



GIA®

2021 Education Catalog

STATE OF TEXAS

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Gemological Institute of America
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GIA.edu



Welcome

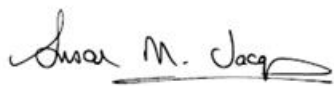
As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life. After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings. GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion.

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

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

We look forward to helping you on your professional journey.



*Susan M. Jacques, GIA GG
President and CEO*



Table of Contents

Welcome	2
About GIA	
Mission and History.....	4
Accreditation and Approval.....	5
Governance and Executive Management.....	6
Education Management and Faculty	7
GIA Education Advisory Boards	8
Campus Information	
Facilities and Equipment	9
School Calendar and Hours of Operation	10
Contact Information.....	11
Distance Education.....	12
Programs	
Graduate Gemologist®.....	14
Graduate Diamonds.....	16
Graduate Colored Stones.....	18
Graduate Pearls.....	20
Course Descriptions	
Lab Class Descriptions.....	25
eLearning Course Descriptions.....	22
Professional Development	32
Enrollment Services	
Admissions Policies and Procedures	34
Tuition and Fees	37
Cancellation, Withdrawal and Refund Policies	39
Student Services	41
Policies and Procedures	
Academic Policies and Procedures	43
Leave of Absence Policy	46
Administrative Policies	50
Student Code of Conduct and Standards of Behavior	50
Complaint Policy and Procedure	54

Mission and History

Mission

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

Educational Philosophy

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

Research

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

Relevance

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

Leadership

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

Accessibility

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

Sustainability

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

History

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

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

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution 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.

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

Accreditation and Approval

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts and related subjects. The Classification of Instructional Programs (CIP) code for all of GIA's classes, courses and programs is 50.0713. The Standard Occupational Classification code for all of GIA's classes, courses and programs is 51.9071.

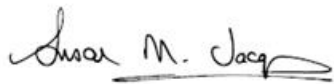
GIA's Distance Education programs are accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. GIA has been continuously accredited by DEAC since 1965.

Distance Education Accrediting Commission
1101 17th Street NW, Ste. 808
Washington, DC 20036
T 202 234 5100
deac.org

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

GIA is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs have been approved by TWC since 2009. GIA Applied Jewelry Professional™ (AJP®) program is exempt from regulation under Texas Education Code, section 132.002 (a) (3).

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



*Susan M. Jacques, GIA GG
President and CEO*

Governance and Executive Management

Board of Governors

The GIA Board of Governors is the steward of the public interest. The board helps direct the strategy of the Institute to ensure that the mission and vision of GIA are followed in all decisions; that the reputation of GIA is preserved and continues to grow globally; and that the financial goals of the Institute are met. All governors offer a unique perspective, based on their professional experience in retail, research, education, finance, law, manufacturing and other areas; several have extensive international experience.

Chair

Dione D. Kenyon

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

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

Kiko Harvey

Inspector General and Director of Oversight, United Nations World Food Programme in Rome, Italy

Thomas H. Insley

Senior Vice President and CFO, Dermata Therapeutics

Susan M. Jacques

President and CEO, 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

Vice President and Chief Financial Officer, Avanir Pharmaceuticals

Lawrence Ma

Chief Executive, Lee Heng Diamond Group
Founding President of the Diamond Federation of Hong Kong

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer, GIA

Dr. Jeffrey E. Post, Ph.D.

Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

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

Tammy Storino

An experienced global operations and finance leader

Elliot Tannenbaum

Senior Principal, Leo Schachter Diamond Group

John W. Valley, Ph.D.

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

Executive Management

GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewelry industry. Responsible for carrying out the Institute's mission to protect and ensure the public trust globally, the executive team follows a strict code of ethics and seeks to infuse each initiative GIA undertakes with dedication and value-driven purpose. Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA.

Senior Executives

Susan M. Jacques

President and Chief Executive Officer

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer

Mark Buntz

Senior Vice President and Chief Marketing Officer

Lisa Garris

Vice President of Human Resources

Anna Martin

Senior Vice President of Global Development

Pritesh Patel

Senior Vice President and Chief Operating Officer

Duncan Pay

Senior Vice President and Chief Academic Officer

David J. Tearle

Senior Vice President and Chief Financial Officer

Jennifer Wilson

Senior Vice President and General Counsel

Elizabeth Keating

Vice President and Chief Ethics and Compliance Officer

Executives

Lisa Biggs

Vice President and Corporate Controller

Jared Giangiolio

Vice President of Global Real Estate, Security and Business Systems

John T. Hall

Vice President of Global IT Infrastructure Services

Matt Hall

Vice President of Laboratory Operations for Europe, Middle East and Africa

David Lin

Vice President and Chief Information Security Officer

Sriram Natarajan

Managing Director of GIA India

Sabra Norris

Vice President of Project Management and Business Systems

Wuyi Wang

Vice President of Research and Development

Lucy Xia

Vice President of Global Laboratory Planning

Kelly Yantzer

Vice President of Student Affairs

Phillip M. Yantzer

Vice President of U.S. Laboratory Operations

Education Management and Faculty

Education Management

GIA Headquarters

Duncan Pay

Senior Vice President and Chief Academic Officer

Alexandria Anderson

Manager, Admissions

Vusala Aranjio

Senior Manager, Education Compliance
Title IX and 504 Coordinator

Laurie Bailyn

Senior Manager, JMA Research & Development

Peter Harts

Manager, Career Services

Brenda Harwick

Senior Manager, On Campus Instruction

Tao Z. Hsu

Director, Global Professional Development

Renada Koebel

Senior Manager, Admissions and Records

Paul Mattlin

Manager, Gemology Distance Education

Kimberly Overlin

Dean of Students

Mitch Spencer

Senior Manager, Learning Design & Development

Wendy Wang

Director, Student Financial Aid

Robert Weldon

Director, Richard T. Liddicoat Gemological Library
and Information Center

Kelly Yantzer

Vice President, Student Affairs

New York Campus

Sam Kong

Senior Director, Global Instruction

Jennifer Kim

School Director, New York

Faculty

Instructor Qualifications

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

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

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

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

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

All information is correct as of December 2020.

Carlsbad Distance Education

Mariam Aboushadi

Lo Combs

Bethany Crane

Michele Lisso

Daniela Pacheco

Michelle Jirkovski

Michele Schwien

Glenn Wargo

Heather Weishaar

Danielle Yamamoto

Carlsbad On Campus

Darla Alvarez

Manuel Basmajian

Paula Carter-Andrews

John Cason

Doug Hall

Martin Harmon

Don Hughes

Jessica Kramer

Carson Lee

Tim Richardson

Nina Switzer-Spano

Teresa Tolbert

Kate Trunnell

Michael Turinetti

Shelly Verwymeren

Kate Waterman

Javier Zavala

New York

Edyta Banasiak

Cristiano Brigida

Angelique Connelley

Brian Driscoll

Mary Enright

Fran Greder

Lisa Kennedy

John Mastoloni

Samira Mazloom

Maria Tsangaropoulos

GIA Education Advisory Boards

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

GIA Education Committee of the Governing Board

Chair

Barbara A. Sawrey, Ph.D.

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

Dione D Kenyon

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

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

Susan M. Jacques

President and CEO, GIA

Robert Andrew Johnson

CEO, Diamond Cellar Holdings, LLC

Lawrence Ma

Chief executive, Lee Heng Diamond Group
Founding President of the Diamond Federation of Hong Kong

Jeffrey E. Post, Ph.D.

Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian
National Museum of Natural History

John W. Valley, Ph.D.

Charles R. Van Hise Professor, Department of Geoscience

GIA Program Advisory Committee

Alan Bronstein

Owner, Aurora Gems, Inc.
New York, NY

Alexandra Hart

Owner, Alexandra Hart
San Diego, CA

Barbara Wasserstrom

Co-Owner, Stuart Benjamin and Co.
San Diego, CA

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Edward C. Petersen

Vice President Product Development & Production, Kwiat
New York, NY

Gail Brett Levine

Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

Jay Lowy

Chief Operations Officer, The Argent Corporation
San Diego, CA

Karen Sampieri

Senior Valuation Manager, The RealReal
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

Facilities and Equipment

In the U.S., GIA Lab classes and student workrooms are offered at GIA campuses in Carlsbad, California and New York, New York.

Facilities

GIA's facilities are designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act.

The Carlsbad campus covers 18 acres of land and includes 16 classrooms, a library; a museum gallery, a student lounge, outdoor basketball and sand volleyball courts, a gemological research laboratory, administrative offices, and parking for more than 1,000 vehicles. The New York campus occupies 20,000 square feet and includes 8 classrooms, a library, student commons, study lounge and administrative offices.

Classrooms can accommodate up to 24 students in Carlsbad and 20 students in New York. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed below.

GIA Student Workrooms provide access to all the equipment and gemstones you need to complete the practical requirements of your Distance Education Gem Identification eLearning course. The self-study Student Workroom is also available if you need to prepare for your Gem Identification 20-stone final exam, take a proctored exam, or simply practice on equipment and gemstones. Student Workrooms can accommodate up to 12 students in Carlsbad and 20 students in New York.

Lab Class and Student Workroom Equipment

The following lists the classroom equipment provided in the Lab classes and the Student Workroom.

Colored Stone Grading Lab Class

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

Diamond Grading Lab Class

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

Gem Identification Lab Class

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

Pearl Grading Lab Class

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

Student Workrooms

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

School Calendar and Hours of Operation

2021 Scheduled Carlsbad Campus Closures

Date	Holiday
December 21, 2020 (Monday) through Friday, January 01, 2021 (Friday)	Winter Holiday Break
January 04, 2021 (Monday)	Classes Resume
February 15, 2021 (Monday)	President's Day
May 31, 2021 (Monday)	Memorial Day
July 05, 2021 (Monday)	Independence Day Observed
September 06, 2021 (Monday)	Labor Day
November 22, 2021 (Monday) through November 26, 2021 (Friday)	Thanksgiving Break
December 20, 2021 (Monday) through Friday, December 31, 2021 (Friday)	Winter Holiday Break
January 03, 2022 (Monday)	Classes Resume

eLearning Course Schedules

eLearning courses are scheduled to start every Monday. eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures. Applications must be received no later than one week before the selected start date.

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

Lab Class and Student Workroom Schedules

In the U.S., Lab classes and student workrooms are currently offered at GIA in Carlsbad or New York.

Visit [GIA.edu](https://gia.edu) for up-to-date lab class schedules. For more information contact admissions in Carlsbad at +1 800 421 7250 ext 4001 or +1 760 603 4001 or email admissions@gia.edu, and in New York at +1 800 366 8519 or +1 212 944 5900, or email nyadmissions@gia.edu

Student workrooms are available by appointment only. For availability, contact GIA in Carlsbad at +1 800 421 7250 ext 4404 or +1 760 603 4404 or email lessons@gia.edu, and in New York at +1 800 366 8519 or +1 212 944 5900 ext 3533, or email nyworkroom@gia.edu

Hours of Operation

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

Distance education instructors are available during normal business hours from 7:30 a.m. to 5:00 p.m. Pacific Time via phone or email, or in person by appointment.

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

Lab Class and Student Workroom Hours

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

For lab classes, there is a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

Contact Information

Carlsbad Contacts	Phone	Toll-Free (U.S. and Canada)	Fax	Web and Email
Carlsbad Campus	+1 760 603 4000	+1 800 421 7250	+1 760 603 4003	GIA.edu admissions@gia.edu
504 Coordinator	+1 760 603 4000 ext 7776	+1 800 421 7250 ext 7776		504coordinator@gia.edu
Admissions – Distance Education	+1 760 603 4001	+1 800 421 7250 ext 4001	+1 760 603 4003	admissions@gia.edu
Admissions – On Campus	+1 760 603 4400	+1 800 421 7250 ext 4400	+1 760 603 4003	admissions@gia.edu
Alumni Association	+1 760 603 4145	+1 800 421 7250 ext 4145	+1 760 603 4199	alumni@gia.edu
Career Fair	+1 760 603 4100	+1 800 421 7250 ext 4100	+1 760 603 4080	careerfair@gia.edu
Career Services	+1 760 603 4000 ext 4450	+1 800 421 7250 ext 4450	+1 760 603 4153	careerservices@gia.edu
Certificates and Diplomas	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	records@gia.edu
Dean of Students	+1 760 603 4093	+1 800 421 7250 ext 4093	+1 760 603 4153	deanstudents@gia.edu
Distance Education Student Support	+1 760 603 4404	+1 800 421 7250 ext 4404	+1 760 603 4091	lessons@gia.edu
Financial Assistance	+1 760 603 4005	+1 800 421 7250 ext 4005	+1 760 603 4421	financialaid@gia.edu
Gems & Gemology Subscriptions	+1 760 603 4200	+1 800 421 8161	+1 760 603 4262	GIA.edu/gems-gemology gandg@gia.edu
Housing Assistance	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	+1 760 603 4153	housing@gia.edu
GIA Instruments	+1 760 603 4200	+1 800 421 8161	+1 760 603 4262	store.gia.edu giastore@gia.edu
International Student Advisor	+1 760 603 4400	+1 800 421 7250 ext 4400	+1 760 603 4400	intladvisor@gia.edu
Library and Information Center	+1 760 603 4046	+1 800 421 7250 ext 4046	+1 760 603 4256	library@gia.edu
My GIA and Online Support	+1 760 603 4000 ext 7459	+1 800 421 7250 ext 7459		onlinesupport@gia.edu
Proctor Information	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	proctor@gia.edu
Records and Transcripts	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	+1 760 603 4418	records@gia.edu
Scholarships	+1 760 603 4131	+1 800 421 7250 ext 4131	+1 760 603 4153	scholarship@gia.edu
Student Accounts	+1 760 603 4470	+1 800 421 7250 ext 4470	+1 760 603 4153	acctsrec@gia.edu
Student Services	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	+1 760 603 4153	studentservices@gia.edu
Student Workroom	+1 760 603 4404	+1 800 421 7250 ext 4404	+1 760 603 4091	lessons@gia.edu
Title IX Coordinator	+1 760 603 4000 ext 7776	+1 800 421 7250 ext 7776		titleixcoordinator@gia.edu
Veterans Benefits	+1 760 603 4007	+1 800 421 7250 ext 4007	+1 760 603 4421	VABenefits@gia.edu

New York Contacts	Phone	Toll-Free (U.S. and Canada)	Fax	Web and Email
New York - Branch School	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	GIA.edu nyedu@gia.edu
Admissions	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyadmissions@gia.edu
Admissions Supervisor	+1 917 286 3663	+1 800 366 8519 ext 3663	+1 212 719 9563	nyadmissions@gia.edu
Career Services	+1 212 944 5900 ext 3529	+1 800 366 8519 ext 3529	+1 760 603 4153	nycareerservices@gia.edu
Deputy 504 Coordinator	+1 917 286 3662	+1 800 366 8519 ext 3662	+1 212 719 9563	504coordinator@gia.edu
Deputy Title IX Coordinator	+1 917 286 3662	+1 800 366 8519 ext 3662	+1 212 719 9563	titleixcoordinator@gia.edu
Director	+1 917 286 3662	+1 800 366 8519 ext 3662	+1 212 719 9563	nyedudirector@gia.edu
Financial Assistance	+1 212 944 5900 ext 3671	+1 800 366 8519 ext 3671	+1 212 719 9563	nyfinancialaid@gia.edu
Housing Assistance	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyhousing@gia.edu
International Student Advisor	+1 917 286 3533	+1 800 366 8519 ext 3533	+1 212 719 9563	nyintladvisor@gia.edu
Library and Information Center	+1 212 944 5900 ext 3671	+1 800 366 8519 ext 3671	+1 212 719 9563	nylibrary@gia.edu
Records and Transcripts	+1 212-944-5900 ext. 3533	+1 800 366 8519 ext 3533	+1 212 719 9563	nyrecords@gia.edu
Student Accounts	+1 917 286 3524	+1 800 366 8519 ext 3524	+1 212 719 9563	nyacctsrec@gia.edu
Student Workroom	+1 212 944 5900 ext 3533	+1 800 366 8519 ext 3533	+1 212 719 9563	nyworkroom@gia.edu

Distance Education

GIA Distance Education offers a more flexible option to earn your GIA credential through a combination of self-paced, online learning and short instructor-led Lab classes.

eLearning, the online component of your program, is a fun and engaging learning environment that features text, videos, animation and slide shows. All lessons, questionnaires and exams are online, with the exception of the Gem Identification stone work and final exam. You can study and increase your knowledge at your convenience. [See eLearning Course Descriptions on page 22](#) for more information.

Students may contact their instructor or other staff during regular business hours. GIA's campus in Carlsbad is open 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, excluding holidays. See scheduled school closures [on page 10](#) and phone and email contact information [on page 11](#).

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

How it Works

- eLearning courses have scheduled starts every Monday; some have Tuesday start dates due to holiday closures.
- eLearning materials are delivered right to your desktop.
- Your dedicated instructor is available by email or phone to answer questions and provide instruction and support.
- Submit your eLearning assignments online, anytime, day or night.
- Each eLearning course has a completion date which reflects the maximum allowed time to complete all course requirements and the final exam. Your start date triggers the start of your course (not the first time you access your course).
- Generous completion times allow you to study at a pace that fits your schedule.
- See it all come together with practical, hands-on Lab classes.

Online Access

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

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

Technology Requirements

Students are required to have a valid email address and access to a computer, tablet or mobile device with Internet access to complete homework assignments and access online curriculum. Requirements are subject to change; students will be given an advance notice of changes.

- Computer
 - Windows 8 and higher, Mac OSX 10.12 and higher
 - Recommended Browsers: Firefox 57 and later, Chrome 63 and later; Other Supported Browsers: Safari 12 and later (Mac only), Edge 42 and later; Internet Explorer is not supported
 - Screen resolution: 1280 x 720 or above
 - JavaScript enabled, cookies allowed, and pop-up blockers disabled
 - Adobe Reader 11 or higher
- Tablet or Mobile Device
 - Mac iOS 11 and higher or Android 4.2 and higher; devices may not be compatible with videos

JavaScript and Adobe Reader are available as free Internet downloads.

Stone Set Loan Program

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

Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. This self-study room is also available if you are preparing for your 20-stone final exam, taking a supervised exam, or practicing on equipment and gemstones. GIA Student Workrooms are available at GIA campuses worldwide. Student workrooms are available by appointment during specified sessions. Visit gia.edu/gem-education/student-workroom for more information.

Distance Education (cont.)

Distance Education Diploma Requirements

Below is a summary of requirements for GIA Distance Education diploma programs.

	Graduate Gemologist®	Graduate Diamonds	Graduate Colored Stones	Graduate Pearls
eLearning Courses				
GEM 120 – Colored Stone Essentials	✓		✓	
GEM 130 – Diamond Essentials	✓	✓		
GEM 230 – Diamonds & Diamond Grading	✓	✓		
GEM 220 – Colored Stones	✓		✓	
GEM 240 – Gem Identification	✓		✓	
GEM 149 – Pearls				✓
Lab Classes				
GEM 230L – Diamond Grading Lab	✓	✓		
GEM 220L – Colored Stone Grading Lab	✓		✓	
GEM 240L – Gem Identification Lab	✓		✓	
GEM 149L – Pearl Grading Lab				✓



Graduate Gemologist®

Program Description

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

What You Will Learn

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

What You Earn

GIA Graduate Gemologist® Diploma

Occupations May Include

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

Occupational Settings May Include

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

Graduate Gemologist® (cont.)

Program Details

Earn your diploma via Distance Education by taking five online eLearning courses and three Lab classes.

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

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Course Descriptions

[See eLearning Course Descriptions on page 22](#)

[See Lab Class Descriptions on page 25](#)

Schedules

eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](#) for up-to-date schedules. For more information, contact admissions at admissions@gia.edu, +1 800 421 7250 ext 4001 or +1 760 603 4001.



Graduate Diamonds

Program Description

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

What You Will Learn

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

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

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

Occupational Settings May Include

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

Graduate Diamonds (cont.)

Program Details

Earn your diploma via Distance Education by taking two eLearning courses and one Lab class.

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

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L

Course Descriptions

[See eLearning Course Descriptions on page 22](#)

[See Lab Class Descriptions on page 25](#)

Schedules

eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](https://gia.edu) for up-to-date schedules. For more information, contact admissions at admissions@gia.edu, +1 800 421 7250 ext 4001 or +1 760 603 4001.



Rough and polished diamonds.



Graduate Colored Stones

Program Description

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

What You Will Learn

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

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

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

Graduate Colored Stones (cont.)

Program Details

Earn your diploma via Distance Education by taking three online eLearning courses and two Lab classes.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 240	Gem Identification	GEM 120, GEM 220, GEM 240L	44	24 months
GEM 220L	Colored Stone Grading Lab	None	Lecture / Lab Format with 2–Stone Exam	21 hours
GEM 240L	Gem Identification Lab	None	Lecture / Lab Format with Instrumentation Exam	35 hours
			Total Lessons: 79	Total Lab Hours: 56

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Course Descriptions

[See eLearning Course Descriptions on page 22](#)

[See Lab Class Descriptions on page 25](#)

Schedules

eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](https://www.gia.edu) for up-to-date schedules. For more information, contact admissions at admissions@gia.edu, +1 800 421 7250 ext 4001 or +1 760 603 4001.



Tanzanite crystal and polished gem. Courtesy: Isle of Gems Co.Ltd./Peter Pereira



Graduate Pearls

Program Description

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

What You Will Learn

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

What You Earn

GIA Graduate Pearls Diploma

Occupations May Include

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

Occupational Settings May Include

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

Graduate Pearls (cont.)

Program Details

Earn your Graduate Pearls diploma via Distance Education by taking one online eLearning courses and one Lab class.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 149	Pearls	None	8	6 months
GEM 149L	Pearl Grading Lab	None	Lecture / Lab Format with 2-Stone Assessment	7 hours
			Total Lessons: 8	Total Lab Hours: 7

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 149, GEM 149L

Course Descriptions

[See eLearning Course Descriptions on page 22](#)

[See Lab Class Descriptions on page 25](#)

Schedules

eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](https://gia.edu) for up-to-date schedules. For more information, contact admissions at admissions@gia.edu, +1 800 421 7250 ext 4001 or +1 760 603 4001.



eLearning Course Descriptions

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

eLearning courses are scheduled to start every Monday. There will be Tuesday start dates on February 16, June 1, July 6 and September 7 due to 2021 holiday closures.

GEM 120 Colored Stone Essentials

Prerequisite: None

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. Reference material includes the GIA Essential Colored Stone Reference Guide PDF, which contains important and interesting facts about today's most popular gemstones. Prior to the course end date, you may download and keep a copy of the Colored Stone Essentials PDF.

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

Maximum completion time: 3 months

Number of Lessons: 8

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

Review and exam attempts (Month 3)

GEM 220 Colored Stones

Prerequisite: GEM 120

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. Prior to the course end date, you may download and keep a copy of the Colored Stone Grading Lab Manual, Gem Identification Lab Manual and Colored Stones PDF.

For students continuing on to the Gem Identification course:

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship stone sets to some international locations. Students may have to complete practical coursework in a GIA Student Workroom.
- Customs regulations may also affect the time it takes GIA to deliver stone sets to international locations.

Final exam is online, closed book and requires a proctor. [See Proctored Exams on page 44](#)

Maximum completion time: 18 months

Number of Lessons: 27

1. Introduction to Colored Stones (Month 1)
2. Gemstone Formation and Mining (Month 1)
3. Gems & Their Physical Properties (Month 2)
4. Gems and Light (Month 2)
5. Synthetics and Imitations (Month 3)
6. Treatments (Month 3)
7. The Colored Stone Market (Month 4)
8. Color (Month 4)
9. Cut (Month 5)
10. Clarity (Month 5)
11. Carat Weight and the Gem Business (Month 6)
12. Ruby (Month 6)
13. Blue Sapphire (Month 7)
14. Fancy Sapphire and Phenomenal Corundum (Month 7)
15. Emerald (Month 8)
16. Pearl Formation, Types and Market (Month 8)
17. Pearl Value Factors, Processing and Treatments (Month 9)
18. Jade (Month 9)
19. Opal (Month 10)
20. Quartz and Chalcedony (Month 10)
21. Tanzanite, Iolite, Chrysoberyl and Andalusite (Month 11)
22. Topaz and Beryl (Month 11)
23. Tourmaline, Peridot and Zircon (Month 12)
24. Garnet and Spinel (Month 12)
25. Lapis Lazuli, Turquoise and Other Opaque Gems (Month 13)
26. Feldspar, Spodumene, and Diopside (Month 13)
27. Organics and Collectors' Stones (Month 14)

Review and exam attempts (Months 15 through 18)

eLearning Course Descriptions (cont.)

GEM 130 Diamond Essentials

Prerequisite: None

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value.

Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. Prior to the course end date, you may download and keep a copy of the Diamond Essentials PDF.

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

Maximum completion time: 3 months

Number of Lessons: 7

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

Review and exam attempts (Month 3)

GEM 230 Diamonds & Diamond Grading

Prerequisite: GEM 130

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. Prior to the course end date, you may download and keep a copy of the Diamond Grading Lab Manual and Diamonds & Diamond Grading PDF.

Final exam is online, closed book and requires a proctor. [See Proctored Exams on page 44](#)

Maximum completion time: 15 months

Number of Lessons: 20

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

Review and exam attempts (Months 13 through 15)

eLearning Course Descriptions (cont.)

GEM 240 Gem Identification

Prerequisites: GEM 120, GEM 220, GEM 240L

Practice identifying more than 60 species of gemstones, distinguishing natural from laboratory-grown gems and detecting gem treatments. You will carry out testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, the course covers how – and when – to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. Prior to the course end date, you may download and keep a copy of the Gem Identification Lab Manual and Gem Identification PDF's.

Required Equipment

Prior to registering for Gem Identification, students must confirm their access to required equipment and have a conversation with their primary instructor to discuss course details. To register for this course, you must have access to:

- Gem tweezers (non-locking)
- Daylight-equivalent fluorescent light source (5500k - 6500k)
- Monochromatic light source
- Pinpoint incandescent light source
- Gemological binocular microscope minimum 10x and 30x (darkfield illumination)
- Gem cloth
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscopes
- Spectroscope
- Diffuser Lens (plastic or glass)

The estimated cost to purchase this equipment is \$2,500.00 excluding any applicable shipping, handling, and tax (estimated at the time of publication, subject to change). Students who do not have access to this equipment may choose to purchase the GIA Gem Identification Student Package at [store.GIA.edu](https://store.gia.edu). This package does not include a binocular microscope. As an alternative, students can complete assignments in a fully equipped GIA Student Workroom. For Student Workroom activities, hours, and fees, please visit [GIA.edu](https://gia.edu)

Final exam is closed book (except for lab manual) and requires a proctor. See [Proctored Exams on page 44](#)

Maximum completion time: 24 months

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

1. Introduction to Gem Identification (Month 1)
2. General Observation of Gem Identification (Month 1)
3. Refraction and the Refractometer (Month 1)
4. Polariscopes Testing (Month 1)
5. Pleochroism and the Dichroscope (Month 1)
6. Magnification (Month 2)
7. Selective Absorption and the Spectroscope (Month 2)
8. Fluorescence and Phosphorescence (Month 2)
9. Additional Tests (Month 2)
10. Separation and Identification (Month 2)
11. Worksheet 10 (Month 2)
12. Worksheets 11 through 17 (Months 3 through 4)
13. Separating Natural Gems from Synthetics and Imitations (Month 3)
14. Detecting Gem Treatments (Month 3)
15. Separating Red, Pink, and Purple Gems (Month 3)
16. Separating Blue and Violet Gems (Month 3)
17. Separating Green Gems (Month 4)
18. Separating Orange, Yellow, and Brown Gems (Month 4)
19. Separating Colorless, White, Gray, and Black Gems (Month 4)
20. Identifying Rough Gems, Parcels, and Mounted Gems (Month 4)
21. Advanced Laboratory Testing (Month 4)
22. Worksheets 20 through 36 (Months 5 through 12)

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

GEM 149 Pearls

Prerequisite: None

This course examines how to buy and sell akoya, South Sea, Tahitian and freshwater pearls with insight and skill; and GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching. You will be taught the difference between natural and cultured pearls, post-harvest treatments, imitation pearls and pearl testing. Prior to the course end date, you may download and keep a copy of the Pearls PDF. Final exam is online, open book and does not require a proctor.

Maximum completion time: 6 months

Number of Lessons: 8

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

Review and exam attempts (Month 6)

Lab Class Descriptions

In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at admissions@gia.edu, +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit GIA.edu/gem-education/carlsbad/schedule for up-to-date schedules.

GEM 220L Colored Stone Grading Lab

Prerequisite: None

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

Class duration: 3 days or 6 nights (21 clock hours)

What you earn: Letter of Completion

Lab Schedule

Monday

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

Lab Class Descriptions (cont.)

GEM 220L Colored Stone Grading Lab (cont.)

Tuesday

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

Wednesday

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

Lab Class Descriptions (cont.)

GEM 230L Diamond Grading Lab

Prerequisite: None

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading Lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and 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. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. As part of your course materials, you will receive and keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

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

What you earn: Letter of Completion

Lab Schedule

Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 10:30 a.m.	Lecture/Lab: Class Requirements, Agenda, Intros, Packets, Overview of 4Cs, Carat Weight & Size, Average Girdle Diameter, Gemcloth, Tweezers, Microscope, Pointer Probe	2.00	0.50
10:30 – 11:45 a.m.	Lecture/Lab: Facet Arrangement, Loupe, Clarity Factors, Clarity Grades	0.60	0.65
11:45 p.m. – 12:45 p.m.	Lunch Break	0.00	0.00
12:45 – 1:30 p.m.	Lecture/Lab: Systematic Exam, Internal vs. Surface	0.50	0.25
1:30 – 2:45 p.m.	Lecture/Lab: Inclusions, Blemishes, Callable vs. Non-Callable, Determining Clarity	1.00	0.25
2:45 – 3:50 p.m.	Lab: Determining Clarity	0.00	1.05
3:50 – 4:00 p.m.	Lecture: Assign Homework, Preview Tuesday	0.20	0.00
Total Daily Clock Hours = 7.00		4.30	2.70

Tuesday

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

Lab Class Descriptions (cont.)

GEM 230L Diamond Grading Lab (cont.)

Wednesday

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

Thursday

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

Friday

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

Lab Class Descriptions (cont.)

GEM 240L Gem Identification Lab

Prerequisite: None

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. ([See Student Notification of Classroom Chemical Usage](#)) Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp with viewing cabinet and a utility lamp. 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, a polariscope and tweezers. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

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

What you earn: Letter of Completion

Lab Schedule

Monday

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

Tuesday

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

Lab Class Descriptions (cont.)

GEM 240L Gem Identification Lab (cont.)

Wednesday

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

Thursday

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

Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 – 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 – 10:00 a.m.	Lab: Practical Work – Gem Identification	0.00	1.75
10:00 a.m. – 12:00 p.m.	Lab: Instrumentation Exam	0.00	1.75
12:00 – 12:45 p.m.	Lunch Break	0.00	0.00
12:45 – 1:15 p.m.	Lecture/Lab: Review Instrumentation Exam	0.25	0.25
1:15 – 3:00 p.m.	Lab: Practical Work – Gem Identification	0.00	1.75
3:00 – 3:45 p.m.	Lecture/Lab: Treatments, Synthetics, Imitations	0.25	0.50
3:45 – 4:00 p.m.	Lecture: Reports – Emerald, Alexandrite, Gem News Updates, Summary and Class Surveys	0.25	0.00
Total Daily Clock Hours = 7.00		1.00	6.00

Lab Class Descriptions (cont.)

GEM 149L Pearl Grading Lab

Prerequisite: None

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value and quality in merchandise. Students must pass a two-stone assessment to complete the class successfully. 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. As part of your course materials, you will receive and keep a gem cloth and a lab manual.

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

Lab Schedule

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

Professional Development

GIA's professional development courses and seminars are designed to educate individuals who would like to further their skills or knowledge in the gem and jewelry industry. The Applied Jewelry Professional™ (AJP®) program is intended to educate persons on new advancements, or to build additional expertise in the field. The AJP® program is avocational in nature and is exempt from TWC regulations. The program is comprised of three self-study correspondence courses delivered 100% online. The courses are measured in lessons, not in contact or clock hours.

Visit GIA.edu/gem-education/professional-development for information about other professional development offerings, schedules and pricing.

Applied Jewelry Professional™

Designed for working professionals, the AJP® program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. The AJP® program also introduces basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include: how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store. To enable effective product conversations, examples are provided on how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. The goal of the AJP program is to give you the knowledge you need to ethically, honestly, and effectively present diamond, colored stone and all other types of jewelry.

What You Earn

GIA Applied Jewelry Professional™ Diploma

Courses

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

Course Descriptions

GEM 110 Jewelry Essentials

Prerequisite: None

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation. The course also covers watches and giftware. The final exam is online, open book and does not require a proctor. Prior to the course end date, you may download and keep a copy of the Jewelry Essentials PDF.

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

Maximum completion time: 3 months

Number of Lessons: 6

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

Review and exam attempts (Month 3)

Professional Development_(cont.)

GEM 120 Colored Stone Essentials

Prerequisite: None

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the “Big Three” of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color’s powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem’s value. Reference material includes the GIA Essential Colored Stone Reference Guide PDF, which contains important and interesting facts about today’s most popular gemstones. Prior to the course end date, you may download and keep a copy of the Colored Stone Essentials PDF.

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

Maximum completion time: 3 months

Number of Lessons: 8

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

Review and exam attempts (Month 3)

GEM 130 Diamond Essentials

Prerequisite: None

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. Prior to the course end date, you may download and keep a copy of the Diamond Essentials PDF.

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

Maximum completion time: 3 months

Number of Lessons: 7

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

Review and exam attempts (Month 3)

Admissions Policies and Procedures

Admissions Requirements

Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs.

Lab class applicants must be at least 18 years of age prior to attending orientation and any class. GIA accepts Distance Education eLearning applications from individuals who are at least 16 years of age and have a high school diploma or the equivalent. Applicants younger than 18 must have a parent or legal guardian sign their applications and submit a letter of approval from a parent or guardian. GIA does not accept applications from individuals younger than 16.

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction. Applicants must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma or the equivalent.

Required Documentation

The following documents are required for admission. GIA accepts copies, but may request original documentation. All documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by a translation service.

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

1. Completed application and registration form
2. Copy of valid government-issued photo ID or passport identifying your full name, birth date, citizenship and country of birth
3. Copy of diploma or an official transcript showing the graduation date:
 - Copy of high school or high school equivalency diploma or official transcript indicating the same; or
 - Copy of associate's, bachelor's, master's or doctorate degree from an accredited college or university or official transcript indicating the same; or
 - Copy of diploma, transcript or a state-issued secondary school completion credential for home-schooled high school graduates

If providing an official transcript, it must be sent directly from your school to GIA.

Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrollment in GIA on the basis of race, color, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations, and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

How to Apply and Related Deadlines

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

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

eLearning Courses

eLearning courses are scheduled to start every Monday. Due to 2021 holiday closures on Mondays, there will be Tuesday start dates on February 16, June 1, July 6 and September 7.

Applications must be received no later than one week before the selected start date. Failure to accept the terms of the enrollment agreement within 14 days of the selected start date will result in cancellation of the course registration.

Applicants wishing to enroll in the Gem Identification eLearning course must complete a pre-registration interview prior to registering for the course. A GIA instructor will contact the student to ensure that the student understands the course requirements and has access to the gemological equipment required to complete the course.

Lab Classes

Applications for Lab classes must either be received by GIA no later than one week before the class start date. Lab classes typically reach capacity at least two to three months in advance, so students are encouraged to apply early. Students are enrolled on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available. For Carlsbad Lab classes, please contact Carlsbad admissions at +1 800 421 7250 ext 4001 or email admissions@gia.edu. For New York Lab classes, please contact New York admissions at nyadmissions@gia.edu or call +1 800 366 8519 or +1 212 944 5900.

Applicant Screening

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

Admissions Policies and Procedures (cont.)

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 and ineligibility for certain forms of federal financial aid. 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 dismissal. 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, for example, a prior felony conviction may be a safety concern, or could prevent the applicant from successfully securing employment within the industry or completing the program. GIA will respond to the student within 10 business days upon receiving the application.

Payment Methods / Student Accounts

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

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

Please note the following information regarding payment methods:

- Credit Card: You can charge confirmation deposits, tuition, books and materials, and other fees to your VISA, MasterCard, Discover or American Express account.
- Check or Money Order: You can pay by cashier's check or personal check. Make checks payable to GIA. Payment must be in U.S. dollars and drawn on a U.S. bank.
- Wire Transfer: Please contact us at +1 800 421 7250 ext 4400 or +1 760 603 4400, or admissions@gia.edu for details. Students are responsible for any wire transfer fees that they incur.

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 their full name, country of residence at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or the employer will be required to provide the full company name and address or other identifying information at GIA's request.

GIA Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (eLearning and Lab class) students. Applicants will be considered for all available scholarships for the program they indicate on their application.

Details on eligibility, how to apply, and required documents are available at [GIA.edu/scholarships](https://gia.edu/scholarships)

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

Federal Student Aid

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

Vocational Rehabilitation Education Benefits

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

More Funding Sources

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

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

Student Consumer Information

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

Admissions Policies and Procedures (cont.)

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the Gemological Institute of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma or certificate) you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the (diploma or certificate) that you earn 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 program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions. 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.

GIA will evaluate prior credit for students receiving VA and DOD (Department of Defense) benefits, grant credit as appropriate (if applicable), notify the student of the evaluation, and adjust the program hours accordingly (if applicable). Students should contact GIA at VABenefits@gia.edu more information.

Credit for individual GIA Distance Education eLearning courses or Lab classes are not transferable into full-time On Campus programs. Students who have completed the Graduate Diamonds or Graduate Colored Stones program via Distance Education can earn the Graduate Gemologist diploma by completing the companion program on campus. For example, a student who completes the Graduate Diamonds program via Distance Education and completes the Graduate Colored Stones program 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 programs. Credit for coursework successfully completed through an On Campus program will be accepted towards Distance Education courses or Lab classes as applicable. Students should contact the office of the dean of students for more information.

Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2021 through December 31, 2021, and are subject to change. Amounts shown are in U.S. dollars.

eLearning Courses

Course	Tuition	Monthly Payment Plan Option (no-interest plan)	Instrument Cost*	Optional Books**
GEM 110 Jewelry Essentials	\$250.00	N/A	N/A	\$65.00
GEM 120 Colored Stone Essentials	\$250.00	N/A	N/A	\$130.00
GEM 130 Diamond Essentials	\$250.00	N/A	N/A	\$65.00
GEM 230 Diamonds & Diamond Grading	\$1,670.00	\$167.00 x 10 months	N/A	\$160.00
GEM 220 Colored Stones	\$1,850.00	\$185.00 x 10 months	N/A	\$250.00
GEM 240 Gem Identification	\$2,040.00	\$204.00 x 10 months	\$2,500.00	\$250.00
GEM 149 Pearls	\$600.00	\$150.00 x 4 months	N/A	\$125.00

* If you do not have access to the instruments needed to complete the GEM 240 course, listed on page 9, the estimated cost to purchase this equipment is \$2500 excluding shipping, handling and tax. As an alternative, you can complete assignments in a fully equipped GIA Student Workroom.

** Books are available for purchase at my.GIA.edu after enrollment but are not required for successful completion. Prices exclude shipping, handling and applicable tax.

Carlsbad Lab Classes

Class	Tuition	Fees	Total Charges*	First Payment**	Final Payment**
GEM 230L Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials) \$13.57 (CA Sales Tax)	\$1,688.57	\$150.00	\$1,538.57
GEM 220L Colored Stone Grading Lab	\$1,000.00	\$95.00 (Books) \$25.00 (Materials) \$9.30 (CA Sales Tax)	\$1,129.30	\$100.00	\$1,029.30
GEM 240L Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$25.00 (Materials) \$11.63 (CA Sales Tax)	\$1,661.63	\$150.00	\$1,511.63
GEM 149L Pearl Grading Lab	\$300.00	\$30.00 (Books) \$20.00 (Materials) \$3.88 (CA Sales Tax)	\$353.88	\$30.00	\$323.88

* Total charges include tuition, books, materials, and applicable sales tax.

** First payment is due with registration. Final payment is due 30 days before the class starts. Failure to pay the balance will result in lost seat in class.

New York Lab Classes

Class	Tuition	Fees	Total Charges*	First Payment**	Final Payment**
GEM 230L Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials) \$2.22 (NY Sales Tax)	\$1,677.22	\$150.00	\$1,527.22
GEM 220L Colored Stone Grading Lab	\$1,000.00	\$95.00 (Books) \$25.00 (Materials) \$2.22 (NY Sales Tax)	\$1,122.22	\$100.00	\$1,022.22
GEM 240L Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$25.00 (Materials) \$2.22 (NY Sales Tax)	\$1,652.22	\$150.00	\$1,502.22
GEM 149L Pearl Grading Lab	\$300.00	\$30.00 (Books) \$20.00 (Materials) \$1.78 (NY Sales Tax)	\$351.78	\$30.00	\$321.78

* Total charges include tuition, books, materials, and applicable sales tax.

** First payment is due with registration. Final payment is due 30 days before the class starts. Failure to pay the balance will result in lost seat in class.

Tuition and Fees (cont.)

Total Program Price

Total program price includes eLearning courses and all required lab class(es); In the U.S., lab classes are offered in California or New York. The purchase of books and materials is optional for all eLearning courses. The maximum total price for each program is shown both without and with optional books. Any sales tax and shipping and handling charges for the purchase of optional books is not included. Books and materials that are part of the lab class are never optional. Students register separately for each course or class in the program; some courses have prerequisites.

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

Program	Course Numbers	Maximum Total Program Price for Texas Residents (Travel Costs and Optional Instruments Not Included)
Graduate Gemologist (GG)	GEM120 GEM220 GEM130 GEM230 GEM240 GEM220L GEM230L GEM240L	GG without optional books = \$10,505 GG with optional books = \$11,360
Graduate Diamonds (GD)	GEM130 GEM230 GEM230L	GD without optional books = \$3,595 GD with optional books = \$3,820
Graduate Colored Stones (GCS)	GEM120 GEM220 GEM240 GEM220L GEM240L	GCS without optional books = \$6,910 GCS with optional books = \$7,540
Graduate Pearls (GP)	GEM149 GEM149L	GP without optional books = \$950 GP with optional books = \$1,075
Applied Jewelry Professional™ (AJP)	GEM110 GEM120 GEM130	AJP without optional books = \$750 AJP with optional books = \$1,010

Total prices listed for courses and classes do not include the following:

- Students are responsible for Gem Identification stone set shipping and handling charges when a stone set that has been previously shipped and now requires reshipping
- Housing, food, insurance, transportation, entertainment and other living expenses
- Proctor fees for Distance Education exams
- Fees for remedial work completed in a Student Workroom
- Optional books plus applicable tax
- Shipping and handling fees
- Fees for lost or damaged equipment or stones
- Wire transfer fees incurred by the student
- Optional purchase of equipment by students enrolled in Gem Identification eLearning course (GEM240). Students must have access to the required [on page 24](#) which is not included with the course materials. The estimated cost to purchase this equipment is \$2,500.00 excluding any applicable shipping, handling, and tax.

Additional student fees may include:

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

Cancellation, Withdrawal and Refund Policies

Gemology Distance Education eLearning Courses

Cancellation Policy for Texas Residents

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

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

The notice of cancellation must be submitted in writing to the manager of admissions at The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008, by fax at +1 760 603 4003, or by email admissions@gia.edu

Refund Policy

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - A. the date of notification to the student if the student is terminated;
 - B. the date of receipt of written notice from the student; or
 - C. the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous Distance Education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - A. an enrollee is not accepted by the school;
 - B. if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - C. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentations by the owner or representatives of the school; or
 - D. the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.

6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - A. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - B. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or
 - C. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

Books and Materials

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

Sample eLearning Refund Calculation

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

Total Price = \$500

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

Number of Assignments Submitted for Grading = Four (4)

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

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

Cancellation, Withdrawal and Refund Policies (cont.)

Gemology Lab Classes

Refund Policy

In the U.S., gemology lab classes are currently only offered at GIA's Carlsbad, California and New York, New York campus locations. The refund policies for each location comply with each state's requirements, and are found at GIA.edu.

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

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
 - A. the date of the last date of attendance; or
 - B. the date of receipt of written notice from the student
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
 - A. an enrollee is not accepted by the school;
 - B. if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - C. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentations by the owner or representatives of the school; or
 - D. the student fails to enter the program.
6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - A. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - B. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a
 - C. substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or
 - D. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
 - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

Student Services

GIA Student Services is dedicated to making your experience as a student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas, including career services, housing, and medical services.

Career Services

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

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

GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is the premier online job board exclusivity for the Gem and Jewelry industry. Employers from every sector of the jewelry industry list opportunities with us, including retailers, wholesalers, design houses, auctioneers, and many others. You can be found in one easy-to-navigate location. As a job seeker, you will be able to create a dynamic profile, find companies matching your interests, and search for opportunities that will help you take the next step in your career. New and exciting opportunities are listed each day; search often, as there are always updated postings to consider. Begin your career search with this free service at GIA.edu/gem-job

GIA Jewelry Career Fair

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

Job Seeker's Handbook

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

Career Preparation Assistance

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

If you have any questions or require further information contact Career Services staff in Carlsbad at careerservices@gia.edu or call +1 800 421 7250 ext 4450 or +1 760 603 4000 ext 4450.

Library and Learning Resources

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA World Headquarters and The Robert Mouawad Campus in Carlsbad, California. The Library houses a growing collection of more than 64,000 books, 700 periodicals, and 1,800 videos and other media. The library's Online Public Access Catalog (OPAC) allows searchable access to the Library's collection. The OPAC may be searched via the library's section of the GIA website: GIA.edu/library. Through the OPAC, 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. Through OverDrive, GIA.overdrive.com, the Library has a digital collection (eBooks and videos) of more contemporary content available to students and alumni. The library section of the GIA website also has extensive resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis.

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

Student Services (cont.)

GIA Alumni Association

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

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the GIA Alumni Online Directory, a public search tool on GIA.edu that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the GIA Alumni Association, which is more than 150,000 strong, across 43 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 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](https://gia.edu/gia-alumni) to manage your alumni membership, request to receive your GIA Alumni Association Member logo for use digitally and in print, sign up for alumni communications, find GIA alumni, obtain a list of our alumni chapters around the world and catch up on alumni news and events.

Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. Please see class syllabus for specific program requirements.

Grading System

Final Transcript Grade	Description
P (Pass)	75% and above and must meet the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
INC (Incomplete)	A grade of INC (Incomplete) 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).
SWD (Student Withdrawal)	Enrolled students withdrawing after the program, course or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.

Grading Policy

Students can access their grades at any time in Student Center at my.GIA.edu. Grades and enrollment history are maintained and available indefinitely.

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

For practical final exams, it is recommended that Distance Education students allow sufficient time to attempt the maximum of ten proctored 20-stone examinations, and remedial work if applicable. Each exam request requires five business days for processing, not including weekends or holidays. Once sent to your proctor, the exam is valid for 30 days or up to the course end date. 20-stone exams results are sent within 24 hours of receipt, not including weekends or holidays.

Any student submitting assignments, quizzes and exams online can view his or her progress in the Student Center at my.GIA.edu

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

Classroom Policies - Lab Classes

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 approved and 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, education gemstones 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.
- Use of cell phones and other mobile communication devices in the classroom is strictly prohibited unless otherwise approved by your instructor. These 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.
- Eating is not permitted in classrooms. However, beverages in closed containers are allowed.

Academic Dishonesty

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 Policy on [page 44](#). Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in work done by someone else
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on assignments, projects, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, keycards, education gemstones and any other academically sensitive materials is strictly prohibited without instructor permission

Academic Policies and Procedures (cont.)

Testing Policy

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

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

Distance Education Exams

Distance Education eLearning exams that require a proctor are specified in the course descriptions; [see eLearning Course Descriptions on page 22](#). These must be taken in the presence of an approved proctor or in GIA Student Workrooms.

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

For students who do not achieve a passing grade after three attempts, regardless of their course end date, a final grade of NP (No Pass) is entered on their official transcript. Students who wish to re-enroll into a course are required pay current full tuition and fees and complete all course assignments and exams with a passing score within the allowed completion time.

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

Distance Education students who do not achieve a passing grade on the tenth examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. Students who wish to re-enroll into a course are required pay current full tuition and fees and complete all course assignments and exams with a passing score within the allowed completion time.

Proctored Exams

A proctor is someone approved by GIA to supervise your exams when it's not possible to take them at a GIA campus. All proctors must be approved by GIA. Proctor approval is at GIA's discretion and may be revoked at any time. Students are responsible for finding a local proctor and paying any proctoring and related shipping fees.

Acceptable Proctors

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

Other professionals may be approved to proctor exams at GIA's discretion. To ensure the proctor meets our designated criteria, please provide documentation evidencing qualifications (business card, licensure/certification as applicable, etc.). The proctor must be able to monitor the student during the full length of the exam. The student will need to access to a computer with wired internet access for written/online exams (no wireless connection).

Academic Policies and Procedures (cont.)

Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates
- Co-workers, supervisors or business associates
- Anyone in the gem and jewelry industry
- Anyone who cannot monitor the student during the exam

If you have questions about a prospective proctor's qualifications, contact education records at +1 800 421 7250 ext 7312 or proctor@gia.edu

Satisfactory Academic Progress (SAP) Policy

GIA monitors students' academic progress to ensure students are moving toward successful completion of their program or course. Students receive academic progress reports at scheduled benchmarks during the program or course. Students can view their progress online through My GIA at my.GIA.edu or may request a conference with their instructor at any time to discuss their progress.

eLearning Students

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

Lab Class Students

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and hands-on lab sessions in order to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed. Students must 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).

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 one hour or more during daily scheduled class hours, without the instructor's permission, except during scheduled breaks. Absences are recorded in half-day increments.
- 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. The maximum allowable absences and tardies are listed in the table below.

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

Maximum Allowable Tardies and Absences

Class	Tardies	Absences
Lab Class (7 hours)	N/A	Cannot miss any hours
Lab Class (21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

Clock Hours

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

Completion Time

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

Academic Policies and Procedures (cont.)

Leave of Absence Policy

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Generally, an LOA is approved for a documented family emergency, serious illness or for active military duty. Under limited circumstances, GIA may grant an LOA for involuntary reasons such as national or state emergency, pandemic, and other unforeseen circumstances that prevent the student from continuing their education. In all cases, the LOA request must be submitted in writing to the office of the dean of students, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from doing so. If approved, a Change of Status form is generated that must be signed by the student and by GIA. Contact the office of the dean of students if you have questions or for additional information.

In a 12-month calendar period, a student may have no more than two leaves of absence, for a period not to exceed 60 days. Contact the dean of students if you have questions or for additional information.

Any GIA student who is called to active military duty will, upon request and upon providing GIA with a copy of their official military orders, be granted a leave of absence for a period of time not to exceed the term of the active duty plus sixty (60) days. If the total leave of absence period exceeds 60 days within a 12-month period, the student is dismissed, a grade of SWD is posted, and the published refund policy is applied. The student may re-enroll when they are able to resume their studies.

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

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

Probation

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

Dismissal Policy

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

- Violation(s) of Student Code of Conduct and Standards of Behavior 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 behavior
- Stealing school property or the personal property of any individual
- Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or willfully 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 enrollment agreement and GIA's refund policy. Scholarship recipients who are dismissed are liable for any outstanding tuition balance at the time of dismissal.

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

Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmission terms and conditions. Students may appeal their dismissal by submitting a written letter to the dean of students. GIA will respond in writing to the appeal within ten working days of receipt. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and subject to space availability. Current tuition and fees apply.

If a student first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

Academic Policies and Procedures (cont.)

Graduation Requirements - Distance Education Programs

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

Program	Maximum Time Allowed	Minimum Requirement	Maximum Number of Attempts During Program
Graduate Gemologist program	63 months		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas			
Graduate Diamonds program	18 months		
Course Assignments		100% completed	—
Stone Worksheets		100% completed	—
Diamond Essentials Final Exam		75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam		75% score	5*
Diamonds & Diamond Grading Final Exam		75% score	3
Graduate Colored Stones program	45 months		
Course Assignments		100% completed	—
Stone Worksheets		100% completed	—
Colored Stone Essentials Final Exam		75% score	3
Colored Stones Final Exam		75% score	3
Colored Stone Grading Lab Class 2-Stone Practical Exam		75% score	5*
Gem Identification Lab Class Instrumentation Exam		75% score	5*
Gem Identification 20-Stone Practical Exam		100% score	10**
Graduate Pearls program	6 months		
Pearls Final Exam		75% score	3
Pearl Grading Lab Class 2-Stone Assessment		75% score	1

Lab Class	Minimum Requirements	Maximum Number of Attempts
GEM 149L Pearl Grading Lab Class	P – Practical assessment in lab class	1
GEM 220L Colored Stone Grading Lab Class	P – Practical assessment in lab class	5*
GEM 230L Diamond Grading Lab Class	P – Practical assessment in lab class	5*
GEM 240L Gem Identification Lab Class	P – Practical assessment in lab class	5*

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees on page 76).

** Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees on page 76). Exam attempts must be taken within the course completion time.

Graduation Requirements - Professional Development

Program	Maximum Time Allowed	Minimum Requirement	Maximum Number of Attempts During Program
Applied Jewelry Professional™ Diploma	9 months		
Jewelry Essentials Final Exam		75% score	3
Diamond Essentials Final Exam		75% score	3
Colored Stone Essentials Final Exam		75% score	3

Academic Policies and Procedures (cont.)

Student Identity Verification

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

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

Academic Records

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

Letters of Good Standing

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

Transcripts

Transcripts are available for \$10 each. Students who enrolled in 2013 or later may order a transcript at my.GIA.edu. Students who enrolled prior to 2013 should contact education records at records@gia.edu to order a transcript.

Diploma and Certificate Holds

Please note that diplomas and certificates will be issued 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 certificate until the obligation is fulfilled.

Replacement Diplomas and Certificates

If your diploma or certificate was permanently lost or destroyed, a replacement diploma or certificate may be ordered from the education records department. Replacement diplomas and certificates are \$45 and \$40 respectively. Replacements are issued in the current format and include the reissue date. All replacements bear the signatures of GIA's current school officials.

Change of Name

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

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

Preferred Name

GIA recognizes that some community members wish to use a first name other than a legal first name to identify themselves. Students may provide a preferred first name in this case. A person's legal first, middle, and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas.

Graduation Announcements

Graduation announcements are available upon request. Contact education records at +1 760 603 4000 ext 7312 or records@gia.edu

Enrollment, Graduation and Employment Data

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

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online.

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at gia.edu/doc/GIA_Education_Verification-Request.pdf. For information about directory information that may or may not be released, see [The U.S. Family Educational Rights and Privacy Act \("FERPA"\)](#) on page 52

Academic Policies and Procedures (cont.)

Academic Credentials Usage Policy

Applicability

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

Usage Guidelines for Academic Credentials

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

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

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

General Usage

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

Only the acknowledgment 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) diploma:

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

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

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

Employment Citations

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

Administrative Policies

This section 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 Behavior

GIA's Student Code of Conduct and Standards of Behavior 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

GIA students are expected to be familiar with all the relevant policies and procedures relating to drug and alcohol abuse prevention, workplace and campus violence, discrimination, harassment and misconduct. These policies are published at GIA.edu/student-consumer-information. Policies and procedures relating to academics and administrative responsibilities are published in this catalog.

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. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. 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 in 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

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. Reporting to school under the influence of alcohol, or drugs taken outside the direction of a licensed physician, and using alcohol or such drugs on GIA premises, poses serious safety and health risks. These risks extend beyond the user to all who work or come into contact with the user.

Students or any person in the school community who are 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, student 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 in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

As part of GIA's efforts to ensure safety and to promote an alcohol and drug free environment, reasonable suspicion drug or alcohol testing may be conducted when GIA has a reasonable suspicion of violation of this Policy. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use, may be dismissed from school and/or be subject to additional sanctions as set out in this Policy. Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a positive test and may result in dismissal.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the office of the dean of students. GIA also offers LifeWorks, a comprehensive source to help with life's everyday challenges.

For more information on GIA disciplinary procedures and sanctions, federal and state laws and sanctions and the health risks associated with alcohol abuse and use of certain drugs, see GIA's complete Drug and Alcohol Abuse Prevention Policy at GIA.edu/student-consumer-information

Administrative Policies (cont.)

Safety and Security

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

The Annual Campus Safety and Security Report includes statistics on reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus for the previous three years. The report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, hate crimes and other matters. You can obtain a copy of this report at [GIA.edu/student-consumer-information](https://gia.edu/student-consumer-information)

Student Notification of Classroom Chemical Usage

The American Chemical Society's (ACS) Committee on Chemical Safety (CCS) promotes and facilitates safe practices in chemical activities and provides guidance for academic institutions. Such guidance includes asking institutions to promote awareness to individuals who may be exposed to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Timely Warnings

GIA will issue a timely warning in the event of a Clery Act crime that occurs on or near GIA's campus that has been reported to a GIA campus security authority or local police agencies and is considered by GIA to represent a serious or continuing threat to students and employees. Timely warnings are issued in a manner that is timely, includes information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. Depending on the circumstances, timely warnings may be distributed to students and employees as an emergency text, email alert, or voice message. GIA emergency evacuation alarms and procedures may also be activated. Employee and student notification information is uploaded daily to the emergency notification system's database to ensure accuracy of message delivery. The system is tested at least once each year.

For detailed information on timely warnings, see GIA's Annual Safety Report at [GIA.edu/student-consumer-information](https://gia.edu/student-consumer-information)

Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency. Additionally, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](https://gia.edu) or call +1 760 603 4000 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your Student Center at [my.GIA.edu](https://my.gia.edu) or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at [GIA.edu/student-consumer-information](https://gia.edu/student-consumer-information)

Novel Coronavirus (COVID-19) Safety Guidelines

The health and safety of everyone at the Institute is our priority. We strictly follow all applicable regulations and health orders and take every appropriate step to keep our educational facilities safe. Each member of the GIA educational community is responsible for respecting and supporting the health, safety, and well-being of themselves and others. This commitment that we make to each other is especially important now, as the school faces evolving challenges while operating in the context of the COVID-19 pandemic. All academic activities and campus operations are aligned with the goal of preventing the spread of COVID-19.

The latest information, guidance and protocols for the Carlsbad campus are posted on GIA's website at <https://www.gia.edu/coronavirus-update-carlsbad-campus>

Failure to comply with GIA's health and safety protocols may result in disciplinary action up to and including dismissal.

Weapons

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.

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.

Administrative Policies (cont.)

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 occurring. Please see Student Privacy Notice at [GIA.edu/privacy-notice](https://gia.edu/privacy-notice) for complete disclosure.

Student Privacy Notice

GIA values the privacy of your personal data. This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding our collection, use, and handling of your personal data in connection with your relationship with GIA as an educational services applicant, student, or alumni. For complete disclosure and updates, please refer to the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice)

If you use GIA websites other than as an educational services applicant, student, or alumni, your use of those other GIA websites and any information that you submit to us through those other GIA websites will be governed by the posted GIA website privacy notice.

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

In connection with your relationship with GIA, GIA collects personal data about you (whether online, in-person, or through other means) from the following sources: directly from you; from our affiliated entities, including our subsidiaries and branch offices; from service providers; from alumni chapters; and automatically as you visit GIA websites.

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 services and related products. 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 services and related products you request.

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

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/ferpa](https://gia.edu/ferpa) for more information.

Administrative Policies (cont.)

Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programs. GIA will make efforts to accommodate each prospective candidate with special requirements or needs by granting reasonable accommodations where appropriate.

GIA will make reasonable, appropriate and effective modifications in policies, practices, and procedures for Qualified Individuals with Disabilities in accordance with Section 504 of the U.S. Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state and local laws. Each circumstance will be considered on an individual basis according to the means, limits and experience of GIA and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in GIA's education programs and services. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with the applicant to evaluate the applicant's potential for success and decision to apply.

Students requesting reasonable accommodation must provide documentation of the reported disability along with the Reasonable Accommodation Request Form to the office of the dean of students. Documentation must be from a professional who is qualified in the testing of the disability. 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.

GIA's 504 Coordinator monitors and oversees the Institute's efforts to comply with and carry out its responsibilities under Section 504 of the U.S. Rehabilitation Act and related regulations. Students, applicants, instructors, administrators or others who participate in GIA's education programs and activities with questions or concerns related to the application of this policy or complaints about discrimination on the basis of a disability are encouraged to contact the 504 Coordinator.

Vusala Aranjo, Manager, Senior Manager, Education
Compliance, Title IX and 504 Coordinator
504coordinator@gia.edu
+1 760 603 4000 ext 7776
The Robert Mouawad Campus
Mailstop #1
5345 Armada Drive
Carlsbad, California 92008 USA

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

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

To access the full policy document please visit GIA.edu/student-consumer-information

Title IX Compliance

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, GIA has adopted the Title IX Non-Discrimination & Grievance Policy and Process. As set forth in detail herein, GIA:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects of its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect to the rights of all parties involved.

The policy can be accessed by visiting GIA.edu/student-consumer-information. Inquiries about GIA's Title IX Non-Discrimination & Grievance Policy & Process may be referred to GIA's Title IX Coordinator.

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating GIA's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Vusala Aranjo, Manager, Senior Manager, Education
Compliance, Title IX and 504 Coordinator
titleixcoordinator@gia.edu
+1 760 603 4000 ext 7776
The Robert Mouawad Campus
Mailstop #1
5345 Armada Drive
Carlsbad, California 92008 USA

Administrative Policies (cont.)

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

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

Complaint Policy and Procedure

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.

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. Complaints related to sexual harassment or assault should be reported to GIA's Title IX Coordinator at titleixcoordinator@gia.edu. Complaints related to discrimination on the basis of a disability or the application of reasonable accommodation should be reported to GIA's 504 Coordinator at 504coordinator@gia.edu. For more information, see GIA's Policy Prohibiting Discrimination, Harassment, and Retaliation; Sexual Misconduct Reporting and Response Standards and Protocols; and Reasonable Accommodation Policy at GIA.edu/student-consumer-information

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 office of the dean of students in writing at deanstudents@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 office of the dean of students 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.

If for any reason a person does not feel comfortable directly reporting a complaint as described above, they may report a concern confidentially through GIA's Concern Reporting system at GIAwis.ethicspoint.com

Complaint Disclosures

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing, and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Complaints may be submitted to the DEAC using the complaint form found on its website (deac.org), and must include authorization for the Commission to forward a copy of the complaint, including the complainant's identity, to the school. Where issues of educational services, student services or tuition are concerned, a student must have exhausted all efforts to resolve the complaint with the school before filing a complaint with the DEAC. Students can contact the Distance Education Accrediting Commission (DEAC) at 1101 17th Street NW, Suite 808, Washington, DC 20036 USA, phone +1 202 234 5100, fax +1 202 332 1386 or online at deac.org

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education (CA BPPE) by calling +1 888 370 7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's website at bppe.ca.gov.

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

Unresolved Complaints

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

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

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

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. GIA Applied Jewelry Professional (AJP™) program is exempt from regulation under Texas Education Code, section 132.002 (a) (3).

Students who reside in Texas may direct unresolved complaints to:

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

Administrative Policies (cont.)

Non-Retaliation Policy

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.

Lost or Damaged Equipment, Metal and Stone Policy

Students are responsible for the equipment, metals, and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are responsible to pay the replacement costs of lost stones, equipment 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, colored stone, or metal 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, metal or equipment and must pay the replacement fee determined by GIA.

Social Networking

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

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

Names, Trademarks and Copyrights

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

- GIA (Gemological Institute of America) and its logo
- GIA 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

Unauthorized Usage

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

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

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

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

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

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

Administrative Policies (cont.)

Copyright Infringement

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

GIA Alumni Identity Program

GIA's Alumni Identity Program 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 for more information.

Index

504 Coordinator	53	GIA Alumni Identity Program	56	Transfer Credit	36
Absences	45	Gifts	55	Tuition and Fees	37
Academic Credentials Usage Policy	49	Grading Policy	43	Video and Audio Monitoring	52
Academic Dishonesty	43	Grading System	43	Vocational Rehabilitation Education Benefits	35
Academic Policies and Procedures	43	Graduate Colored Stones Program	18	Weapons	51
Academic Probation	46	Graduate Diamonds Program	16	Welcome Message	2
Academic Records	48	Graduate Gemologist Program	14		
Accreditation and Licensing	5	Graduate Pearls Program	20		
Administrative Policies	50	Graduation Announcements	48		
Admissions Policies and Procedures	34	Graduation Requirements	47		
Admissions Requirements	34	History	4		
Advisory Boards	8	Hours of Operation	10		
Alumni Association	42	How to Apply and Related Deadlines	34		
Americans with Disabilities Act ("ADA") ...	53	Jewelry Essentials	32		
Appeal for Readmission Following Dismissal	46	Lab Class Descriptions	25		
Applicant Screening	34	Leave of Absence Policy	46		
Applied Jewelry Professional	32	Letters of Good Standing	48		
Attendance Policy	45	Library and Learning Resources	41		
Board of Governors	6	Lost or Damaged Equipment, Metal and			
Career Fair	41	Stone Policy	55		
Career Preparation Assistance	41	Maximum Allowable Tardies and Absences	45		
Career Services	41	Mission Statement	4		
Change of Name	48	More Funding Sources	35		
CIP Code	5	Names, Trademarks and Copyrights	55		
Classification of Instructional Programs ...	5	Non-Retaliation Policy	55		
Classroom Hours	10	Nondiscrimination Policy	34		
Classroom Policies	43	Notice Concerning Transferability of Credits			
Clock Hours	45	and Credentials Earned at Our Institution ..	36		
Code of Conduct	50	Payment Methods	35		
Colored Stone Essentials Course	22, 33	Pearl Grading Lab	31		
Colored Stone Grading Lab	25-26	Pearls eLearning Course	24		
Colored Stones Program	22	Preferred Name	48		
Commercial Activities	55	Prior Criminal Offenses	35		
Complaint Disclosures	54	Proctored Exams	44		
Complaint Policy and Procedure	54	Professional Development	32		
Contact Information	11	Program Advisory Committee	8		
Copyright Infringement	56	Program Requirements	13		
COVID-19	51	Reasonable Accommodation	53		
Diamond Essentials	23, 33	Refund Policy	39		
Diamond Grading Lab	27-28	Replacement Diplomas	48		
Diamonds & Diamond Grading	23	Safety and Security	51		
Diploma/Transcript Holds	48	Satisfactory Academic Progress (SAP)			
Dismissal Policy	46	Policy	45		
Distance Education Accrediting Commission	5	Scheduled Carlsbad Campus Closures	10		
Distance Education Exams	44	School Calendar	10		
Drug and Alcohol Abuse Prevention Policy ..	50	Search and Seizure	51		
Education Advisory Boards	8	Social Networking	55		
Education Committee of the Governing		Stone Set Loan Program	12		
Board	8	Student Code of Conduct and Standards of			
Education Management	7	Behavior	50		
Education Verification	48	Student Consumer Information	35		
eLearning Course Descriptions	22	Student Identity Verification	48		
eLearning Technology Requirements	12	Student Notification of Classroom Chemical			
Emergency Notification	51	Usage	51		
Employment Citations	49	Student Privacy Notice	52		
Equipment	9	Student Services	41		
Executive Management	6	Student Workroom Fees	38		
Facilities	9	Student Workrooms	12		
Faculty	7	Tardies	45		
Family Educational Rights and Privacy Act ..	52	Technology Requirements	12		
Federal Student Aid	35	Testing Policy	44		
Fees	37	Third-Party Payer Information	35		
FERPA	52	Timely Warning	51		
Gem Identification	24	Title IX Compliance/Coordinator	53		
Gem Identification Lab	29-30	Transcripts	48		

GIA Locations



GIA Campus Locations

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GIAtaiwan.com.tw

Additional Education Locations

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GIAindia.in

GIA Laboratory and Research Locations

LABORATORIES

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

RESEARCH CENTERS

Antwerp
Bangkok
Carlsbad
New York

Front Cover: Pendant design and CAD rendering by Sano Spoto, GIA Comprehensive CAD/CAM for Jewelry graduate; Below: Hand rendered design by Chuan Chen, GIA Jewelry Design graduate

