.
- Apply between February 1 and March 31 for a scholarship to be used for new enrolments 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)

# Admissions Policies and Procedures (cont.)

## Applicant Screening

All applicants are screened against global watch lists. Because GIA is a U.S.-based corporation, all GIA schools must comply with U.S. Office of Foreign Assets Control (OFAC) regulations and other applicable laws and regulations. Additional information may be requested.

## Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrolment in GIA on the basis of race, colour, 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 programmes and activities generally accorded to 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.

## Reasonable Accommodation

GIA is committed to ensuring equal access to its programmes and activities for qualified individuals, including individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programmes. 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 may make an appointment to discuss the request with the school director.

Students requesting accommodations are asked to do so following admission to GIA and at least 30 days prior to the date accommodations will be needed. However, requests may be submitted at any time during the student's enrolment. Students must submit the Reasonable Accommodation Request Form along with documentation of the reported disability from a professional who is qualified in the testing of the disability to the school director. GIA will review the request and inform the student or applicant of its decision in writing.

All information submitted to or developed by the Institute related to the diagnosis, documentation, or accommodation of a disability is considered confidential. Information is only accessible to and/or shared with GIA employees who have a need to know in order to determine or implement required accommodations. Students must continue to meet minimum academic, attendance, and behavioral standards as defined in these policies. If a student requests accommodation after being placed on academic advising or probation or is dismissed, the terms of academic advising, probation or dismissal still stand.

## Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or programme is the same student who participates in and completes the course or programme 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 programmes, courses, and classes in Dubai.

- A copy of a government-issued photo ID or passport
- Class attendance recorded and monitored by instructor
- A student ID card or badge

## 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 programme is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Gemological Institute of America to determine if your diploma or certificate will transfer.

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

Credit for individual GIA Distance Education eLearning courses or lab classes are not transferable into full-time On Campus programmes. Students who have completed the Graduate Diamonds or Graduate Colored Stones programme via Distance Education can earn the Graduate Gemologist® diploma by completing the companion programme on campus. For example, a student who completes the Graduate Diamonds programme via Distance Education and completes the Graduate Colored Stones programme on campus will earn the Graduate Gemologist diploma.

Credit for lab classes successfully completed at any GIA location will be accepted toward applicable Distance Education programmes. Credit for coursework successfully completed through an On Campus programme will be accepted towards Distance Education courses or lab classes as applicable. Students should contact the school director for more information.

# Facilities and Equipment

## Facilities

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GIA's Dubai location occupies nearly 3,600 square feet including one classroom, reception area, student lounge, break room, and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

The Dubai facility has been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

## Classroom Equipment

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### 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 colour 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, 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 colour grading card.

### Gem Identification Lab Class

Classrooms contain an electronic balance with hydrostatic unit, a table model prism spectroscope, a colour filter, a fiber optic light, and a UV lamp and viewing cabinet. Each student workstation has a binocular microscope with 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, utility lamp, a polariscope and tweezers. Each student keeps a lab manual, a gem cloth, a colour grading card and a pinpoint incandescent light source.

### Graduate Diamonds

Classrooms contain a GIA DiamondDock™ and a UV lamp and viewing cabinet. Each student workstation has a binocular microscope with an overhead light source. Each student keeps tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a colour grading card, a lab manual and printed course materials.

### Pearl Grading Lab Class

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

# Student Services

## 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 jewellery industry list positions with us, including wholesalers, department stores, jewellery 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 interests. 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)

## Library and Learning Resources

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for 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, jewellery history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewellery 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 +1 800 421 7250 ext 4046 or +1 760 603 4046.

The library section of the GIA website, [GIA.edu/library](http://GIA.edu/library), also has resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis. There is also free access to a growing collection of digitized, out-of-copyright books via Internet Archive, available directly at [archive.org/details/gialibrary](http://archive.org/details/gialibrary)

## 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 programme? 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 that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the Alumni Association, which is more than 130,000 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 and catch up on alumni news, check out the alumni global events and a complete listing of the GIA Alumni Chapters worldwide.

## Housing

Moving to a new city requires preparation and planning. It may take you a few weeks to find a suitable apartment for rent. Some GIA students find that the solution to this problem is to stay for a while at a local hotel. If you plan to do so, please remember that there are times during the year when it could be difficult to find a vacancy. You will be much happier with your lodging if you reserve a hotel room in advance.

Although GIA does not have dormitory facilities, within close proximity of our school you'll find housing opportunities in a wide range of sizes, amenities, and rental prices.

## Parking

GIA does not provide parking space. Paid and free parking are available in the cluster subject to availability. Parking fees may be charged as per the rules of the parking facilities.

Since the campus is approximately a 5-minute walk from Jumeirah Lakes Towers metro station, commuting by metro could also be considered.

## Food and Beverage

Students have several choices for snacks and meals from various restaurants in the neighbourhood. Refrigerators and microwaves are available for those who prefer to bring their own food. The break room is furnished with tables, chairs and tea/coffee vending machines. Containers for proper disposal of food and beverage trash are available in each of these areas. Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed. Alcoholic beverages are prohibited at any GIA location.

## Internet Access

Wireless Internet access is available at no charge.

## Health Care and Medical Insurance

GIA student services can help you locate medical professionals in the area. At Dubai location, there are two certified first aid personnel in case of any medical emergency. Health insurance for students is not provided by GIA. All students must have medical insurance (temporary insurance in case of visit visas) as per statutory guidelines and are advised to apply for medical insurance while applying for their visa. Students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

# Student Life and Related Policies

This section describes the life of a student at the Dubai location and includes a collection of student conduct standards, policies, and procedures that describe the responsibilities of students as individuals, members of the community, and representatives of the institution, as well as the rights, protections, and privileges that come with being part of the GIA family.

## Student Code of Conduct and Standards of Behaviour

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GIA's Student Code of Conduct and Standards of Behaviour protects the rights of students and employees and ensures a safe, secure and positive learning environment for all students. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are responsible for reading, understanding and following all GIA student policies. Students are required to follow all instructions given by instructors or other GIA representatives.

Prohibited behavior includes, but is not limited to:

- Threatening or harassing behavior, including sexual harassment or misconduct
- Acts of retaliation against another student or GIA staff member
- Acts or threats of violence
- Possession of a firearm or other weapon on campus
- Use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances or alcohol
- Forgery, fraud or dishonesty
- Disruptive, insubordinate or unlawful behavior
- Academic dishonesty
- Property damage or theft
- Other violation of GIA policy

### Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. The student will be afforded the opportunity to be heard. 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.

### Sanctions

As a result of the investigation, with sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending upon factors that include the nature and severity of the offense. Sanctions may include verbal warning, written warning or probation, or dismissal. In cases involving potential criminal conduct, GIA will determine at its sole discretion whether the appropriate law enforcement or other authorities will be notified. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend students pending investigation.

Because it is impossible to list all the rules that might cover every situation, GIA will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff and administration.

## Drug and Alcohol Abuse Prevention Policy

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GIA prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, while using GIA vehicles or equipment, while performing GIA business, or at GIA-sponsored events. The terms "illegal drugs" and "controlled substances" include all chemical substances and drugs. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

Any student or person in the school community who is aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Violation of this Policy will result in disciplinary action up to and including dismissal. In addition to GIA imposed sanctions, students may be subject to federal, state, and local fines and/or prosecution. In cases involving potential criminal conduct, GIA will determine at its sole discretion whether the appropriate law enforcement or other authorities will be notified.

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

## Smoking

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Smoking, including e-cigarettes, or use of tobacco in any other form, is strictly prohibited inside GIA buildings. Please also refrain from smoking in front of the building.

## Weapons

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

## Dress Code

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GIA's dress code helps maintain an environment that is safe, professional, respectful, and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn (shirt and tie, business suit, blazer and dress skirt/slacks). Some examples of inappropriate and unacceptable attire include bare feet, clothing with derogatory or offensive messages, revealing or see-through attire, visible undergarments and too-short shorts or skirts.

## Visitors on Campus

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Visitors to GIA must register with reception before entering the building and must be prepared to show photographic identification. Students are not allowed to let in guests whether accompanied or not without prior arrangement or an appointment with reception.

# Student Life and Related Policies (cont.)

## Safety in the Classroom

GIA is committed to maintaining a safe and healthy campus. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

### Student Notification of Classroom Chemical Usage

GIA recommends the use of good laboratory practices while using or being exposed to Refractive Index (RI) Liquid, which contains Diiodomethane. RI liquid is used in the Gem Identification Lab class. 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 doctor for advice.

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

## Search and Seizure

GIA may open and inspect the contents of any student's desk, locker, computer files and software, or other furnishings, if warranted in its judgment, to ensure the health and safety of students and employees. GIA, an independent security service, or law enforcement may conduct inspections or searches at any time without notice, including at times when the student is not present. In light of this policy, students should not bring to or store on GIA premises any documents, materials, or other item for which they desire privacy. Personal items such as backpacks, purses, totes, or other belongings may be subject to search if warranted. Failure to cooperate in any inspection can lead to disciplinary action, up to and including dismissal from GIA.

## Video and Audio Monitoring

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

## Student ID Badges

At the beginning of class, ID card or badge will be issued to each On Campus student by GIA and building security. ID badges must be carried and available at all times while on campus. ID cards or badges must be returned to student services if a student's enrolment is dropped before his or her end date.

## Commercial Activities

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

## 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](https://gia.edu)

## Social Networking

GIA understands the role and value of social networks. However, communication between current students and GIA employees on these networks can create the appearance of favouritism 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.

## Student Privacy Notice

Gemological Institute of America, Inc. ("GIA," "we," or "our") values the privacy of applicants, students and alumni of its on-campus and Distance Education programmes ("you" and "your"). This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding its collection, use and handling of your Personal Data, and sets forth your privacy rights. Personal Data is defined as information relating to an identified or identifiable individual. We recognize that valuing your privacy is an ongoing responsibility, and so we may from time to time update this Notice as we adopt new privacy policies or undertake new Personal Data practices.

For complete disclosure and updates, please refer to the GIA Privacy Notice at [GIA.edu/privacy-notice](https://gia.edu/privacy-notice) and to the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice)

### Student Personal Data Collection, Use and Processing

GIA collects and uses Personal Data about you for a lawful purpose(s) in accordance with applicable data protection laws. This means that, where law requires a legal basis for our collection and use of Personal Data, we collect and use Personal Data only for one of the following legal basis: consent; contract performance; legal obligation; protect vital interests; public interest; and for legitimate interests pursued by GIA or by a third party, except where such legitimate interests are overridden by your interests or fundamental rights and freedoms.

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice), including to facilitate your experience with GIA and provide you with educational courses, programmes and related services. We may share your Personal Data with our GIA Affiliated Entities at [GIA.edu/affiliated-entities](https://gia.edu/affiliated-entities) and others as described in this Notice. Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational courses, programmes and related services you request.

# Student Life and Related Policies (cont.)

## The U.S. Family Educational Rights and Privacy Act ("FERPA")

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The U.S. Family Educational Rights and Privacy Act ("FERPA") affords eligible students ("student," or "you") certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age).

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request for access.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Disclosures that GIA May Make Without Student Consent:

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/privacy-notice#ferpa-notice](http://GIA.edu/privacy-notice#ferpa-notice) for more information. If you would like to request directory information, submit the Education Verification Request form found at [GIA.edu/doc/GIA\\_Education\\_Verification\\_Request.pdf](http://GIA.edu/doc/GIA_Education_Verification_Request.pdf) to the education records department at [records@gia.edu](mailto:records@gia.edu)

## Complaint Policy and Procedure

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### Complaint Policy

GIA takes student complaints seriously. GIA reviews all complaints in a timely, fair, and equitable manner. GIA gives all individuals named in a complaint, including students, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

### Complaint Procedure

Students are encouraged to try to resolve any issues or concerns they may have by first discussing them with the appropriate school official. If the student is unable to reach a resolution, or in cases where informal resolution is not appropriate, the student may submit a formal complaint.

A formal complaint must be submitted to the school director in writing at [dubaischooldirector@gia.edu](mailto:dubaischooldirector@gia.edu). It must contain, at a minimum, the basis of any allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that support the complaint should also be included.

Students should raise complaints as soon as possible so that they can be properly addressed. Within 10 business days of receiving the complaint, the school director will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, the student may contact GIA World Headquarters by emailing the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu). Again, the 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. Within 10 working days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

If for any reason a person does not feel comfortable directly reporting a complaint as described above, the person may report a concern confidentially through GIA's Concern Reporting system at [GIAwis.ethicspoint.com](http://GIAwis.ethicspoint.com)

# Academic Policies and Procedures

These policies and requirements 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 certificates and diplomas. These policies and requirements apply to all courses and programmes, unless otherwise noted. Policies are subject to change.

## Grading System

Grading System	Final Transcript Grade
75% and above and must meet the graduation requirements	P (Pass)
74% or less 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 programme, 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 Policy

Homework, quizzes, and exams are normally graded within 48 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

## Orientation

On Campus Graduate Diamonds students must complete an in-person orientation prior to the first day of class. If you are unable to attend the scheduled in-person orientation, contact admissions as soon as possible to reschedule. You will not be allowed to attend class until you have fulfilled the orientation requirements. For non-diploma classes, students attend an orientation on the first day of class before class starts.

## 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 lab time. Classes begin promptly at their scheduled starting times. A student may not leave the classroom without advising the class instructor, other than at regularly scheduled break times. Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

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

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. There are a limited number of excused absences and tardies as described in the Maximum Allowable Tardies and Absences table.

### On Campus Students

Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

### Lab Class Students

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 on their final transcript.

## Maximum Allowable Tardies and Absences

Programme, Course or Class	Tardies	Absences
Graduate Diamonds programme	5	3
Lab Class (1 day 7 hours)	N/A	Cannot miss any hours
Lab Class (3 days or 21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5 days or 35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

## Classroom 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 blank or completed worksheets, quizzes or exams 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.)

## Academic Dishonesty

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GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies section below. Cheating is defined as any unauthorised 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 unauthorised aid to another student or receiving unauthorised aid from another person on assignments, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorised electronic devices
- Getting unauthorised help on assigned projects
- Being in unauthorised 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

## Testing Policies

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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.

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus gemmology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- 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 quizzes and exams are closed-book unless the instructor indicates otherwise. Non-native English speaking 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 out-of-sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

## Satisfactory Academic Progress (SAP) Policy

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GIA monitors students' academic progress to ensure students are moving toward successful completion of their programme. Students receive academic progress reports at scheduled benchmarks during the programme. Students may request a conference with their instructor at any time to discuss their progress.

### On Campus (Graduate Diamonds)

Students are held to academic standards evaluated at specified benchmarks documented in the programme syllabus. Each student's homework, practical assignments, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Students must complete their programme or course within a maximum timeframe not to exceed 150% of the published programme length, measured in calendar time and clock hours.

### Lab Classes

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 pass the final assessment within the allowable number of attempts to pass the class. Students who do not pass will receive a final grade of No Pass (NP).

## Clock Hours

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Clock hours are the number of classroom hours scheduled for each course or programme. One classroom clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The clock hours for each programme, course and class are included in the class descriptions.

# Academic Policies and Procedures (cont.)

## Make-Up Policy

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

A student may be approved to make up a missed quiz, test or exam on the basis of mitigating circumstances as determined by the institution. Students must submit make-up requests to the school director.

## Extended Lab

GIA may schedule additional lab hours for gemmology students who are not making satisfactory academic progress. Priority is given to students who are nearing the end of their programme.

## Lost or Damaged Equipment and Stone Policy

Students are responsible for the equipment and stones available for use in the classroom or loaned to them during the term of their enrolment. Students are responsible to pay the replacement costs of lost stones and metals and the repair costs of equipment that is damaged beyond normal wear and tear.

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

Students do not have the option of replacing lost or damaged stones or equipment and must pay the replacement fee determined by GIA.

## Leave of Absence

On Campus students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA is approved for a documented family emergency, serious illness or for active military duty. Students enrolled in lab classes are not eligible for a leave of absence.

The LOA request must be submitted in writing to the school director, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. If approved, a Change of Status form is generated that must be signed by the student and by GIA.

The maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students are required to provide the required date of return within five business days of submitting their LOA request, or they will be withdrawn from their course or programme. Students requesting an extension of an approved leave must make the request in writing prior to the expiration of their original LOA.

Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enrol into the course or programme from the beginning at current tuition and fees.

## Academic Advising and Probation

Students who do not meet academic, attendance or behaviour standards may be placed on academic advising or probation status as described below. The purpose is to notify students in writing that their performance is not meeting standards, set goals for improvement and give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements.

### Academic Advising

On Campus students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Improvement Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

### Attendance Probation

On Campus students who accumulate one absence or tardy less than the maximum number of allowable are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed.

### Behavioural Probation

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

## Dismissal Policy

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

- Violation(s) of Student Code of Conduct and Standards of Behaviour and other institutional policies
- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, bullying or insubordinate behaviour
- 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 wilfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA

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

International students dismissed from their course or programme may be in violation of their visa status.

# Academic Policies and Procedures (cont.)

## Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmission terms or conditions. Students who wish to be readmitted into any GIA programme, course or class after dismissal must submit a formal appeal. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and is subject to space availability. Current tuition and fees apply.

### Appeal Process

On Campus students who are dismissed for attendance or academic reasons, and any student dismissed for behavioral reasons, must submit a completed Appeal for Readmission Form and any additional supporting documentation to the school director. Appeals are reviewed by the Appeals Committee and the director will notify the student of the decision in writing within 10 business days of the receipt of the appeal.

If an appeal is approved, the student may apply for readmission. Students who are retaking the same course or programme are required to re-enrol into the course or programme from the beginning at current tuition and fees.

A student may submit a maximum of three appeals. If a student is dismissed for behavior reasons and his/her first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

## Graduation Requirements

In order to graduate, all students must meet the Satisfactory Academic Progress Policy, meet the minimum attendance and behavioural standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each programme, course or lab class. All tuition accounts and miscellaneous student fees must be paid in full, and all stones, equipment and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

## Graduation Requirements - On Campus Programmes and Professional Development

Programmes	Minimum Requirement	Maximum Number of Attempts Allowed
<b>Graduate Diamonds Diploma</b>		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Diamond Essentials Final Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
<b>Applied Jewelry Professional® Diploma</b>		
Jewelry Essentials Final Exam Diamond	75% score	3
Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3

## Completion Requirements - Lab Classes

Class	Minimum Requirement	Maximum Number of Attempts
Diamond Grading Lab	75% score on 2-stone Practical Exam	5*
Colored Stone Grading Lab	75% score on 2-stone Practical Exam	5*
Gem Identification Lab	75% score on Instrumentation Exam	5*
Pearl Grading Lab	75% score on 2-stone Assessment	1

\* One attempt is taken during the class. Additional exam attempts are scheduled after class. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again.

# Academic Policies and Procedures (cont.)

## Academic Records

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

### Letters of Good Standing

It is GIA's policy not to issue letters of recommendation. On request, GIA's Dubai location will issue letters of good standing as proof of student status, typically needed by insurance companies or other agencies as evidence of full-time student status.

### Transcripts

Transcripts are available for 10 USD each. Students who enrolled in 2013 or later may order a transcript at [my.GIA.edu](http://my.GIA.edu). Students who enrolled prior to 2013 should contact education records at [records@gia.edu](mailto:records@gia.edu) to order a transcript.

### 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 at [records@gia.edu](mailto:records@gia.edu). Each replacement diploma follows the current diploma format and 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 authorisation 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

## 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

Academic credentials earned at GIA are respected by gem and jewellery professionals around the world. They are the internationally recognized symbol of the highest standard of education in the fields of gemmology, jewellery manufacturing arts and jewellery 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), Applied Jewelry Professional™ (AJP®), Jewelry Design & Technology (JDT) and Graduate Jeweler (GJ) diplomas:

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP
- Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT
- John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ
- Jane Doe, GIA GG, GJ

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

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

### Employment Citations

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

# Academic Policies and Procedures (cont.)

## Names, Trademarks and Copyrights

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

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

### Unauthorised Usage

It is an unauthorised use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor or approve any individual or private business including its employees, products, services and pricing. It is incorrect to state that students, graduates, their businesses or particular gemstones are "certified" by GIA. The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA has been "certified" by GIA.

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

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

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewellery, 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)

## GIA Alumni Identity Programme

GIA's Alumni Identity Programme is a precise set of standards and branded designs created by GIA to support and identify qualified members and recognized chapters of the GIA Alumni Association. GIA encourages our GIA alumni members and chapters to use the approved alumni identity logo and support tools to promote their education affiliation and preserve the power of the GIA mission and identity.

The GIA alumni identity is promoted, protected and maintained by GIA and use is restricted and made available only to members and chapters of the GIA Alumni Association, as long as they adhere to the GIA Alumni Association terms of use and usage guidelines. Visit [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) for more information.

## Copyright Infringement

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Students are reminded that they must comply with federal/statutory 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)

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies are explained in detail in this section and in your enrolment agreement. If you have questions, please contact GIA Dubai at +9714 27 54 500 or email [edume@gia.edu](mailto:edume@gia.edu)

## Cancellation or Withdrawal of Enrolment

Students may cancel their enrolment at any time before their end date by notifying GIA admissions by mail or in person at Office 02 G, Floor 02, AU Tower (Gold), Cluster I, Jumeirah Lake Tower, PO Box 625786, Dubai; by email at [edume@gia.edu](mailto:edume@gia.edu); by phone at +9714 27 54 500; or by fax at +9714 44 73 410. Students who wish to withdraw after the class has started should notify the school director.

Students will be withdrawn from class if they fail to return from a leave of absence, do not maintain satisfactory academic progress or are otherwise dismissed due to a violation of GIA policy.

In all cases where a student's enrolment is terminated (cancellation or withdrawal), refunds are calculated based on the Refund Policy below.

Students who withdraw and wish to continue their studies at a later date will be required to re-enrol into the programme, course or class from the beginning at current tuition and fees.

## Refund Policy

Students will receive a full refund of all monies paid if the class is cancelled by GIA. Students receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro rata refund of tuition is calculated based on the percentage of class hours completed by the student.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in saleable condition are not subject to refund. Refund of applicable taxes will be as per prevalent government guidelines.

Students are responsible for any wire transfer fees that they incur.

If a student has obtained a loan to pay for an educational programme, the student has the responsibility to repay the full amount of the loan, plus interest. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

## Processing Refunds

If a refund is due, it will be processed back to the original remitter by bank transfer. Refunds are processed within 30 calendar days after GIA receives the notice of cancellation.

The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

## Pro Rata Refund Schedule

PERCENTAGE COMPLETED BY STUDENT	GIA RETAINS	REFUNDED TO STUDENT
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

### Sample Refund Calculation

A student paid a total tuition of AED 5,000 for a class with a total of 35 class hours, completed 7 hours and then withdrew prior to the end date of the course. GIA retains AED 1,250, calculated as follows:

- Total Tuition Paid by Student = AED 5,000
- Class Hours = 35; Class Hours Completed = 7
- Percentage Completed = 20% (7 / 35 Class Hours)
- Refund Percentage = 75% of Tuition
- Refund Amount = AED 3,750 (5,000 x .75)
- GIA Retains = AED 1,250 (5,000 x .25)

# Tuition and Fees Schedule of Student Charges

Schedule of student charges effective January 1, 2019 through December 31, 2019; subject to change.

Amounts shown are in AED.

## Programmes

Programme	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Graduate Diamonds	20,300	1,400 (Books) 300 (Materials)	1,100	23,100	3,000	20,100

## Lab Classes

Class	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Diamond Grading Lab	3,950	550 (Books) 90 (Materials)	230	4,820	500	4,320
Colored Stone Grading Lab	2,310	350 (Books) 90 (Materials)	138	2,888	500	2,388
Gem Identification Lab	4,050	450 (Books) 90 (Materials)	230	4,820	500	4,320
Pearl Grading Lab	1,100	110 (Books) 75 (Materials)	64	1,349	200	1,149

## Professional Development

Class	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Applied Jewelry Professional™ (Intensive)	2,350	950 (Books)	165	3,465	500	2,965
SWIFT Jewellery Design	2,400	350 (Materials)	138	2,888	500	2,388

\* Total Charges include tuition, books, materials and taxes; Total Charges do not include a Refundable Security Deposit for Graduate Diamonds programme (see below). Any change in VAT or application of local tax will be borne by the student and will be collected by GIA before the class starts.

\*\* First Payment due with the application includes a portion of the tuition.

\*\*\* Final Payment is due 20 days before the class starts.

You will not be able to reserve space in any GIA programme or class until the application, all required documents, and the First Payment is received. Final Payment is due 20 days before the course begins.

**Total Charges do not include a Refundable Security Deposit of AED 3,000 for Graduate Diamonds programme. This Refundable Security Deposit is due along with your Final Payment and will be refunded to you within two weeks of the course completion, after applicable adjustments/deductions, if any.**

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

## Total Charges Do Not Include:

- AED 3,000 refundable security deposit for Graduate Diamonds programme
- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Wire transfer fees that the student incurs
- Replacement or additional refractive index (RI) liquid 1.81
- Transportation fee for optional field trips

## Additional Student Fees May Include:

- Academic transcripts and replacement certificates/diplomas are purchased centrally from the Carlsbad campus and are charged in U.S. dollars:
  - > 40 USD certificate replacement fee
  - > 45 USD diploma replacement fee
  - > 10 USD for each transcript

## Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide full name, country of residence, and copy of valid government-issued photo ID or passport at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or employer will be required to provide the full company name and address or other identifying information of the student's employer at GIA's request.

## Payment Methods / Student Accounts

All payments must be in AED. Our staff members are available Sunday through Thursday from 8:30 a.m. to 5:30 p.m. to accept payments and to discuss your account. Please contact us at +9714 27 54 500 or [edume@gia.edu](mailto:edume@gia.edu)

Please note the following information regarding payment methods:

- Cash
- Cheque at Par or Demand Draft payable to GIA India Laboratory Private Limited - DMCC Branch and drawn on a U.A.E. bank only.
- Bank / Wire Transfer

### Bank Details (Applicable for Bank Transfer)

Note: Please inform our office of the Bank Transfer Transaction Details for confirmation of payment.

Account Name	GIA India Laboratory Private Ltd - DMCC Branch
Bank Name	HSBC Bank Middle East Ltd
Bank Branch	JEBEL ALI
Bank Account No.	036-537363-001
IFSC Code (for RTGS/NEFT)	AE 46020 0000 036 537363 001
SWIFT Code	BBME AEAD

Students who owe GIA past due monies may not enrol in future courses or programmes until they have reimbursed GIA.



*Cut gem courtesy: Glenn Preus  
Rough crystal courtesy: Neal Litman Company*

# School Calendar and Hours of Operation

## Hours of Operation

The Dubai facility is open to students from 8:30 a.m. to 5:30 p.m., Sunday through Thursday.

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

## 2019 Scheduled Dubai Location Closures

Date	Holiday*
January 1 (Tuesday)	Calendar New Year
April 3 (Wednesday)	Miraj Night (The Prophet's Ascension)
June 5-6 (Wed-Th)	Eid Al Fitr
August 12-14 (Mon-Wed)	Eid Al Adha
September 1 (Sunday)	Al Hijra (Islamic New Year)
November 10 (Sunday)	Milad Un Nabi (The Prophet's Birthday)
November 30 (Saturday)	Martyr's Day
December 2 (Monday)	National Day

\*Holidays are subject to moon sighting and DMCC holiday announcements.

## Classroom Hours

Class schedules for the Dubai location are listed on page 27; see [GIAMideast.com](http://GIAMideast.com) for the most current class schedules. Classroom hours are listed here.

Programme or Class	Standard Classroom Hours
Graduate Diamonds programme*	9:00 a.m. to 4:00 p.m.
Applied Jewelry Professional™ (Intensive)	9:00 a.m. to 5:00 p.m.
Colored Stone Grading Lab class	9:00 a.m. to 5:00 p.m.
Gem Identification Lab class	9:00 a.m. to 5:00 p.m.
Diamond Grading Lab class	9:00 a.m. to 5:00 p.m.
Pearl Grading Lab class	9:00 a.m. to 5:00 p.m.

\*Orientation is scheduled for 9:30 a.m. to 1:00 p.m. Classroom hours for On Campus programmes will be extended or rescheduled to accommodate for GIA-observed holidays or special events.

Contact us at [edume@gia.edu](mailto:edume@gia.edu) for more information.

# 2019 Dubai Class Schedule

All classes are held at GIA's Dubai facility located at Office 02 G, Floor 02, AU Tower (Gold) Cluster I, Jumeirah Lakes Towers, Dubai unless otherwise noted.

The start date shown for On Campus programmes is the mandatory orientation date. Classes are taught in English unless otherwise noted.

GIA reserves the right to reschedule or cancel classes. Please refer to [GIAMideast.com](http://GIAMideast.com) for the most up-to-date schedules.

## ON CAMPUS PROGRAMMES

### GEM 2200 Graduate Diamonds

Jan 17-Mar 14  
Jun 27-Aug 22  
Aug 22-Oct 17  
Oct 31-Dec 26

## LAB CLASSES

### GEM220L Colored Stone Grading

Apr 7-9  
Jun 9-11  
Oct 27-29

### GEM230L Diamond Grading

Jan 6-10  
Mar 24-28  
Apr 28-May 2  
May 19-23  
Jun 23-27  
Aug 11-15  
Dec 15-19

### GEM240L Gem Identification

Mar 31-Apr 4  
May 5-9  
Oct 20-24

### GEM140L Pearl Grading

Apr 10  
Jun 12  
Oct 30

### JMA375L SWIFT Jewellery Design

Feb 10-14  
Jul 7-11  
Nov 10-14

## PROFESSIONAL DEVELOPMENT

### GEM1000A Applied Jewelry Professional™ (Intensive)

Jan 13-17  
Apr 14-18 (Arabic)  
Jun 16-20  
Jul 21-25 (Arabic)  
Sep 22-26  
Nov 24-28 (Arabic)

## SEMINARS

### Advanced Synthetic Diamond

Mar 17  
Mar 18

## CLASS DURATION AND HOURS

Class schedules may vary depending on holidays, breaks or other events; please review the schedule carefully and plan accordingly.

Classroom hours are listed on page 26.

# 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

Samantha F. Ravich, Ph.D.  
Chair of the Transformative Cyber Innovation Lab  
Managing partner of A2 Partners, LLC

Barbara A. Sawrey, Ph.D.  
Dean Emerita of Undergraduate Education, Distinguished  
Professor Emerita Chemistry and Biochemistry  
University of California, San Diego

Elliot Tannenbaum  
Senior Principal  
Leo Schachter Diamond Group

John W. Valley, Ph.D.  
Charles R. Van Hise Professor  
Department of Geoscience  
University of Wisconsin

Thomas T. Yang  
Managing Director and Partner  
PrimeGenesis

Glenn R. Nord  
Past President and Governor Emeritus

Ralph Destino  
Chairman Emeritus

## 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 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

Seung-Hae Moon  
Managing Director for Asia Pacific

Sriram Natarajan  
Vice President of Operations, India Laboratory

Susan M. Schindelar  
Vice President of Global Marketing

Wuyi Wang  
Vice President of Research and Development

Zeeshan Kazmi  
Chief Information Security Officer and Enterprise Architecture

# Education Administration

## Education Management

**Manoj Singhania**  
Director, Education  
India & Middle East

**Manisha Vaidya**  
Manager, Admissions and  
Student Services  
India & Middle East

**Sam Kong**  
Senior Director, Global  
Education Leadership

**Duncan Pay**  
Vice President of Education and  
Chief Academic Officer

**Kate Donovan**  
Manager, Global Alumni Relations

**Kelly Yantzer**  
Director, Global Education Standards

**Kimberly Overlin**  
Dean of Students

**Mitch Spencer**  
Senior Manager, Learning Design &  
Development

**Paul Mattlin**  
Manager, Gemology Distance  
Education

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

**Wendy Wang**  
Director, Student Financial Aid

## Faculty

### Instructor Qualifications

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

See qualifications for instructors on [GIA.edu/gem-education/off-campus-dubai](http://GIA.edu/gem-education/off-campus-dubai)

All information is correct as of October 2018.

### Dubai Faculty

Ghaith Obeid  
Ziad Khaled

# GIA Education Advisory Boards

The GIA Programme Advisory Committee (PAC) and the Education Committee of the Governing Board are comprised of appropriately qualified representatives from the global gem and jewellery 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 programmes. Their valuable input supports GIA's mission, helps to identify resources to address current occupational trends and practices, and further develops GIA's efforts to ensure that its courses and programmes keep pace with the global gem and jewellery industry.

## GIA Education Committee of the Governing Board

---

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

Dean Emerita of Undergraduate Education,  
Distinguished Professor Emerita Chemistry  
and Biochemistry  
University of California, San Diego  
San Diego, CA

**Amit Dhamani**

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

**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

**John W. Valley, Ph.D.**

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 Programme 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

**Edward C. Petersen**

Vice President Product  
Development & Production  
New York, NY

**Gail Brett Levine**

Executive Director, National  
Association of Jewelry Appraisers  
Rego Park, 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



# GIA®

## GIA Locations

### 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  
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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 4085 1554  
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 +66 2779 6100, F +66 2632 4595  
giabkkedu@gia.edu  
GIAthai.net

#### HONG KONG

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16-18 Queen's Road Central  
Hong Kong  
T +852 3166 7001, F +852 2334 0567  
giahongkong@gia.edu  
GIAhongkong.com

#### TAIPEI

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Taipei 10551, Taiwan ROC  
T +886 2 2771 9391, F +886 2 2771 9921  
giataiwan@gia.edu  
GIAtaiwan.com.tw

### Additional Educational 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

#### SURAT

2nd, 3rd Floor Swastik Universal  
Dumas Road, Piplod  
Surat 395 007 India  
T +1 800 41 999 14  
T +91 22 4085 1500, F +91 22 4085 1554  
eduindia@gia.edu  
GIAindia.in

#### 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

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

#### REGIONAL BRANCH

Dubai

#### RESEARCH CENTERS

Antwerp	Carlsbad
Bangkok	New York

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