



**GIA**<sup>®</sup>

# 2022 Education Catalog

## NEW YORK CAMPUS

Effective January 1, 2022 - December 31, 2022  
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Gemological Institute of America, Inc.  
50 W 47th Street  
New York, New York 10036 USA  
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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 I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president and CEO. Now I have the privilege and honor of being the president and CEO of GIA.

Many parts of my story are unique, yet it has one element in common with that of many GIA alumni. A GIA education empowered me to achieve my most cherished dream and, in many ways, took me even further than I could have imagined. It is no exaggeration to say that a GIA education is the best investment I made for my future, and I'm confident that this will prove true for you, too.

From gemology to jewelry design, you'll find a variety of programs at GIA, each tailored to give you the expertise you need to get ahead in your field of choice. The knowledge you gain here can equip you for diverse careers, such as sales, manufacturing, designing, appraisal, auctioning and more. Our alumni hold influential positions all along the gem and jewelry industry pipeline, and with a GIA diploma, you can take your place among them.

With over 155,000 active alumni in 45 chapters globally, the GIA Alumni Association continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to dive into gem and jewelry brilliance and a world of opportunity.

We look forward to accompanying you on your professional journey and helping you to follow your passion.

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



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Visit [GIA.edu](http://GIA.edu) for the most current information, and for additional information for students.

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Catalog and policies effective January 1, 2022 through December 31, 2022. GIA New York Education, 50 W 47th Street, 8th Floor, New York, New York 10036 USA.

# Mission and History

## Mission

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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

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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

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

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

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

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

# Accreditation and Licensing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry 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.

The following information is applicable to GIA's educational offerings in New York only. For information on accreditation, licensing and approvals of international campuses and programs, please contact the relevant specific campus for more information.

## Accreditation

GIA's campus in New York is accredited by the ACCSC as a branch of GIA's campus in Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus education only. GIA's lab classes do not fall within the purview of GIA's institutional accreditation by the ACCSC.

ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

GIA's eLearning courses offered through GIA's headquarters in Carlsbad, California and lab classes offered through the New York campus are accredited by Distance Education Accrediting Commission (DEAC).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

## Licensing and Approvals

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

GIA has been approved by the U.S. Department of Education to offer Title IV federal financial aid to qualified students in GIA's six-month Graduate Gemologist (GG), and Jewelry Design & Technology (JDT) programs. Additionally, GIA is approved for qualifying students to receive funding, including veteran's benefits and vocational rehabilitation funding, for the approved On Campus programs from the New York State Bureau of Veterans Education.

# ACCSC

Accrediting Commission of Career Schools and Colleges

ACCSC  
2101 Wilson Blvd. Ste. 302  
Arlington, VA 22201 USA  
+1 703 247 4212  
[accsc.org](http://accsc.org)



DEAC  
1101 17th Street NW, Ste. 808  
Washington, DC 20036 USA  
+1 202 234 5100  
[deac.org](http://deac.org)



**New York State Education Department Bureau of Proprietary School Supervision**  
89 Washington Avenue  
Albany, NY 12234 USA  
+1 518 474 3969  
[aces.nysed.gov/bpss](http://aces.nysed.gov/bpss)

# 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

#### **Dave Bindra**

Vice President of Operations and Head of Acquisitions, B&B Fine Gems

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Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics, Louisiana State University

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Diamond Industry Executive

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President and CEO, GIA

#### **Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

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

Jewelry Industry Executive

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

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#### **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

#### **Jeffrey E. Post, Ph.D.**

Curator-in-charge, National Gem and Mineral Collection, 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**

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 – Madison

## 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

#### **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

#### **Lisa Garris**

Vice President of Human Resources

#### **John W. Hall**

Vice President and Chief Information Officer

#### **Elizabeth Keating**

Vice President and Chief Ethics and Compliance Officer

### Executives

#### **Lisa Biggs**

Vice President and Corporate Controller

#### **Jared Giangliulo**

Vice President of Global Real Estate, Security and Business Systems

#### **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

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**Duncan Pay**

Senior Vice President and Chief Academic Officer

**Sam Kong**

Senior Director, Global Instruction

**Jennifer Kim**

Director, New York Education  
Deputy Title IX and Deputy 504 Coordinator

**Sidharth Bhatia**

Campus Manager, New York Education

**Kelly Yantzer**

Vice President, Student Affairs

**Kimberly Overlin**

Dean of Students

**Wendy Wang**

Director, Student Financial Aid

**Vusala Aranjó**

Director, Education Compliance,  
Title IX and 504 Coordinator

## New York Faculty

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### Faculty Qualifications

GIA faculty meet or exceed the accreditation standards provided by ACCSC and the NYSED BPSS state regulations requiring faculty members to have earned a minimum of a high school diploma and possess a minimum of 3 years trade experience (as they pertain to the specific students they serve).

All New York instructors possess a Teacher Permit, a Provisional License, or a Permanent License issued by the state of New York.

See qualifications of instructors at [GIA.edu/gem-education/new-york/faculty](https://gia.edu/gem-education/new-york/faculty)

All information is correct as of February 2022.

### New York Faculty

**Edyta Banasiak**

A mineralogist and gemologist, Edyta received her Masters of Science in Geology from the Jagiellonian University in Poland. Her areas of study included hydrothermal processes and mineral systems. Edyta has been with GIA since 2013, holding the position of staff gemologist in the Colored Stones Gem Identification department, where she earned her Graduate Gemologist® diploma. Currently a gemology instructor at the New York campus, she is happily sharing her passion and knowledge with her students. Inspired by her scientific hero, Albert Einstein, she follows the saying, "Education is what remains after one has forgotten what one has learned in school."

**Sidharth Bhatia**

Sidharth's interest in gems and jewelry started when he was young. Upon graduation from high school, he began working at Galaxy USA, where he specialized in the sale of fancy colored diamonds. While at Galaxy USA, Sidharth earned his GIA Graduate Diamonds diploma and graduated from Baruch College with a B.A. in Economics. His desire to learn and help others brought him to GIA in 2015. While working as a student support representative, he completed the Graduate Colored Stones program

(earning the Graduate Gemologist® diploma), and earned the Accredited Jewelry Professional and Graduate Pearls certificates.

**Angelique Connelley**

GIA Graduate Gemologist® Angelique Connelley has years of professional gem and jewelry industry experience including work at Hoover & Strong grading diamonds, testing colored gemstones, and preparing diamond and colored stone pieces for auction. Angelique has also been a product knowledge trainer and coordinating sales leader of the PANDORA® jewelry collection by JARED®. In addition to her GIA credentials, she holds a master's degree in Teaching and a Bachelor of Arts in History from Virginia Commonwealth University.

**Mary Enright**

As an experienced modelmaker and designer, Mary was an integral part of the team creating jewelry prototypes at the Tiffany & Co.® Jewelry Design and Innovation Workshop. Her collaborations in manufacturing jewelry with other CAD designers and project engineers were fabricated both by hand and for production. She has been a sales operations professional with Tiffany & Co.® and holds certificates in Supply Chain, Project, and Business Management in addition to her GIA credentials Accredited Jewelry Professional and Comprehensive CAD/CAM for Jewelry. She founded Mary Enright Jewelry and launched the ME Jewelry boutique store and gallery to showcase her handmade creations, and has received numerous accolades for her commissioned work. Mary's knowledge of traditional goldsmithing techniques has been demonstrated through the pieces she has successfully translated from design ideas to finished jewelry. She is excited to be able to share her experience with the students of GIA.

**Jorge Fuentes**

Jorge brings to GIA over 18 years of Jewelry Design and CAD/CAM experience. He is a graduate of the New Jersey Institute of Technology and spent 6 years designing engraved artwork at Frederick Goldman, where he helped develop a line for engraved jewelry products and spearheaded a rapid production department using CAD/CAM in conjunction with CNC. In 2010, he created JDF Design & Consulting, which provided custom jewelry designs based on individual customer needs, and brought the designs from sketch to finished piece. Jorge has worked with various CAD/CAM programs in the industry, such as Rhinoceros, Matrix, SolidEdge, MasterCAM, and ZBrush. He also has extensive manufacturing and production experience in both the art side of jewelry including 2D/3D Design, as well as in the various rapid prototyping and jewelry techniques used to achieve the best results for each piece. Jorge is knowledgeable in drawing, CAD, 3D-Printing, LASER technologies, as well as in a myriad of jewelry design machining and finishing techniques.

**Francoise Greder**

Fran holds a Bachelor's in English from Nice University in France. She entered the jewelry industry as a sales associate at a jewelry store, and then enrolled in GIA's Graduate Gemologist® program to acquire necessary knowledge and skills. Fran has been a gemology instructor with GIA since 2000.

**Jennifer Kim**

Jennifer is the director of education at GIA in New York. Prior to assuming her current responsibilities, she was the school's campus manager and an instructor for the On Campus Graduate Gemologist® diploma program. In addition to her time at GIA, Jennifer holds a bachelor's degree from the State University of New York at Binghamton; and has many years of industry experience. She was the merchandising manager at K. Moon & Star, Inc., a luxury goods and jewelry boutique in Manhattan; a corporate

# Education Management and Faculty (cont.)

trainer at Roberto Coin, a high-end designer of diamond jewelry; and the manager of the repair department at H. Stern Jewelers, Inc.

## **Christopher La Varco**

Christopher's gem and jewelry industry business acumen is an accumulation of his 30 years of experience. His multi-faceted and international industry experience includes executive leadership, buying and selling, supervising quality control, working with lapidaries on colored fancy diamonds, and natural and laboratory-grown gemstone trends. He has held positions including gem procurement and buyer at Temple St. Clair, gemstone and diamond dealer at Gem Essence Ltd., and Vice President at Maverick Industries, Inc., and he has leveraged his gemological expertise to actively participate in auction events and national bespoke programs. He is a lifelong learner and has a deep appreciation for mentoring others.

## **Hope Ly**

GIA Graduate Gemologist® Hope Ly has earned her Bachelor of Fine Arts in Painting & Metals at Temple University, Pennsylvania. With over 20 years of jewelry trade knowledge, Hope has worked in wholesale, buying, sourcing diamonds and colored gemstones, and marketing fine jewelry. She has worked for both private clients and auction houses. Hope brings with her a meticulous eye for design acquired at HCL Fine Jewelry, and an aptitude for compliance with established quality assurance procedures developed as Acquisition Manager at Fortuna Auction, Quality Control Manager of fine jewelry at CIRCA Inc., and Retail Boutique Manager at Me & Ro. She is eager to share her skills with students by teaching at the GIA New York campus.

## **John Mastoloni**

John brings 25 years of CAD/CAM experience and 15 years of jewelry design experience to the classroom. After graduating from Vanderbilt University with a degree in mechanical engineering, John spent the next 10 years designing airframe components for numerous aerospace companies using CAD. In 1999, he founded M2 Systems, which offered CAD/CAM services to the jewelry industry. During his time at M2 Systems, he became a certified training facility for Robert McNeel and Associate's Rhinoceros and Gemvision's Matrix CAD systems. John also has extensive jewelry production experience, and is extremely knowledgeable about the newest 3D printing and CNC milling machines.

## **Eduardo Mendoza**

Eduardo has held an enduring passion for the jewelry industry, which began with tutoring youth in metalsmithing courses in San Juan. Upon earning his GIA Graduate Gemologist® and Graduate Jeweler diplomas, he continued his pursuit of jewelry and design knowledge by attending design schools in Madrid and Miami. He worked as an apprentice for various designers, including Luis Morais, and then became a product developer and production supervisor in jewelry manufacturing for Retail Store Services/JBA Ventures, where he designed custom pieces and collections. He later moved to New York City to join the GIA Laboratory as a Diamond Grader and was promoted to Training Specialist, training lab employees on procedures and coaching them to align to GIA standards. He brings his years of diverse experience and eagerness to help students succeed to his role as an Associate Instructor for the New York campus.

## **Maria Tsangaropoulos**

Maria brings more than 20 years of jewelry design experience to the classroom. She was the director of product development for Riva Manufacturing, where she oversaw the CAD engineering team and the creation of prototypes and samples. She had similar responsibilities when

she worked at Paul Winston, a manufacturer of bridal jewelry. At Robert Baum, a manufacturer of men's jewelry, she was responsible for quality control and managing contractors. At Iris Gold, Maria was lead designer for the firm's Italian-styled collection. Maria earned a Bachelor of Fine Arts in Jewelry/Metalsmithing from California State University in Long Beach, the Jewelry Design certificate from GIA, and served a four-year apprenticeship with a Dutch goldsmith.

# 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

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

Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics, Louisiana State University

#### **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  
University of Wisconsin

## GIA Program Advisory Committee

#### **Robert C. Aretz**

President, Gem Appraisers & Consultants  
New York, NY

#### **Barry S. Block**

President, The Jewelry Judge  
Carle Place, NY

#### **Alan Bronstein**

Owner, Aurora Gems, Inc.  
New York, NY

#### **Shant Dakessian**

Co-Owner, Simone and Son  
Huntington Beach, CA

#### **Alexander Eblen**

Senior Specialist, Vice President, Sotheby's  
New York, NY

#### **Rita Famulare**

Owner, Famulare Jewelers  
Carlsbad, CA

#### **Alexandra Hart**

Owner, Alexandra Hart  
San Diego, CA

#### **Malcolm Koll**

Owner, Charles Koll Jewelers  
San Diego, CA

#### **Gail Brett Levine**

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

#### **Mary Todd McGinnis**

Vice President, Ben Bridge Jeweler  
Seattle, WA

#### **Edward C. Petersen**

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

#### **Karen Sampieri**

Senior Valuation Manager, The RealReal  
New York, NY

#### **Thom Underwood**

Owner, San Diego Gemological Laboratory  
San Diego, CA

# New York Campus

GIA's New York Campus is located at 50 West 47th Street, New York, New York 10036 USA. All class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement.

## Facility

GIA's New York campus occupies 20,000 square feet and includes eight classrooms, a library, student commons, study lounge and an administrative office.

GIA has been designed and constructed in compliance with the latest amendments of the Americans with Disabilities Act and any applicable local laws and codes in effect at the time of design. All travel pathways, door openings, force ratings, reach ranges, sinks, lavatories, toilets and other elements subject to the code are designed and specified in compliance with these mandates.

To help ensure the safety and security of our students, employees and guests, the IGT building has security officers on duty 24 hours a day, seven days a week with GIA security officers present during the school week. There is restricted/monitored access to the campus. A dedicated facilities department ensures the ongoing and routine maintenance of the facilities, equipment, and replenishment of supplies.

## Classrooms and Equipment

Classrooms can accommodate up to 20 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each program description in this catalog. See program descriptions starting [on page 14](#)

For information about your life as a student at the New York campus, [see Student Life on page 12](#)



Top - IGT building entrance to New York campus / Bottom - Students working in a Jewelry Design & Technology classroom

# School Calendar and Hours of Operation

## 2022 Scheduled New York Campus Closures

Date	Holiday
December 20, 2021 (Monday) through Friday, December 31, 2021 (Friday)	Winter Holiday Break
January 03, 2022 (Monday)	Classes Resume
January 17, 2022 (Monday)	Martin Luther King Jr. Day
February 21, 2022 (Monday)	President's Day
May 30, 2022 (Monday)	Memorial Day
June 20, 2022 (Monday)	National Juneteenth Freedom Day Observed
July 04, 2022 (Monday)	Independence Day Observed
September 05, 2022 (Monday)	Labor Day
November 21, 2022 (Monday) through November 25, 2022 (Friday)	Thanksgiving Break
December 19, 2022 (Monday) through Friday, December 30, 2022 (Friday)	Winter Holiday Break
January 03, 2023 (Tuesday)	Classes Resume

## Hours of Operation

The New York facility is open from 7:30 a.m. to 4:30 p.m. Eastern Time, Monday through Friday. Library and computer lab hours are available throughout break times.

All facilities are closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor.

## Class Schedules and Classroom Hours

Class schedules are listed on page 31. See [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for the most current class schedules.

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours will be extended to accommodate for holidays or special events. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

For On Campus programs, orientation is scheduled the Thursday or Friday prior to the class start from 8:00 a.m. to 1:00 p.m. Eastern Time.

For lab classes, normal classroom hours are from 8:00 a.m. to 4:00 p.m. Eastern Time. Evening classes are from 6:00 p.m. to 9:30 p.m. Saturday classes are from 8:00 a.m. to 4:00 p.m.

# Student Life

In the heart of New York's Diamond District glitters the International Gem Tower (IGT), a 34-story skyscraper that is GIA's home. With the vast majority of diamonds entering the United States going through the Diamond District, the IGT and GIA are at the center of the industry.

GIA's laboratory, research facility and campus occupy almost 100,000 square feet on four floors of IGT, with an entire floor devoted to education. Here you'll find gemology and jewelry arts classrooms built for learning, discussion and networking.

GIA Instructors bring the learning experience to life. They have an in-depth knowledge of gemstones, diamonds, equipment, and an impressive understanding of the jewelry industry. Our administrators and staff are also dedicated to helping you succeed. Many are GIA alumni, so they understand what it is like to study full-time at a GIA campus.

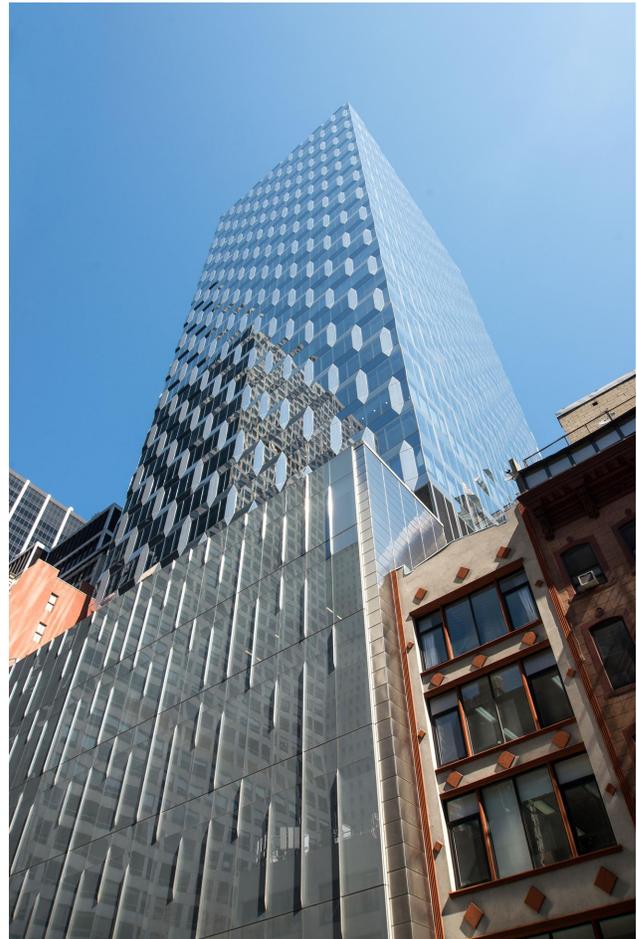
## Events and Activities

On Campus students can participate in a variety of Institute events and activities. These include the GIA Jewelry Career Fair, guest lectures, job skills discussions and special events. Students are also invited to industry events and trade shows. At these shows, industry leaders meet to preview next season's lines and to conduct business.

Here are some of the optional special tours available to students attending the New York campus:

**Diamond Dealer's Club Tour**— As part of the Graduate Diamonds program, you may be provided with an optional student tour to the world renowned Diamond Dealer's Club.

**Manufacturing Tour** — For Jewelry Arts students, an optional tour to the nearest engineering and casting house for exposure to manufacturing processes will be provided.



Top - GIA's New York campus is located in the International Gem Tower (IGT)/ Bottom - Students celebrate Halloween

# Contact Information

Contact	Phone	Toll-Free (U.S. and Canada)	Web and Email
New York Campus	+1 212 944 5900	+1 800 366 8519	GIA.edu nyadmissions@gia.edu
Admissions and Registration	+1 212 944 5900	+1 800 366 8519	nyadmissions@gia.edu
Campus Manager	+1 917 286 3533	+1 800 366 8519 ext 3533	nycampusmanager@gia.edu
Career Services	+1 917 286 3529	+1 800 366 8519 ext 3529	nycareerservices@gia.edu
Deputy Title IX Coordinator	+1 917 286 3662	+1 800 366 8519 ext 3662	titleixcoordinator@gia.edu
Deputy 504 Coordinator	+1 917 286 3662	+1 800 366 8519 ext 3662	504coordinator@gia.edu
Director	+1 917 286 3662	+1 800 366 8519 ext 3662	nyedudirector@gia.edu
Financial Assistance	+1 917 286 3671	+1 800 366 8519 ext 3671	nyfinancialaid@gia.edu
Housing Assistance	+1 212 944 5900	+1 800 366 8519	nyhousing@gia.edu
International Student Advisor	+1 212 944 5900	+1 800 366 8519	nyintladvisor@gia.edu
Library	+1 917 286 3671	+1 800 366 8519 ext 3671	nylibrary@gia.edu
Records and Transcripts	+1 917 286 3533	+1 800 366 8519 ext 3533	nyrecords@gia.edu
Student Accounts	+1 760 603 4470	+1 800 421 7250 ext 4470	educationacctsrc@gia.edu
Student Workroom	+1 212 944 5900	+1 800 366 8519	nyworkroom@gia.edu

# On Campus Programs

The following diploma and certificate programs are offered at GIA's New York campus. "On Campus" refers to full-time, instructor-led programs lasting seven weeks or longer.

## GEMOLOGY

Graduate Gemologist® - Page 15

Graduate Diamonds - Page 17

Graduate Colored Stones - Page 19

## JEWELRY ARTS

Jewelry Design & Technology - Page 21

Comprehensive CAD/CAM for Jewelry - Page 23

Jewelry Design - Page 24



*GIA DLScope Professional with rough and polished amethyst*



# 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  
 GIA Graduate Diamonds Diploma  
 GIA Graduate Colored Stones 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, Jewelry Sales Professional, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Sales Associate and Wholesaler

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## Program Details

Earn your diploma by studying full-time at the GIA New York campus.

### Program Details

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$21,000*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

### Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a GIA DiamondDock™, GIA iD100®, a UV lamp with viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source and utility lamp. As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, the GIA pad folio, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

# Graduate Gemologist® (cont.)

## 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 7 and higher, Mac OSX 10.11 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 10 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.



*Sapphire rough Courtesy: Bill Larson, Pala International*



# 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 Grader, Diamond Assorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Wholesaler

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## Program Details

Earn your diploma by studying full-time at the GIA New York campus.

Program Details	
Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$6,600*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

### Equipment and Materials

Each classroom is equipped with an electronic balance, a GIA DiamondDock™, GIA iD100®, a UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source. As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, the GIA pad folio, a lab manual and printed course materials.

# Graduate Diamonds (cont.)

## 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 7 and higher, Mac OSX 10.11 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 10 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.



*Rough and polished diamonds.*



# Graduate Colored Stones

## Program Description

The Graduate Colored Stones diploma program explores more than 60 species of common and collector gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System, gemstone formation, composition, sources and how to distinguish natural, treated and laboratory grown gemstones. The program examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability.

### 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

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

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## Program Details

Earn your diploma by studying full-time at the GIA New York campus.

### Program Details

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$14,400*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

### Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a UV lamp with viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source and utility lamp. As part of your course materials, you will receive and keep a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

# Graduate Colored Stones (cont.)

## 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 7 and higher, Mac OSX 10.11 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 10 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.



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



# Jewelry Design & Technology

## Program Description

The Jewelry Design & Technology diploma program covers topics including being able to build a CAD model of jewelry to engineering specifications and understanding the challenges that come with its manufacturing. Instructors teach design elements and principles and concept sketching to create attractive jewelry designs to present to a client prior to building the CAD model. Other topics covered include: understanding and applying motifs to jewelry, and jewelry manufacturing methods.

### What You Will Learn

- Use fundamental design concepts, including texture, shape, form, balance, negative space, color and more
- Learn digital hand-rendering using Sketchbook software
- Apply the CAD model engineering concepts to make durable and comfortable pieces that are long lasting
- Create, render and prototype designs using CAD software like Rhinoceros and ZBrush, and CAM hardware like a 3D printer
- Understand manufacturing processes for the creation of jewelry, like die-striking and casting
- Design and develop CAD models using the metrics of scale, proportion, and element relationships; and within the constraints of cost, time, size, style and manufacturing methods
- Develop digital and physical portfolios of class projects and custom designs that are ready for presentation to potential clients and employers, and display work in a final design exhibition

### What You Earn

GIA Jewelry Design & Technology Diploma

### Occupations May Include

Jewelry Designer, CAD Designer, CAM Operator, Product Developer, Quality Assurance Specialist, CAD/CAM Technician

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## Program Details

Earn your diploma by studying full-time at the GIA New York campus.

### Program Details

Program Number	JMA 3400
Program Title	Jewelry Design & Technology
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$19,900*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

### Equipment and Materials

Classrooms contain computers with networking software for instructors to view and interact with students' CAD designs remotely. Students share a 3D printer. Students are assigned their own desktop computer workstation with dual monitors and a graphic tablet for classroom use. Each computer is loaded with Rhinoceros and ZBrush software. Students are also provided with a 1 TB USB external hard drive for storing course materials and their design portfolio. As part of your course materials, you will receive and keep student licenses for Rhinoceros and ZBrush software, an external hard drive, a 10x loupe, a hand-measuring tool, a graphic tablet with pen and printed course materials.

### Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in this program, including creating, naming and organizing folders; finding, opening and saving files; and a familiarity with file types including .PDF, JPEG, and .XLS. If needed, please complete a training or refresher course on basic Windows skills prior to starting the program.

# Jewelry Design & Technology (cont.)

## Technology Requirements

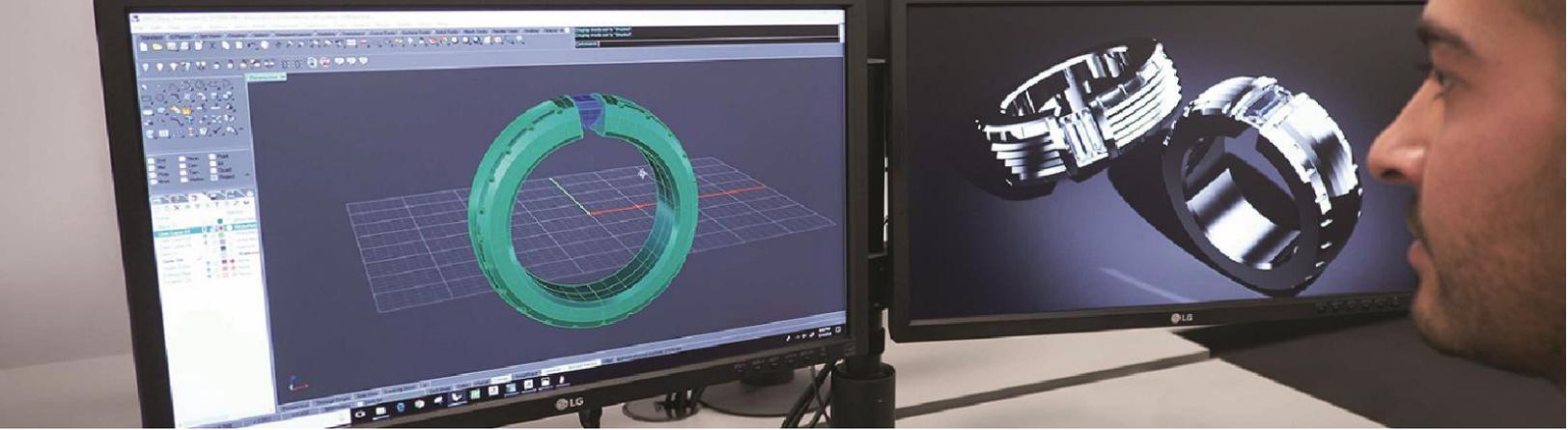
Students are required to have access to a computer that meets the minimum requirements specified below to complete their homework. Note that homework is assigned starting the first day of class. The estimated average cost to purchase a laptop meeting the the recommended specification is \$1,500.

- Computer Type
  - Windows-based laptop or desktop computer system, with mouse and keyboard, is the only computer system that is recommended.
- Processor
  - Minimum: Intel i5 with 2.8 GHz or higher / Recommended: Intel i7 or AMD equivalent
- RAM
  - Minimum: 8 GB / Recommended: 16 GB or more
- Graphics Card (GPU)
  - OpenGL 4.1 capable video card with 2 GB VRAM;
  - Recommended: NVIDIA GeForce 1000 Series (GTX 1050 Ti, 1060, 1070) or better
- Operating System
  - (64-bit) Windows 8.1; (64-bit) Windows 10
- Hard Drive:
  - Minimum: 120GB free main hard drive space / Recommended: 512GB SSD with 1TB HDD
- Monitor Resolution
  - Minimum: 1920 × 1080 or higher with 32-bit color

GIA provides computers, graphic tablets and software for classroom use. For home use, a graphic tablet and pen, and student license for Rhinoceros and Zbrush software is included in the books and materials fee.



*Ring design and computer-aided design (CAD) rendering by Hannah Marlin-Oslyn, GIA JDT graduate*



# Comprehensive CAD/CAM for Jewelry

## Program Description

This comprehensive seven-week course covers the skills necessary to become a CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) technician. Skills taught include using CAD software to develop models, photorealistic rendering and additive CAM (Computer-Aided Manufacturing) machines, jewelry manufacturing techniques, and jewelry-engineering fundamentals.

### What You Will Learn

- Create CAD models within the metrics of scale, proportion and element relationships
- Develop CAD models within the constraints of cost, time, size, style and manufacturing methods
- Distinguish between various CAM technologies including 3D printing
- Model and render manufacturable pieces of jewelry using CAD

### What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

### Occupations May Include

CAD/CAM Technician, Jewelry CAD Technician, Jewelry Designer, Product Developer

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## Program Details

Earn your certificate by studying full-time at the GIA New York campus.

Program Details	
Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$5,750*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Equipment and Materials

Classrooms contain computers with networking software for instructors to view and interact with students' CAD designs remotely. Each student is assigned a workstation equipped with a PC, two flat-screen monitors, a keyboard and a mouse. Each computer is loaded with Rhinoceros software. As part of your course materials, you will receive and keep a student license for Rhinoceros software, a 1 TB USB external hard drive and printed course materials.

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

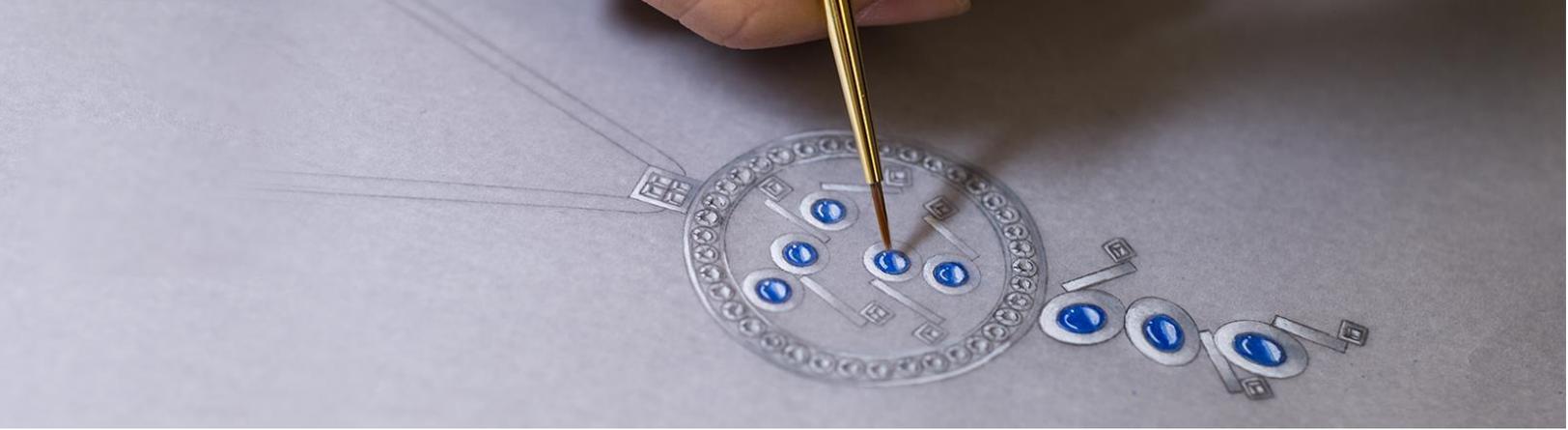
### Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in this program, including creating, naming and organizing folders; finding, opening and saving files; and a familiarity with file types including .PDF, JPEG, and .XLS. If needed, please complete a training or refresher course on basic Windows skills prior to starting the program.

### Technology Recommendations

It is strongly recommended that students have access to a computer that meets the requirements below to review and practice coursework outside of classroom hours. The estimated average cost to purchase a laptop meeting the recommended specification is \$1,500.

- Computer Type
  - Windows-based laptop or desktop computer system, with mouse and keyboard, is the only computer system that is recommended.
- Processor
  - Minimum: Intel i5 with 2.8 GHz or higher / Recommended: Intel i7 or AMD equivalent
- RAM
  - Minimum: 8 GB / Recommended: 16 GB or more
- Graphics Card (GPU)
  - OpenGL 4.1 capable video card with 2 GB VRAM;
  - Recommended: NVIDIA GeForce 1000 Series (GTX 1050 Ti, 1060, 1070) or better
- Operating System
  - (64-bit) Windows 8.1; (64-bit) Windows 10
- Hard Drive:
  - Minimum: 120GB free main hard drive space / Recommended: 512GB SSD with 1TB HDD
- Monitor Resolution
  - Minimum: 1920 × 1080 or higher with 32-bit color



# Jewelry Design

## Program Description

In this intensive nine-week course, instructors teach creative and technical hand-rendering skills needed to begin a career as a custom jewelry designer. Jewelry design theory helps students acquire a working knowledge of jewelry artistry. Skills covered include: illustrating the shape, form and texture of metal; working with drafting tools; and rendering yellow and white metals as well as a range of faceted and cabochon gemstones and pearls. Instructors show how to illustrate rings in five different views and how to keep design ideas flowing. At the completion of this course, you will have a hand-developed portfolio of your work and a digital copy to show prospective employers and clients.

### What You Will Learn

- Develop sources of inspiration
- Understand jewelry design theory and artistry
- Illustrate shape, form, and texture of metal
- Render faceted gems, pearls, colored metals, etc.
- Learn traditional drafting techniques
- Develop motifs to create sketches of jewelry objects
- Create a portfolio of class projects and custom designs that is ready for presentation to potential clients and employers

### What You Earn

GIA Jewelry Design Certificate

### Occupations May Include

Jewelry Designer, Custom Designer, Hand Renderer, Jewelry Business Owner, Sales Associate, Technical Designer

Contact Career Services for more information: [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu)

## On Campus Education

Earn your certificate by studying full-time at the GIA New York campus.

### Program Details

Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition	\$6,000*

\*Tuition is in US dollars; does not include books, materials or applicable tax. See [Tuition and Fees on page 32](#)

### Schedules and Class Hours

Visit [gia.edu/gem-education/new-york/schedule](http://gia.edu/gem-education/new-york/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. Eastern Time. Class hours may be extended to accommodate for unplanned closures or events.

### Equipment and Materials

Each student workstation is equipped with a drafting board and two flatscreen monitors for close-up viewing of live instructor demonstrations. As part of your course materials, you will receive and keep a design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, other art tools and printed course materials.

# Lab Class Descriptions

## GEM 230L Diamond Grading Lab

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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 a daylight equivalent 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 (35 clock hours)

What you earn: Letter of Completion

## GEM 220L Colored Stone Grading Lab

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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 (21 clock hours)

What you earn: Letter of Completion

## GEM 240L Gem Identification Lab

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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 on page 59](#)) 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 a daylight equivalent overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, an optic figure sphere, a polariscope and tweezers. 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 (35 clock hours)

What you earn: Letter of Completion

## GEM 149L Pearl Grading Lab

---

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

# Admissions Policies and Procedures

## Admissions Requirements

Applicants must have a high school diploma or the equivalent to be admitted into GIA courses and programs. Applicants must be at least 18 years of age prior to attending orientation and any class.

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction. On Campus applicants who are not U.S. citizens must demonstrate English proficiency by meeting GIA's English proficiency requirement.

### 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.

### All Applicants

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.

All proof of education documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by either an education evaluation service or a translation service with required supporting letter.

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

All applicants should [see Novel Coronavirus \(COVID-19\) Safety Guidelines on page 60](#) in this catalog and On Campus program applicants should be aware of and follow the [Student COVID-19 Vaccination Requirements](#).

### Additional Documentation Required for Non-U.S. Citizens

In addition to the documents required for all applicants, non-U.S. citizens applying for admission to an On Campus program must provide the following documents.

1. Proof of English-language proficiency. [See English-Language Proficiency Requirements on page 27](#)
2. Copy of U.S. permanent residency card (U.S. permanent residents only)
3. Proof of financial support
  - Letter or bank statement showing that you or your sponsor has sufficient liquid assets to cover all tuition and estimated living expenses for the duration of your courses. Estimated living expenses are at least \$3,261 USD per month of study at GIA in New York.
  - For personal, relative, non-relative, business or corporate funding: Submit an official copy of a bank statement or financial institution letter. The statement or letter must have the name of the account holder, business or corporation, be dated within the last six months, and have specific available funds and denomination of currency.
  - For private scholarships, bank loans, government sponsorship or other similar financial support: Submit an official letter from the organization, government or financial institution. This letter must be from the organization, government or financial institution, on their official letterhead, signed and dated within the last six months by the official responsible for funds distribution, include the student's full legal name, sponsorship type, amount and duration of the sponsorship. The amount must show specific available funds and denomination of currency.
4. Letter of financial support from the person who is providing your financial support if the above letter or bank statement is not from your personal bank account.
  - If you did not submit proof of personal financial support, your sponsor must submit a copy of a letter of financial responsibility with his or her financial documents. The financial responsibility letter must be a dated document, which includes the student's name and signature, sponsor's name and signature, relationship to the student, sponsorship duration and amount. Please request the financial responsibility letter from GIA admissions or the international student advisor.

Proof of financial support is not required for U.S. permanent residents. Please contact a GIA admissions representative or the international student advisor for specific financial support requirements.

# Admissions Policies and Procedures (cont.)

## English-Language Proficiency Requirements

Non-U.S. citizens applying to an On Campus program must demonstrate English proficiency by meeting one of these requirements.

- International English Language Testing System (IELTS™)\* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. [ielts.org](https://ielts.org)
- Test of English as a Foreign Language (TOEFL®)\*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The TOEFL institutional code is 9028 for GIA in New York. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](https://ets.org/toefl)
- International Test of English Proficiency (iTEP Academic-Plus)\*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)\*: Achieve a score of 50 or higher on the PTE Academic test. [pearsonpte.com](https://pearsonpte.com)
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the First (FCE), Advanced (CAE) or Proficiency (CPE) [cambridgeenglish.org/exams-and-tests/](https://cambridgeenglish.org/exams-and-tests/)
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. [els.edu](https://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language, submit a copy of your diploma or an official transcript. [See Required Documentation on page 26](#)
  - If you graduated from a school in a country where English is not the official language, submit an official letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
  - If you attended but did not graduate, you must have completed a minimum of three years at a school where English was the medium instruction. Submit supporting documentation on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

\*TOEFL®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination. Request the testing center to send your official results directly to GIA. GIA does not accept results submitted by the student.

## How to Apply and Related Deadlines

Apply online at [GIA.edu/gem-education/admissions](https://gia.edu/gem-education/admissions).

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.

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

### On Campus Programs

On Campus applications must be received no later than 12:00 p.m. Eastern Time two weeks prior to the in-person Orientation date. These programs typically reach capacity 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.

### Lab Classes

Lab class applications must be received no later than 12:00 p.m. Eastern Time one week prior to the class start date. Lab classes typically reach capacity at least two months in advance, so apply early. If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

## Payment Methods / Student Accounts

Make payments online anytime via your Student Center by accessing the "For Students" option, available at [GIA.edu/mygia](https://gia.edu/mygia). An education representative is available Monday through Friday from 8:00 a.m. to 4:00 p.m. Eastern Time to discuss your account. Visit the student services office to arrange an appointment. Contact us at +1 800 366 8519 ext 5617, +1 212 944 5900 ext 5617, or [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu).

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.

All payments must be in U.S. Dollars. Please note the following information regarding payment methods:

- Credit Card: Pay online using VISA, MasterCard, Discover or American Express
- ACH: Pay online using ACH (electronic bank transfer). Payment must be drawn on a U.S. bank.
- Check or Money Order: Pay by mail with a cashier's check, personal check or money order payable to GIA. Payment must be drawn on a U.S. bank.
- Wire Transfer: Pay online using Western Union. To use another wire transfer provider, contact us at +1 800 366 8519 ext 5617, +1 212 944 5900 ext 5617, or [educationacctsrc@gia.edu](mailto:educationacctsrc@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

# Admissions Policies and Procedures (cont.)

## Third-Party Payer Information

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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.

## Applicant Screening

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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. In accordance with US law, GIA may not admit applicants who reside in a country or territory sanctioned by the U.S. government.

## Prior Criminal Offenses

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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.

## Nonimmigrant Visa Requirements

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Students from outside the United States studying at the New York campus enjoy an exciting and rewarding experience. Most students easily make the transition to living in the United States, but it is their responsibility to be aware of certain rules and regulations that govern their stay in the United States and pertain to their enrollment at GIA.

GIA is authorized under federal law to enroll nonimmigrant alien students. The Certificate of Eligibility for Non-Immigrant (M-1) Student Status – For Vocational Students (I-20MN) is issued to students when they are accepted to a school. Applicants use the I-20MN to apply for the M-1 nonimmigrant student visa prior to entering the United States. Applicants who enter the United States under another nonimmigrant visa status usually cannot attend GIA's full-time On Campus programs. GIA does not vouch for international applicants and does not offer visa services.

Applicants already in the United States on a valid nonimmigrant visa status may be eligible to apply for a change of status to the M-1 visa while in the United States, but there are certain restrictions. Contact the international student advisor for further details about changing from your current nonimmigrant status to the M-1 visa status.

The M-1 visa is required for the following full-time On Campus programs or courses: Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Jewelry Design & Technology, Jewelry Design and Comprehensive CAD/CAM for Jewelry. GIA issues the Certificate of Eligibility I-20MN form only to students accepted for enrollment into these specific full-time On Campus diploma or certificate programs. The Student and Exchange Visitor Program (SEVP) does not authorize GIA to issue the I-20MN for eLearning, student workroom or lab classes.

## Dependents

If your spouse or children (unmarried and under age 21) plan to accompany you to the United States, contact the international student advisor for further information. Your dependents are included on your I-20MN and they will apply for the M-2 nonimmigrant student visa. You must show sufficient funds for your dependents which are listed above within GIA's financial support requirements. To learn more about bringing your dependents to the United States and applying for the M-2 visa, visit [studyinthestates.dhs.gov/students/dependents](https://studyinthestates.dhs.gov/students/dependents)

# Admissions Policies and Procedures (cont.)

## SEVIS and Your I-20MN

GIA's international student advisor will issue your I-20MN within 10 business days after you receive your enrollment confirmation. It is important to review your personal details prior to applying for your nonimmigrant visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. Contact the international student advisor regarding any changes to your I-20MN. Information about the Student and Exchange Visitor System (SEVIS), what to expect at your visa interview, port of entry requirements, the SEVIS I-901 fee and more is on their website at [studyinthestates.dhs.gov/students](http://studyinthestates.dhs.gov/students). If you have any questions regarding your student visa or the requirements for enrollment of students from outside the United States, please contact the GIA international student advisor at +1 212 944 5900, +1 800 366 8519, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## SEVIS I-901 Fee Information

The U.S. Immigration and Customs Enforcement (ICE) requires nonimmigrant students to pay a SEVIS I-901 fee prior to applying for the M-1 visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$350.00 and is paid electronically or by mail. The Student and Exchange Visitor Program (SEVP) requires receipt of your payment at least three business days prior to your visa interview at the U.S. Consulate, or for Canadians and Bermudians, at least three business days prior to your arrival at the U.S. port of entry. Learn more about the I-901 fee payment at [fmjfee.com](http://fmjfee.com) and view the tutorial at [studyinthestates.dhs.gov/i-901-tutorial](http://studyinthestates.dhs.gov/i-901-tutorial)

## Applying for Your Nonimmigrant Visa

The student is responsible for applying for an M-1 vocational student visa in a timely manner. The U.S. Consulate suggests applying at least 90 days prior to your scheduled program start date. Once you receive your I-20MN, you can apply for your M-1 nonimmigrant student visa. Applicants for a U.S. nonimmigrant visa should be prepared to fill out additional documents as necessary. Your U.S. Consulate has the most up-to-date information. Follow these steps to apply:

1. Pay the SEVIS I-901 fee at [fmjfee.com](http://fmjfee.com)
2. Locate your U.S. Consulate at [USembassy.gov](http://USembassy.gov) and review the specific details to apply for your nonimmigrant vocational student visa. You are applying for the M-1 vocational student visa.
3. Fill out the DS-160 Online Nonimmigrant Visa Application form at [ceac.state.gov/genniv](http://ceac.state.gov/genniv)
4. Schedule your visa interview appointment with the U.S. Consulate.
5. Prepare for your interview. The U.S. Department of State strongly advises students to apply for their nonimmigrant student visa as soon as they receive their I-20MN. The nonimmigrant visa process varies by each country and can take at least 90 days. The U.S. Consulate does not issue the nonimmigrant student visa earlier than 120 days from the I-20MN start date, but applicants may apply earlier than this date. Nonimmigrant students can enter the United States no earlier than 30 days from the start date indicated on their I-20MN.

## Special Information for Canadians and Bermudians

Canadian and Bermudian citizens are not required to apply for an entry visa at a U.S. Consulate. Instead, the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry grants your visa status after ensuring that you meet all admissibility requirements.

You must have your I-20MN, SEVIS I-901 fee payment receipt, financial support documents and other important documents in hand when you present yourself at the U.S. port of entry. Canadians and Bermudians can learn details about student visa status and the port of entry process on their home country U.S. Consulate website at [USembassy.gov](http://USembassy.gov). In addition, the international student advisor will send full details with the I-20MN. Nonimmigrant students can enter the United States no earlier than 30 days from the start date indicated on their I-20MN.

## Nonimmigrant Student Resources

U.S. immigration laws and requirements are subject to change. The U.S. Consulate in your home country has the most up to date information; locate your U.S. Consulate at [USembassy.gov](http://USembassy.gov)

### Additional resources:

- U.S. Department of State: Visa requirements, wait times and more at U.S. Department of State: [travel.state.gov](http://travel.state.gov)
- U.S. Department of State: Details about the M-1 vocational student visa, process and application requirements [travel.state.gov/content/travel/en/us-visas/study.html](http://travel.state.gov/content/travel/en/us-visas/study.html)
- Study in the States: Resource provided by the Student Exchange Visitor Program for prospective and current students to learn about studying in the U.S. before and after their arrival. [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov)
- EducationUSA: U.S. Department of State resource to help international students learn what to expect as a student in the U.S. including pre-arrival, U.S. culture, education system, classroom culture and more. [educationusa.state.gov](http://educationusa.state.gov)

## U.S. Arrival and Departure

Nonimmigrant students who have been granted an M-1 visa can enter the U.S. up to 30 days before their program start date. As a reminder, please do not travel to the United States until you have the I-20MN and the applicable nonimmigrant student visa (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status.

Nonimmigrant students are only allowed to remain in the United States in accordance with current immigration law and the time limits stated on their immigration documents. An M-1 student who has maintained their status is allowed to stay 30 days after their graduation date.

Please contact an international student advisor for additional information about studying in the U.S. or with questions about the above requirements. Contact us at +1 212 944 5900, +1 800 366 8519, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu). Learn more at [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov)

# Admissions Policies and Procedures (cont.)

## Nondiscrimination Policy

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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.

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

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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

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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](mailto:VABenefits@gia.edu) more information.

## Transferability of GIA Coursework to other GIA Programs or Affiliated Entities

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Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location, affiliated entity or through Distance Education will be accepted towards the Graduate Gemologist diploma program.

Lab classes successfully completed at any GIA location or affiliated entity will be accepted toward applicable Distance Education diploma programs.

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.

GIA Distance Education eLearning courses or Lab classes are not transferable into full-time, On Campus programs.

# 2022 Class Schedule

## ON CAMPUS PROGRAMS\*

### GEM 2500 Graduate Gemologist

Jan 10-Jul 27  
Mar 7-Sep 22  
May 2-Nov 15  
Jun 27-Feb 1, 2023  
Aug 22-Mar 29, 2023  
Oct 17-May 24, 2023

### GEM 2200 Graduate Diamonds

Jan 10-Mar 4\*\*  
Feb 14-Apr 8  
Mar 7-Apr 29\*\*  
May 2-Jun 24\*\*  
Jun 6-Jul 29  
Jun 27-Aug 19\*\*  
Aug 22-Oct 14\*\*  
Sep 26-Nov 18  
Oct 17-Dec 16\*\*

### GEM 2300 Graduate Colored Stones

Mar 7-Jul 27\*\*  
May 2-Sep 22\*\*  
Jun 27-Nov 15\*\*  
Aug 22-Feb 1, 2023\*\*  
Oct 17-Mar 29, 2023\*\*  
Jan 2, 2023-May 24, 2023\*\*

### JMA 3400 Jewelry Design & Technology

Mar 14-Sep 16  
Oct 17-May 12, 2023

### JMA 370 Jewelry Design

Jan 10-Mar 15  
Jun 27-Aug 29

### JMA 400 Comprehensive CAD/CAM for Jewelry

Apr 11-May 27  
Oct 3-Nov 18

## LAB CLASSES

### GEM 220L Colored Stone Grading Lab

Feb 7-9  
Mar 14-16  
May 14-28 (S)  
May 16-18  
Jun 13-15  
Jul 18-26 (N)  
Aug 8-10  
Oct 17-19  
Dec 12-14

### GEM 230L Diamond Grading Lab

Jan 10-14  
Feb 28-Mar 4  
Apr 4-8  
Apr 11-26 (N)  
May 2-6  
May 23-27  
Jun 27-Jul 1  
Jul 25-29  
Aug 6-Sep 3 (S)  
Aug 15-19  
Aug 29-Sep 2  
Oct 10-14  
Oct 17-Nov 1(N)  
Nov 28-Dec 2

### GEM 240L Gem Identification Lab

Jan 24-Feb 8 (N)  
Jan 31-Feb 4  
Mar 7-11  
Mar 12-Apr 9 (S)  
Apr 11-15  
May 9-13  
Jun 6-10  
Aug 1-5  
Sep 12-27 (N)  
Sep 26-30  
Oct 24-28  
Dec 5-9

### GEM 149L Pearl Grading Lab

Feb 10  
Mar 17  
May 19  
Jun 6-7(N)  
Jun 16  
Aug 11  
Oct 20  
Dec 15

## STUDENT WORKROOM

Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m.

Fees are \$35 for half day and \$70 for full day. No fees for exams.

To reserve a seat, call +1 800 366 8519, or outside the U.S. call +1 212 944 5900, or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu)

Jan 18 – Jan 21  
Feb 14 – Feb 18  
Apr 18 – Apr 22  
May 31 – Jun 3  
Jul 18 – Jul 22  
Sep 06 – Sep 09  
Sep 12 – Sep 16  
Oct 03 – Oct 07  
Nov 07 – Nov 11  
Nov 14 – Nov 18

Students who reserve time in the Student Workroom must notify GIA of their cancellation either verbally or in writing at least 24 hours prior to the reserved period of time. Students who fail to comply with this policy will be charged for that day, and any reservation for additional days will be canceled.

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges. Reservations are not guaranteed for students who arrive late.

(N) = Night; (S) = Saturdays

[See School Calendar and Hours of Operation on page 11](#)

\* Dates exclude an on campus orientation. Orientation is scheduled the Thursday or Friday prior to the class start.

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

# Tuition and Fees

Total charges are valid for programs, courses and classes taking place in New York from January 1, 2022 through December 31, 2022, and are subject to change. Amounts shown are in U.S. dollars.

## On Campus Programs

Program	Tuition	Fees	Total Charges*	First Payment**	Final Payment***
GEM 2500 Graduate Gemologist	\$21,000.00	\$1,225.00 (Books) \$1,598.00 (Materials) \$141.83 (Materials Tax)	\$23,964.83	\$2,100.00	\$21,864.83
GEM 2200 Graduate Diamonds	\$6,600.00	\$375.00 (Books) \$91.00 (Materials) \$8.08 (Materials Tax)	\$7,074.08	\$660.00	\$6,414.08
GEM 2300 Graduate Colored Stones	\$14,400.00	\$850.00 (Books) \$1,507.00 (Materials) \$133.75 (Materials Tax)	\$16,890.75	\$1,440.00	\$15,450.75
JMA 3400 Jewelry Design & Technology	\$19,900.00	\$775.00 (Books) \$1,107.00 (Materials) \$98.25 (Materials Tax)	\$21,880.25	\$1,990.00	\$19,890.25
JMA 370 Jewelry Design	\$6,000.00	\$150.00 (Books) \$308.00 (Materials) \$27.34 (Materials Tax)	\$6,485.34	\$600.00	\$5,885.34
JMA 400 Comprehensive CAD/CAM for Jewelry	\$5,750.00	\$400.00 (Books) \$215.00 (Materials) \$19.08 (Materials Tax)	\$6,384.08	\$575.00	\$5,809.08

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

\*\* First payment is due with registration includes 10% of the tuition.

\*\*\*Final payment is due before the first day of class.

### Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Jewelry Design & Technology: Students must have access to a computer that meets the minimum requirements [on page 22](#). The estimated cost is approximately \$1,500 excluding any applicable shipping, handling, and tax (subject to change).
- Comprehensive CAD/CAM for Jewelry: Students are not required to do work at home, however it is strongly recommended that students have access to a computer that meets the minimum requirements [on page 23](#). The estimated cost is approximately \$1,500 excluding any applicable shipping, handling, and tax (subject to change).

### Additional Fees May Include:

- \$45 diploma replacement fee
- \$40 certificate replacement fee
- \$10 fee for each official transcript
- \$15 ID or badge replacement fee
- \$15 returned check fee
- Wire transfer fees
- Fees for lost or damaged equipment and stones
- Fees for replacement books, tools and materials

For students using Veterans Administration Education Benefits, tuition and fee payments will be waived for up to 90 days from the date that GIA certifies the student's enrollment following receipt of a certificate of eligibility or a valid VAF 28-1905.

# Tuition and Fees (cont.)

## Lab Classes

Class	Tuition	Fees	Total Charges*
GEM 230L Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$28.00 (Materials) \$2.49 (Materials Tax)	\$1,680.49
GEM 220L Colored Stone Grading Lab	\$1,000.00	\$95.00 (Books) \$29.00 (Materials) \$2.57 (Materials Tax)	\$1,126.57
GEM 240L Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$29.00 (Materials) \$2.57 (Materials Tax)	\$1,656.57
GEM 149L Pearl Grading Lab	\$300.00	\$30.00 (Books) \$20.00 (Materials) \$1.78 (Materials Tax)	\$351.78

\* Total charges include tuition, books, materials, and applicable tax due at the time of registration.

### Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses

### Additional Fees May Include:

- \$45 diploma replacement fee
- \$40 certificate replacement fee
- \$10 fee for each official transcript
- \$15 ID or badge replacement fee
- \$15 returned check fee
- Wire transfer fees
- Fees for lost or damaged equipment and stones
- Fees for replacement books, tools and materials

# Financial Assistance and Scholarships

GIA New York is pleased to offer a number of financial assistance options to help you finance your education. Each program has specific eligibility requirements and not all students will qualify.

More information is available at [www.gia.edu/gem-education-financial-aid](http://www.gia.edu/gem-education-financial-aid)

## Federal Student Aid (FSA)

Federal financial aid is available for the following six-month, On Campus programs for those who qualify: Graduate Gemologist (GG) and Jewelry Design & Technology (JDT). Federal aid includes Pell and Supplementary Educational Opportunity Grants (SEOG) and Direct Student Loans through the U.S. government, and is available to those eligible full-time On Campus students who are U.S. citizens or hold U.S. permanent resident status. Federal financial aid is not available for lab class students. For more detailed information about federal financial aid and to apply, please visit [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

### FSA Citizenship Requirements

A student must be one of the following to be eligible for federal student aid:

- U.S. citizen or national; or
- U.S. permanent resident or other eligible noncitizen; or
- Citizen of the Freely Associated States: the Federated States of Micronesia and the Republic of Palau and the Marshall Islands. These students can only receive aid from some of the FSA programs.

If you do not meet the citizenship requirements listed above, you are not eligible to apply for federal financial assistance.

### FSA Application Deadlines

In order to ensure timely processing of your materials, it is recommended that you submit all required documents to GIA's financial aid office at least two months prior to your anticipated start date. For more information on how to apply for FSA, please visit: [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

### Federal Grant Information

**Federal Pell Grant** – This federal grant is available to qualified students who have not yet received a bachelor's degree. Award based upon need and Congressional appropriation.

**Supplementary Educational Opportunity Grants (SEOG)** – This federal grant is available to qualified students who have not yet received a bachelor's degree. Award based upon need and available funds. Award based upon need and Congressional appropriation. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for the awarded program. This grant works differently from the Federal Pell Grant Program, which provides funds to every eligible student.

### Federal Loan Information

Due to limited grant funding, most students who need financial assistance also apply for student loans to help finance their education at GIA. Several loan programs are available to help students pay the costs of attending GIA On Campus programs. These loans come from the U.S. Department of Education. Loan funds are based on financial need with the exception of the Direct Unsubsidized Loan or the Direct Parent Loan for Undergraduate Students (PLUS). Federal Direct loans are available to most students regardless of income. If you or your parents borrow more funds than tuition, you will receive the excess proceeds of these funds within 14 days of the funds being received by GIA; funds may be issued by check or electronic ACH as specified by the student. The office of financial assistance will issue and release excess funds to you or your parent(s). For information on Financial Assistance visit: [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

Federal student loans provide a range of repayment options including, but not limited to, income-based and income-contingent repayment plans. It is essential that you understand your commitment and responsibility to repay your loans according to the stipulated repayment schedules.

Prior to applying for or accepting a loan, you need to assess your current financial commitments and your future ability to repay loans following completion of your education. A loan can be a great help in paying for your education, but serious problems and consequences can result if you become past due or delinquent in your loan payments. GIA services, including future enrollment, can be withheld due to delinquent loan payments. Additionally, your loan accounts can be referred to collection agencies and information will be reported to credit bureaus, which can affect your ability to receive credit in the future. For information on Federal Loan terms and conditions, please visit [studentloans.gov](http://studentloans.gov)

**Federal Direct Subsidized Loan** – This federally subsidized student loan is available to qualified students. These loans are awarded up to \$3,033 per six-month program depending upon eligibility, educational program, grade level and previous loan indebtedness under this program.

**Federal Direct Unsubsidized Loan** – This federally unsubsidized student loan is available to qualified students. These loans are awarded up to \$8,233 per six-month program depending upon eligibility, educational program, grade level and previous loan indebtedness under this program.

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** – This Federally guaranteed parent loan is available through qualified participating program lenders to parents of dependent students. Parent eligibility is determined based upon credit requirements established by the lenders. Parents who meet the lender requirements may borrow up to the cost of education minus any financial aid the student is receiving.

# Financial Assistance and Scholarships (cont.)

## Cost of Attendance / Student Budget and Family Contribution

The GIA office of student financial assistance establishes student budgets to be used in determining your financial need. These budgets include an amount for the cost of living (rent, food, utilities, transportation and personal expenses) at a moderate level, depending on your living arrangements, as well as the tuition, fees, and books and materials charges for your program of enrollment. We derive the living allowance portion of your budget utilizing several sources: rental surveys of local housing situations, student expense surveys, California Student Aid Commission annual student expense budgets and the Bureau of Labor Statistics Consumer Price Index. The student budget utilized for your individual circumstance will be reflected in your in your College Financing Plan and in your Financial Aid Student Portal.

The process of determining your eligibility for financial aid, commonly referred to as need analysis, has been legislated by the U.S. Congress using the information you and/or your parents supplied on your FAFSA.

In order to qualify for financial aid, the federal government requires that each student's financial need be measured by the need analysis process called Federal Methodology. This process utilizes the income and asset information provided by you and/or your parents to determine the amount of family contribution you and/or your parents should be able to provide toward your education.

One of the ground rules to financial aid is that parents of dependent students, to the extent that they can contribute, have primary responsibility for financing the cost of your education. If it is determined that you are an independent student, your financial circumstances (and if married, your spouse's) are analyzed rather than those of your parents.

If you are a dependent student, we will calculate an expected family contribution based on the income and asset information furnished by you and your parents on the FAFSA. This amount of expected family contribution is deducted from the student budget in determining your financial need.

If you are classified as an independent student, we will determine a family contribution based on the income and asset information you furnish on the FAFSA. The amount determined will be deducted from the student budget in determining your financial need.

More information is available at [GIA.edu/gem-education/financial-aid-cost-attendance](http://GIA.edu/gem-education/financial-aid-cost-attendance)

## Financial Aid Academic Requirements

Students must maintain Satisfactory Academic Progress (SAP) to receive federal financial aid. Satisfactory Academic Progress is reviewed at the midpoint of the program which corresponds to the end of the first payment period. A student's continued eligibility for financial aid in a subsequent payment period shall be dependent upon his/her academic record as of the end of the previous payment period. Federal regulations require that all institutions participating in Title IV federal student aid programs establish academic standards to ensure students make satisfactory progress. [See Satisfactory Academic Progress \(SAP\) Policy on page 51](#)

Federal financial aid recipients who fail to meet SAP requirements at the end of the payment period are no longer eligible for Title IV assistance. Students who fail to meet SAP requirements may submit an appeal to reinstate aid eligibility.

## Financial Aid Appeals

Appeals are approved on the basis of mitigating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution. The appeal must explain why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to return to good academic standing. If the appeal is approved, the student is placed on Financial Aid Probation, equivalent to Academic Probation, and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

## VA – Veterans Administration Education Benefits

Students with eligible VA GI Bill® Education Benefits may use them for some On Campus programs but not for individual lab classes. VA GI Bill® Education Benefits provide financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2011, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for VA GI Bill® Education Benefits. Check eligibility status and the amount for which you qualify prior to enrolling.

Tuition and fee payments will be waived up to 90 days from the date that GIA certifies the student's enrollment following receipt of a certificate of eligibility or a valid VAF 28-1905.

The California State Approving Agency for Veterans Education (CSAAVE) is part of the California Department of Veterans Affairs (CalVet) and operates under the authority of the U.S. Department of Veterans Affairs (USDVA). CalVet may approve the application of an accredited or nonaccredited school, training facility or establishment, when the school, facility, or establishment and its programs are found to have met the criteria and additional reasonable criteria prescribed by law. For more information and most updated approved GIA programs, visit [GIA.edu/gem-education-va-gi-bill-education-benefits](http://GIA.edu/gem-education-va-gi-bill-education-benefits)

If you are the spouse or child of a service member who is serving on active duty, you may be eligible for financial assistance from the DOD for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's VA GI Bill® Education Benefits to you. For more information, contact [VABenefits@gia.edu](mailto:VABenefits@gia.edu)

## 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. For more information, contact [financialaid@gia.edu](mailto:financialaid@gia.edu) or visit [GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure](http://GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure)

# Financial Assistance and Scholarships (cont.)

## Private Loans

Private student loans offer variable rates that can increase or decrease over time depending on market conditions. Students should determine the interest rate, fees and repayment terms of any private student loan they are considering before accepting a private student loan. You may not borrow more than your cost of education less any financial aid received.

## Award Notification

Students who apply for financial aid and submit the required forms and documents will be notified through a secured email or the Financial Aid Student Portal. This notification will indicate the approximate amount of financial aid eligibility for the On Campus educational program you indicated and provide information needed to help you decide if the aid being offered is sufficient to allow you to attend GIA.

## Financial Aid Entrance and Exit Counseling

All recipients of Federal Student Aid must participate in entrance and exit counseling. Within a few days prior to your start date, you will meet with the office of student financial assistance staff for your financial aid entrance counseling, at which time your official award will be reviewed. The official award notification will list the types of aid available to you, the student budget and family contributions used to determine your eligibility, and other pertinent information. At your required financial aid entrance counseling, you must accept or decline any aid offered and sign the award notification before we can disburse any financial aid.

Entrance counseling is designed to acquaint you with your responsibilities, rights and obligations. If you fail to attend entrance counseling, you will be prohibited from starting classes. All students receiving loans are required to attend exit counseling with a staff member of the office of student financial assistance. Exit counseling is designed to remind you of your loan obligations, repayment schedule and deferment rights under the various loan programs. Failure to attend exit counseling will result in your diploma being withheld.

## How Financial Aid Is Disbursed

All financial aid funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment. Consequently, all aid will be divided in half and disbursed twice during your program. The first half of the federal financial aid awarded funds will be issued no sooner than 30 days after the program starts. The second half of the funds will be disbursed after completing more than 50%, which is the mid-point of your program. If you are enrolled in more than one six-month program, you will receive more than one financial aid award. Financial aid for each award period will be disbursed in multiple increments as outlined above.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. [See Return of Title IV Funds on page 41](#) policy for additional details.

If your aid has been utilized for living expenses rather than tuition, we will prorate the amount of aid you are entitled to keep based on the percentage of your program that you have completed. If the aid you received exceeds your cost of living for prorated amount of class time completed, you will be billed for the excess. GIA academic services will be refused until your account is brought current.

## Over-Awards

An over-award can occur when your financial need is exceeded by your own resources or other outside awards, such as scholarships, or VA benefits. You must inform the office of student financial assistance if you receive any additional resources that you did not originally report on your financial aid application forms. If your financial aid need is reduced, it may result in an over-payment of financial aid. If this occurs, we will bill you for the financial aid received that you are no longer entitled to. In some cases, it may be taken from your tuition account. In either case, you will have a financial obligation that must be resolved before you can receive your diploma. To avoid this situation, please report any changes in your financial situation immediately to the office of student financial assistance.

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan or work study assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless tried as an adult. For more information, visit [GIA.edu/gem-education/notice-federal-financial-aid-penalties](http://GIA.edu/gem-education/notice-federal-financial-aid-penalties)

## Net Price Calculator

The Net Price Calculator is a tool to help you estimate the cost of the program in which you choose to enroll and is available at [GIA.edu/net-price-calculator](http://GIA.edu/net-price-calculator)

## Consumer Information

Additional Student Consumer Information may be found at our website [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Scholarships

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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)

GIA scholarship funds may be used toward course tuition and fees. Scholarship recipients are responsible for all other fees and related expenses, including but not limited to optional books and equipment, visa applications, travel, housing, food and other expenses.

Students must use their GIA Scholarship by December 1st of the year it is awarded; any unused amount is returned to the scholarship fund.

### 2022 Scholarships

#### **GIA Scholarship - On Campus**

Award maximum: \$23,964.83

- Graduate Gemologist
- Graduate Diamonds
- Graduate Colored Stones
- Comprehensive CAD/CAM for Jewelry
- Jewelry Design
- Jewelry Design & Technology

#### **GIA Scholarship - Need Based (On Campus)**

Award maximum: \$10,000

- Graduate Gemologist
- Jewelry Design & Technology

#### **GIA Scholarship - Lab Classes**

Award maximum: \$1,680.49

- Diamond Grading Lab
- Colored Stone Grading Lab
- Gem Identification Lab
- Pearl Grading Lab

#### **Trillion Scholarship**

Award maximum: \$10,000

- On Campus Graduate Gemologist program only

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA admissions at +1 212 944 5900 or email [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu)

## Cancellation or Withdrawal of Enrollment

Students may submit their notice of cancellation or withdrawal to the school director using the appropriate form on their My GIA Student Portal, by email to [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu), by phone +1 212 944 5900, in person, or by mail to GIA Education, 50 West 47th Street, 8th floor, New York, NY 10036

Students will be withdrawn from class if they fail to return from a leave of absence, do not maintain satisfactory academic progress or are otherwise dismissed due to lack of attendance or violation of GIA policy. In all cases where a student's enrollment is terminated (cancellation or withdrawal), refunds are calculated based on the Refund Policy below.

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

## Definitions

These terms have the following meanings as applied within GIA's cancellation and refund policies:

- Cancellation: When a student terminates enrollment within a period of time during which the student is entitled to a full refund of all institutional charges.
- Cancellation or Withdrawal Date (On Campus and lab class students): The date GIA receives the student's official notice of cancellation or withdrawal, or the student's last day of attendance, whichever is later.
- Class: Any course of study, including classes, courses or programs.
- Date of Determination (DOD): The date on which the notice of cancellation or withdrawal is received by GIA, or if GIA has not been notified of intent to cancel and the student has stopped attending, the Date of Determination is the date on which GIA determines that the unapproved absence means the student is no longer enrolled. The 30-day time period for issuing refunds begins on the Date of Determination.
- Days: Calendar days, unless otherwise stated.
- Enrollment Date: The date that the enrollment agreement is fully executed with signatures of both the student and the GIA authorized representative.
- Institutional Charges: All charges for tuition, fees and other educationally-related expenses assessed by the Institution.
- Instructional Days or Weeks: The number of days or weeks during which clock hours are scheduled.
- Last Day of Attendance (LDA): The last day the student attended his/her scheduled On Campus or lab class, as determined by GIA's attendance records. Refund amounts are calculated on the basis of the last day of attendance.
- Quarters: No more than 14 weeks of instruction.
- Withdrawal: When a student's enrollment is terminated, with the exception of cancellations; includes all cases where a student is no longer enrolled (i.e., student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA Policy).

## Refund Policy

Students receive a refund of all monies paid if they cancel before instruction begins AND within seven days of enrollment or of receiving notice of a fee increase OR within 3 days of signing the enrollment agreement or of taking a campus tour or attending orientation. Thereafter, tuition liability is calculated on the basis of the last date of physical attendance as set forth in the refund tables below.

For programs of 7 weeks or greater in duration, tuition liability is divided by the number of quarters in the program, and is limited to the quarter during which the student withdrew or was terminated, plus any previous quarter completed. Quarters are defined as no more than 14 weeks of instruction.

Students will receive a full refund of all monies paid if the class is canceled by GIA.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in salable condition are not eligible for refund.

If a student has received U.S. federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. Any refund is first calculated according to the Federal Student Aid Return to Title IV Policy. [See Return of Title IV Funds on page 41](#) Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund returned to the lender. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

Refunds are processed within 30 days after the Date of Determination or the student's last day of attendance, whichever is later. The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the NY Education Law.

# Cancellation, Withdrawal and Refund Policies (cont.)

## Refund Tables; On Campus Programs

Graduate Gemologist			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
First Quarter			
1-5	1	0	\$21,000.00
6-10	2	25	\$18,375.00
11-15	3	50	\$15,750.00
16-20	4	75	\$13,125.00
21-25	5	100	\$10,500.00
26-30	6	100	\$10,500.00
31-35	7	100	\$10,500.00
36-65	8-13	100	\$10,500.00
Second Quarter			
66-70	14	25	\$7,875.00
71-75	15	50	\$5,250.00
76-80	16	75	\$2,625.00
81-130	17-26	100	\$0.00

Graduate Colored Stones			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
First Quarter			
1-5	1	0	\$14,400.00
6-10	2	25	\$12,600.00
11-15	3	50	\$10,800.00
16-20	4	75	\$9,000.00
21-50	5-10	100	\$7,200.00
Second Quarter			
51-55	11	25	\$5,400.00
56-60	12	50	\$3,600.00
61-65	13	75	\$1,800.00
66-95	14-19	100	\$0.00

Graduate Diamonds			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
1-5	1	0	\$6,600.00
6-10	2	25	\$4,950.00
11-15	3	50	\$3,300.00
16-20	4	75	\$1,650.00
21-35	5-7	100	\$0.00

Jewelry Design & Technology			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
First Quarter			
1-5	1	0	\$19,900.00
6-10	2	25	\$17,412.50
11-15	3	50	\$14,925.00
16-20	4	75	\$12,437.50
21-25	5	100	\$9,950.00
26-30	6	100	\$9,950.00
31-35	7	100	\$9,950.00
36-65	8-13	100	\$9,950.00
Second Quarter			
66-70	14	25	\$7,462.50
71-75	15	50	\$4,975.00
76-80	16	75	\$2,487.50
81-130	17-26	100	\$0.00

Comprehensive CAD/CAM for Jewelry			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
1-5	1	0	\$5,750.00
6-10	2	25	\$4,312.50
11-15	3	50	\$2,875.00
16-20	4	75	\$1,437.50
21-35	5-7	100	\$0.00

# Cancellation, Withdrawal and Refund Policies (cont.)

Jewelry Design			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Tuition Refund
1-5	1	0	\$6,000.00
6-10	2	25	\$4,500.00
11-15	3	50	\$3,000.00
16-20	4	75	\$1,500.00
21-45	5-9	100	\$0.00

## Refund Tables; Programs 35 Hours or Less in Duration

Diamond Grading Lab		
If Cancellation Date Is	% of Tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$1,500.00
16-30% of the program	25	\$1,125.00
31-45% of the program	50	\$750.00
46-60% of the program	75	\$375.00
After 60% of the program	100	\$0.00

Gem Identification Lab		
If Cancellation Date Is	% of Tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$1,500.00
16-30% of the program	25	\$1,125.00
31-45% of the program	50	\$750.00
46-60% of the program	75	\$375.00
After 60% of the program	100	\$0.00

Colored Stone Grading Lab		
If Cancellation Date Is	% of Tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$1,000.00
16-30% of the program	25	\$750.00
31-45% of the program	50	\$500.00
46-60% of the program	75	\$250.00
After 60% of the program	100	\$0.00

Pearl Grading Lab		
If Cancellation Date Is	% of Tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$300.00
16-30% of the program	25	\$225.00
31-45% of the program	50	\$150.00
46-60% of the program	75	\$75.00
After 60% of the program	100	\$0.00

### Sample Lab Class Refund Calculation

A student paid a total tuition of \$1500 for a class with 35 clock hours and withdrew after 14 hours of the program. GIA retains \$750, calculated as follows:

Total Tuition = \$1500  
 % of Program =  $14 / 35$  hours = 0.40 (40%)  
 % of Tuition Liability = 50%  
 GIA Retains =  $\$1500 \times 0.50 = \$750$   
 Student Refund =  $\$1500 - \$750 = \$750$

# Cancellation, Withdrawal and Refund Policies (cont.)

## Return of Title IV Funds

The law specifies how GIA must determine the amount of Title IV program assistance a student earns if he or she withdraws from school. The Title IV programs that are covered by this law are Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans, and Direct PLUS Loans. Although a student's aid is posted to his or her student account at the start of each payment period, a student earns the funds as he or she completes the period. If a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance the student has earned up to that point is determined by a specific formula. If a student received (or GIA or a parent received on the student's behalf) less assistance than the amount the student earned, the student may be able to receive those additional funds. If the student received more assistance than he or she earned, the excess funds must be returned by GIA and/or the student. The amount of assistance that a student has earned is determined on a pro rata basis. For example, if a student completed 30% of his or her payment period or period of enrollment, the student earned 30% of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60% of the payment period or period of enrollment, the student has earned all the assistance he or she was scheduled to receive for that period.

Return of the Title IV funds are allocated in the following order as applicable:

1. Unsubsidized Federal Direct Stafford Loan Program
2. Subsidized Federal Direct Stafford Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Any other Title IV program
7. Other federal, state, private, or institutional student financial aid programs

If a student did not receive all of the funds that he or she earned, the student may be due a post-withdrawal disbursement. If a student's post-withdrawal disbursement includes loan funds, GIA must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he or she does not incur additional debt. GIA may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. GIA needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give his or her permission, the student will be offered the funds. It may be in the student's best interest to allow GIA to keep the funds to reduce the student's debt to GIA.

First-time, first-year undergraduate students who have not completed the first 30 days of their program before they withdraw will not receive any Direct Loan funds they would have received had they remained enrolled past the 30th day.

If the student receives (or GIA or the student's parent receives on the student's behalf) excess Title IV program funds that must be returned, GIA must return a portion of the excess equal to the lesser of:

The student's institutional charges multiplied by the unearned percentage of his or her funds, or the entire amount of excess funds.

GIA must return this amount even if GIA did not keep this amount of the student's Title IV program funds. If GIA is not required to return all of the excess funds, the student must return the remaining amount.

For any loan funds that the student must return, he or she (or parent for a Direct PLUS Loan) repays in accordance with the terms of the promissory note.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that the student must repay is half of the grant funds the student received or was scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less.

A student must make arrangements with GIA or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. GIA may also charge a student for any Title IV program funds that GIA was required to return.

If your aid has been utilized for living expenses rather than tuition, we will prorate the amount of aid you are entitled to keep based on the percentage of your program that you have completed. If the aid you received exceeds your cost of living for prorated amount of class time completed, you will be billed for the excess. GIA academic services will be refused until your account is brought current.

Note: Funds provided from the Department of Defense or the Veterans Administration and received by service members, reservists and family members who stop attending due to service obligations are refunded in the same manner as Title IV federal funds.

For additional information on GIA refunds as they apply to financial aid funds, contact the office of student financial assistance at +1 800 421 7250 ext 4005 or email [financialaid@gia.edu](mailto:financialaid@gia.edu)

For general questions about Title IV program funds, call the Federal Student Aid Information Center at +1 800 4 FEDAID (+1 800 433 3243). TTY users may call +1 800 730 8913. Information is also available on Student Aid at [studentaid.ed.gov](http://studentaid.ed.gov)

# Information for Students

## Student Rights

The New York State Education Department's Bureau of Proprietary School Supervision requires schools to provide the student disclosure pamphlet to individuals interested in enrolling in their school.

### What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

### Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

### What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a

complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at +1 212 643 4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

### What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

### What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

# Information for Students (cont.)

## **What should students know about "private school agents?"**

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

## **What should students know about "grants and guaranteed student loans"?**

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

## **Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?**

Contact the New York State Education Department at:

**New York State Education Department**  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
T+1 212 643 4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

# New York Occupational Education Data Survey

GIA calculates student and graduate outcomes data as required by a variety of federal, state and accreditor requirements. This information is available to view or download at [GIA.edu/student-consumer-information](https://gia.edu/student-consumer-information). As required by New York state law, the outcomes data for New York campus students for the 2020-2021 and 2019-2020 reporting periods are provided below.

	GG	JD	GD	GCS	CCC	JDT
<b>Start Dates</b>	07/20-06/21	07/20-06/21	07/20-06/21	07/20-06/21	07/20-06/21	07/20-06/21
<b>New Program Enrollments (starts)</b>						
Full Time	46	7	22	11	13	9
Part Time	0	0	0	0	0	0
Total	46	7	22	11	13	9
Applications Accepted	46	7	22	11	13	9
Applications Denied	0	0	0	0	0	0
Total Starts	46	7	22	11	13	9
<b>Program Graduate Rate</b>						
Total Enrolled Students	56	7	22	11	13	9
Graduates <sup>1</sup>	13	5	8	3	11	9
Non-Completers <sup>2</sup>	18	2	2	4	2	0
Still Enrolled/ Continuing Students <sup>3</sup>	25	0	12	4	0	0
<b>Graduation Follow-up: Employment</b>						
Number of Graduates	10	1	6	3	7	8
In Occupation	8	1	6	2	4	7
Related Field <sup>4</sup>	0	0	0	0	0	0
Unrelated Field	1	0	0	0	0	0
Seeking Employment <sup>5</sup>	1	0	0	1	0	1
Status Unknown	0	0	0	0	1	0
Unavailable for Employment	0	0	0	0	2	0

The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the 2020-2021 reporting period.

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

<sup>2</sup>Non-completers means the number of students who have dropped, been terminated by the school, or have ceased instruction in the program by any other manner within the reporting period.

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

<sup>4</sup>Related Field means Graduates who found employment in a field related to the training provided where the skills obtained through the curricular training are either essential and necessary or are beneficial and useful for the employment obtained.

<sup>5</sup>Seeking Employment means the Number of Graduates minus the Number of Graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA or any other school.

# New York Occupational Education Data Survey (cont.)

	GG	JD	GD	GCS	CCC	JDT
Start Dates	07/19-06/20	07/19-06/20	07/19-06/20	07/19-06/20	07/19-06/20	07/19-06/20
<b>New Program Enrollments (starts)</b>						
Full Time	47	23	44	16	17	0
Part Time	0	0	0	0	0	0
Total	47	23	44	16	17	0
Applications Accepted	47	23	44	16	17	0
Applications Denied	0	0	0	0	0	0
Total Starts	47	23	44	16	17	0
<b>Program Graduate Rate</b>						
Total Enrolled Students	68	31	46	21	17	9
Graduates <sup>1</sup>	41	27	38	9	13	9
Non-Completers <sup>2</sup>	20	4	8	8	4	0
Still Enrolled/ Continuing Students <sup>3</sup>	7	0	0	4	0	0
<b>Employment of Program Graduates</b>						
Number of Graduates	41	27	38	9	13	9
Number of Graduates Available for (Seeking) Employment <sup>4</sup>	19	5	5	0	1	0
Number of Graduates Employed in the Field <sup>5</sup>	19	11	13	4	5	8

The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the 2019-2020 reporting period.

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

<sup>2</sup>Non-completers means the number of students who have dropped, been terminated by the school, or have ceased instruction in the program by any other manner within the reporting period.

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

<sup>4</sup>Number of Graduates Available for (Seeking) Employment means the Number of Graduates minus the Number of Graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA or any other school.

<sup>5</sup>Number of Graduates Employed in the Field means Graduates who found employment in a field related to the training provided where the skills obtained through the curricular training are either essential and necessary or are beneficial and useful for the employment obtained.

# 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 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](http://GIA.edu/gem-job)

### GIA Jewelry Career Fair

GIA hosts an annual Jewelry Career Fair. 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. For the latest Jewelry Career Fair information visit [GIA.edu/career-fair](http://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](http://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 at [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu) or call +1 800 366 8519 ext 3529, +1 212 944 5900 ext 3529.

## Guest Speakers

GIA regularly organizes free On Campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry, such as international and U.S. appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, colored stone controversies, strategies on owning a business, and learning how to enter the world of jewelry design and repair. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.



Annual Career Fairs provide students with the opportunity to meet with employers hiring for open positions.

# Student Services (cont.)

## Library and Learning Resources

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

The Richard T. Liddicoat Gemological Library and Information Center, located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemologists, students, researchers, authors and the media from every corner of the globe. Providing quick reference on topics including treatments, laboratory-grown gems, business management, jewelry history and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at [library@gia.edu](mailto:library@gia.edu), +1 760 603 4046 or +1 800 421 7250 ext 4046.

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](http://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](http://archive.org/details/gialibrary). Books dating from 1496 on gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacture and history are continually being digitized and added to the Library's collection. Today, 768 tomes are available for download for free to students, researchers and the public through an agreement with Internet Archive, available directly at [archive.org/details/@gia\\_library](http://archive.org/details/@gia_library)

All Students and alumni also have access to [OverDrive](http://OverDrive.com) at [GIA.overdrive.com](http://GIA.overdrive.com). Through OverDrive, GIA's digital library offers a variety of resources to students. Students are required to obtain a password by contacting the GIA Library in Carlsbad via email to [library@gia.edu](mailto:library@gia.edu) to be able to check out these contemporary books or videos. Approximately 660 items are available for temporary checkout through this digital library, and the Library is continually adding more titles. The library section of the GIA website also has extensive resources for students, from recommended book lists to listings of industry price guides and appraisal associations. Bibliographies on a variety of gem topics are added on a continuing basis.

## Computer and Internet Access

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Computers are available for student use, and computer portals and power supplies to accommodate laptops and other portable devices. All students must sign the Student and Public Computer and Internet User Agreement prior to using these computers. Wireless Internet access is available at no charge.

## Housing

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Although GIA does not have dormitory facilities, you'll find housing opportunities in a wide range of sizes, amenities and rental prices within close proximity of each of its campuses. It is wise to start your research about 45 days before your arrival. GIA student services staff can provide you with a Housing Guide.

GIA encourages students to use reputable third-party providers to find housing. GIA does not offer a roommate placement service. GIA strongly encourages every student to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an Internet search of the address and of any individuals living in the home, as well as conducting research via websites such as those of local law enforcement.

Current monthly housing costs range from \$1,500 to \$3,500 for studio, one and two-bedroom apartments in Manhattan, New York. Short-term-stay hotel rates start at about \$200 per night depending on the season, location and rating. Prices do not include taxes and other fees.

GIA is easily accessible by public transportation. It is closest to the Rockefeller Center station on the subway. The B, D, F and M trains all stop at this station and it is located just steps away from the campus. A good resource to find additional train routes near the campus is <https://new.mta.info>

Contact GIA's student services at +1 800 366 8519 ext. 5617, +1 212 944 5900 ext. 5617, or [nyhousing@gia.edu](mailto:nyhousing@gia.edu) for additional details.

For information on estimated cost of living expenses visit [GIA.edu/gem-education/financial-aid-cost-attendance](http://GIA.edu/gem-education/financial-aid-cost-attendance)

## Food and Beverage

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Students have several choices for snacks and meals. Beverages can be purchased on campus or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for students who prefer to bring their own food. The William Goldberg Student Commons is furnished with tables and chairs. Refuse containers for proper disposal of food and beverage trash are plentiful in each of these areas. Eating and drinking is only allowed in the William Goldberg Student Commons area. However, beverages in closed containers may be allowed in the classrooms.

## Health Care and Medical Insurance

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GIA student services can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. If you do not have medical insurance, GIA student services representatives can give you information about companies that provide student medical insurance.

Students should be aware that any medical needs, services and expenses are the student's personal responsibility.

# Student Services (cont.)

## International Student Advisors

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GIA's international student advisors provide specialized support to international students by helping them prepare for and adjust to living and studying in the U.S. Our advisors help new and returning students get oriented to campus and provide information about important immigration-related issues. An international student advisor can also provide assistance or advise in other areas such as travel, insurance, health care, housing, and obtaining a driver's license. Advisors provide specific assistance with the visa application process and any other applicable immigration applications. An international student advisor is available Monday through Friday from 7:30 a.m. to 4:00 p.m. Eastern Standard Time at +1 800 366 8519, +1 212 944 5900, or by email at [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## GIA Alumni Association

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After successfully completing a GIA course, students become part of our alumni community, an indispensable global network which has over 155,000 members across chapters worldwide. The GIA Alumni Association™ fosters lifelong learning through continuing education from and for industry leaders and professionals around the world. Our alumni engage with one another through chapter meetups, industry events and the GIA Alumni Association Online Directory.

GIA Alumni are key influencers throughout the gem and jewelry industry. In early 2022, the GIA Alumni Association introduced a portal to a new virtual community connecting our global alumni, all in one place. This will allow you to network with like-minded gem and jewelry professionals. Not only will you be able to view and engage in virtual and in-person events in your area, but you can go beyond your borders and network with Alumni from the other side of the world. You can easily get noticed by connecting to the global network through the Alumni Directory, request to use your GIA Alumni Association Member logo for use digitally and in print, sign up for alumni communications, have access to continuing education seminars, as well as many other exclusive Alumni benefits.

GIA Continuing Education seminars offered through the GIA Alumni Association are designed for gem and jewelry professionals and developed by our institute experts. These online and in-person seminars deliver in-demand knowledge and skills on a variety of topics important to our industry. Our seminars are open to all – GIA alumni receive a 10% discount on continuing education offerings. For a listing of seminars, visit [GIA.edu/gia-alumni/continuing-education](https://GIA.edu/gia-alumni/continuing-education)

The GIA Alumni Association is here to collaborate with you to find your path, realize ambitions and stay connected. For more information, visit [GIA.edu/gia-alumni](https://GIA.edu/gia-alumni), contact us at [alumni@gia.edu](mailto:alumni@gia.edu), or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

# Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. These policies and requirements apply to all courses and programs, unless otherwise noted. 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 [www.gia.edu/mygia](http://www.gia.edu/mygia). Grades and enrollment history are maintained and available indefinitely.

All written assignments, quizzes and final exams are submitted online. Results are immediately available. All practical assignments are submitted in person and typically graded and returned within two business days.

## Orientation for On Campus Programs

On Campus students must complete an online and in-person orientation prior to the first day of class. If you are unable to attend the scheduled in-person orientation, contact admissions as soon as possible to reschedule. You will not be allowed to attend class until you have fulfilled the orientation requirements.

## 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.

### On Campus Programs

For programs with 780 clock hours, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. If a student exceeds the maximum allowable tardies, each additional tardy will count as a half-day absence. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

### Lab Classes

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD on their final transcript.

### Maximum Allowable Tardies and Absences

Attendance is applicable to the course or program to which you are enrolled.

Program, Course, or Class	Tardies	Absences
Graduate Diamonds	5	3
Graduate Colored Stones	15	5
Graduate Gemologist	20*	8*
Jewelry Design & Technology	20*	8*
Jewelry Design	5	3
Comprehensive CAD/CAM for Jewelry	5	3
Lab Class (1 day; 7 hours)	N/A	Cannot miss any hours
Lab Class (3 days or 6 nights; 21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5 days or 10 nights; 35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

\* Students may only use a maximum of five tardies and three absences in the first seven weeks of the program.

# Academic Policies and Procedures (cont.)

## Clock Hours

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

## Classroom Policies

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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 and any other materials is strictly prohibited.
- 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.

There may be additional classroom policies for specific programs. These will be disclosed and reviewed with students during their classroom orientation.

## Academic Dishonesty

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GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policy. 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 and any other academically sensitive materials is strictly prohibited

## Testing Policy

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Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep students motivated and committed to their studies. The following requirements apply unless otherwise approved or directed by your instructor 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.
- 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.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

# Academic Policies and Procedures (cont.)

## Student Identity Verification

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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
- Class attendance recorded and monitored by instructor

## Satisfactory Academic Progress (SAP) Policy

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

### On Campus (Graduate Gemologist, Jewelry Design & Technology)

SAP is evaluated at the midpoint of the student's program, which corresponds to the end of the first federal financial aid payment period. SAP is evaluated on the following measures:

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.
- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length, measured in calendar time and clock hours. Additionally, federal regulations state that a student is ineligible for federal aid when it becomes mathematically impossible to complete their program within 150% of the published program length. Students who exceed the maximum timeframe of 150% will be dismissed.

Withdrawals (SWD) and Incomplete (INC) grades are considered in cumulative grading standards and as attempted hours in pace of progression and maximum timeframe measures.

All students who fail to meet SAP requirements at the midpoint of the program, as articulated above, are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan are dismissed. Additionally, students receiving federal financial aid who fail to meet SAP requirements are no longer eligible for federal assistance. A student may appeal to re-establish aid eligibility. If the appeal is approved, the student is placed on Financial Aid Probation which is equivalent to Academic

Probation. See [Financial Aid Academic Requirements on page 35](#) for more information about the financial aid appeal process.

In addition to the SAP requirements above, students are held to institutional academic standards evaluated at benchmarks specified in the program or course syllabus. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

### On Campus (Graduate Diamonds, Graduate Colored Stones, Comprehensive CAD/CAM, Jewelry Design)

Students are held to academic standards evaluated at benchmarks specified in the program or course syllabus. Each student's homework, projects, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed. Students must complete their program or course within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours.

### Lab Classes

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

## Academic Advising and Probation

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

### Academic Advising

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

### Academic Probation

On Campus students enrolled in 780 clock-hours programs who fail to meet satisfactory academic progress requirements at the midpoint of their program are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Improvement Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

# Academic Policies and Procedures (cont.)

## Financial Aid Probation

Students receiving federal student aid who fail to meet satisfactory academic progress requirements at the midpoint of their program are no longer eligible for federal assistance. A student may appeal to reestablish aid eligibility. If the appeal is approved, the student's aid is reestablished and the student is placed on Financial Aid Probation for the following payment period. Financial Aid Probation is equivalent to Academic Probation.

## Attendance Probation

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

## Behavioral Probation

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

## Make-Up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised not to miss scheduled quizzes, tests or exams. Students who are not present for a scheduled quiz, test or exam receive a score of zero. A student may be approved to make up a missed quiz, test or exam on the basis of mitigating circumstances as determined by the institution. Students must submit make-up requests to the school director.

## Leave of Absence Policy

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

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students are required to provide the required date of return within five business days of submitting their LOA request, or they will be withdrawn from their program, course or class. Students requesting an extension of an approved leave must make the request in writing to the school director prior to the expiration of their original LOA. Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the class, course or program from the beginning at current tuition and fees.

Students enrolled in lab classes with course time of 40 hours or less shall not be granted a leave of absence.

Any GIA student who is called to active military service will be promptly readmitted in accordance with readmission requirements for service members under Title 34 of the U.S. Code of Federal Regulations. The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years except where the obligated period of service exceeds five years or as specified in the federal regulations. Students called to active military duty should contact the school director to discuss their individual situation.

An LOA may have a significant impact on eligibility for financial aid. If the student is a Title IV loan recipient, prior to the LOA request, GIA is required to explain to the student the effects that the student's failure to return from a LOA may have on their loan repayment terms, including the expiration of the student's grace period to begin or resume repayment. Students receiving financial aid must meet with a representative from GIA's office of student financial assistance to evaluate their specific situation before requesting a leave of absence.

## 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. Students receiving financial aid are subject to the Return of Title IV Funds policy listed on [page 41](#). 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.

## Appeal for Readmission Following Dismissal

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

### Appeal Process

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

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

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

# Academic Policies and Procedures (cont.)

## Graduation Requirements

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.

### Graduation Requirements – Gemology

Program	Minimum Requirement	Maximum Number of Attempts During Program
<b>Graduate Gemologist Diploma</b>		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas		
<b>Graduate Diamonds Diploma</b>		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Diamond Essentials Final Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
<b>Graduate Colored Stones Diploma</b>		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Jewelry Arts

Program	Minimum Requirement	Maximum Number of Attempts During Program
<b>Jewelry Design &amp; Technology Diploma</b>		
Assignments, Projects, Quizzes, Exams	75% cumulative average for all coursework	—
Final Exam	75% score	2
Final Design Portfolio	Submission required, including all required components	—
Final Design Exhibition	Participation required, including all required components	1
<b>Comprehensive CAD/CAM for Jewelry Certificate</b>		
Assignments and Quizzes	75% cumulative average for all coursework	—
Final Exam	75% score	2
Final CAD Exhibition	Participation required, including all required components	1
<b>Jewelry Design Certificate</b>		
Unit I Design Assignments	100% completed with passing score	N/A*
Unit II Design Assignments	75% completed with passing score	N/A*
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam	Pass each	2
Final Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

\* Unlimited attempts are allowed up to the portfolio/project/assignment due date.

## Completion Requirements – Lab Classes

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

\* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. 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.

# Academic Policies and Procedures (cont.)

## 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](http://GIA.edu/privacy-policy)

### Letters of Good Standing

On request, we 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 Records and Transcripts at +1 800 366 8519 ext 3533, +1 212 944 5900 ext 3533 or [nyrecords@gia.edu](mailto:nyrecords@gia.edu)

### Transcripts

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

### Diploma and Certificate Holds

Please note that diplomas and certificates will be presented or mailed only if you have satisfied all your academic and financial obligations. If you have any unmet obligations to GIA, you will not receive a diploma or 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. Contact Records and Transcripts at +1 800 366 8519 ext 3533, +1 212 944 5900 ext 3533 or [nyrecords@gia.edu](mailto:nyrecords@gia.edu)

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

## 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/gia-faq-alumni-locate-gia-graduate-jeweler](http://gia.edu/gia-faq-alumni-locate-gia-graduate-jeweler). 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 60



*Earn your GIA credential and find your ideal career.*

# Academic Policies and Procedures (cont.)

## Academic Credentials Usage Policy

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### 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 and jewelry arts.

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), Accredited Jewelry Professional or Applied Jewelry Professional™ (AJP®), Gemologist, Jewelry Design & Technology (JDT), and Graduate Jeweler (GJ) diplomas:

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

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

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

The following example refers to the Applied Jewelry Arts (AJA) diploma:

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

### 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](http://GIA.edu/student-consumer-information). Policies and procedures relating to academics and administrative responsibilities are published in this catalog.

### Social Media and Networking

GIA understands and embraces the new opportunities and information available to us through social media. Such media includes social networking sites, blogs, wikis, chat rooms and others. Social media sites can be effective tools for exchanging information. However, any online behavior which is brought to the attention of any school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under that policy. Students are asked to use good judgment. Your actions and statements have the ability to affect not only yourself but also others at GIA and the school as a whole. Please remember that posts on social media may be replicated quickly, be taken out of context, and remain public for an indeterminate amount of time.

GIA understands the role and value of social networking. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, GIA staff members must follow GIA's employee Social Media and Networking policies when communicating with students on social networks.

### 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. [See Administrative Policies on page 58](#) for the description of the Title IX policy and process. 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 insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity is a violation of this Policy. In addition, GIA may discipline its students for off-campus activities that include the illegal use of alcohol or drugs. As a condition of acceptance, students agree to reasonable suspicion (also referred to as "for-cause") drug testing throughout their attendance as set forth in this Policy. 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.

Notwithstanding recent changes to state laws, this Policy prohibition includes all forms of marijuana used for any purpose. Marijuana remains illegal under federal law, and use of medical or recreational marijuana is not an exception to this Policy. Any student using physician-prescribed medication or other medication that may impair performance in the classroom is encouraged to inform his or her instructor.

Alcoholic beverages are prohibited at any GIA location. It is unlawful to sell, furnish or give away alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this Policy for anyone under the age of 21 to possess or consume alcohol in any area of GIA.

A violation of this Policy will be handled according to GIA's disciplinary sanctions rules and may result in the imposition of sanctions up to and including dismissal from GIA.

# Administrative Policies (cont.)

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

## Smoking

Smoking, including e-cigarettes, or use of tobacco in any other form, is prohibited inside GIA buildings. Smoking is allowed only in designated outdoor smoking areas. Please help to keep these facilities clean by placing package wrappers, cigarette butts and other debris in designated containers.

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

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

### Student Notification of Classroom Chemical Usage

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](http://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. Students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](http://GIA.edu) or call +1 212 944 5900 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 portal at [www.GIA.edu/mygia](http://www.GIA.edu/mygia) 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](http://GIA.edu/student-consumer-information)

# Administrative Policies (cont.)

## 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 New York campus are posted on GIA's website at <https://www.gia.edu/coronavirus-update-new-york-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.

## 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://www.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://www.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://www.gia.edu/privacy-notice) and to the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://www.gia.edu/privacy-notice#student-privacy-notice)

## 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://www.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://www.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.

# Administrative Policies (cont.)

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.

Under the Family Educational Rights and Privacy Act (FERPA) CFR 34 § 99.37. (§ 99.31(a)(11)), GIA has designated the following as "directory information" that may be released from education records without obtaining prior written consent from you: Title, first name, last name, business name, business address, business website, email, phone number, fields of study, dates of enrollment, degrees, diplomas, certificates awarded, dates conferred, academic honors and awards received.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/ferpa](http://GIA.edu/ferpa) for more information.

## 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 school director. 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.

For the New York campus, complaints or concerns relating to the GIA's 504 compliance should be submitted to the Deputy 504 Coordinator, who provides information and assistance to New York students. The Deputy 504 Coordinator effectively collaborates with and informs the 504 Coordinator immediately of the report relating to 504 compliance. This process ensures a prompt and appropriate response to the concern.

Jennifer Kim, New York School Director,  
Deputy Title IX and Deputy 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
+1 212 944 5900, ext. 3662  
Mailstop #70  
50 West 47th Street, Floor 8  
New York, NY 10036 USA

Vusala Arango, Director, Education Compliance  
Title IX and 504 Coordinator  
[504coordinator@gia.edu](mailto: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](http://OCR@ed.gov)

To access the full policy document please visit [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

# Administrative Policies (cont.)

## Animals on Campus

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Service animals are permitted on campus. All other animals and pets are prohibited on campus grounds, including all facilities.

## Title IX Compliance

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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](https://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.

For the New York campus, the Deputy Title IX Coordinator may be contacted with questions about this Policy, to file a report or Formal Complaint, or to otherwise assist individuals in ensuring equal access to GIA's educational programs or activities in compliance with Title IX. The Deputy Title IX Coordinator effectively collaborates with and informs the Title IX Coordinator immediately of any report relating to Title IX compliance. This process ensures a prompt and appropriate response to the concern.

Jennifer Kim, New York School Director,  
Deputy Title IX and Deputy 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
+1 212 944 5900, ext. 3662  
Mailstop #70  
50 West 47th Street, Floor 8  
New York, NY 10036 USA

Vusala Arango, Director, Education Compliance  
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+1 760 603 4000 ext 7776  
The Robert Mouawad Campus  
Mailstop #1

5345 Armada Drive  
Carlsbad, California 92008 USA

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

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

## Complaint Policy and Procedure

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### Complaint Policy

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

### Complaint Procedure

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

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

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

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, they may contact GIA World Headquarters by emailing the office of the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu). Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 business days of receiving a complaint, the office of the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 business days, the complainant will be notified in writing that additional time is needed.

# Administrative Policies (cont.)

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](http://GIAwis.ethicspoint.com)

## Complaint Disclosures

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student can contact the Accrediting Commission at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 USA, by phone at +1 703 247 4212, or online at [accsc.org](http://accsc.org). A copy of the Commission's Complaint Form is available from the GIA student services office or can be obtained online at [accsc.org/Student-Corner/Complaints.aspx](http://accsc.org/Student-Corner/Complaints.aspx)

All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

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

Students can submit complaints and claims to the New York State Education Department, Bureau of Proprietary School Supervision, Investigations and Audit Unit, New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, N.Y. 10001, phone +1 212 643 4760, [www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss). The New York State Education Department regulates the operation of Licensed Private Schools and Registered Business Schools in New York.

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. For more information, please visit [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## 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.

## Student ID Access Cards

At the beginning of class, an ID access card will be issued to each On Campus student. ID access cards must be carried and available at all times while on campus. There is a fee to replace lost access cards. ID access cards must be returned to the school director if a student's enrollment is dropped before his or her end date. Students must be entered into the security system for both GIA and IGT building security systems. Students will be required to submit a fingerprint scan for building security.

## Dress Code

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

## 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.

## Visitors On Campus

Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show photographic identification. If you come to a GIA facility for a class, to take an exam, or to use the Student Workroom, please arrive early to allow for this process to be completed. Visitor(s) are required to present a government-issued picture ID and are entered in both GIA and IGT building security systems, please arrive with additional time before the scheduled class or appointment. Non-student visitors are not allowed in classrooms while classes are in session; and must be accompanied by a GIA staff member at all times.

## Gifts

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

## Parking

Parking is available in nearby parking garages; fees are charged by the individual parking facility.

# Administrative Policies (cont.)

## Lost or Damaged Equipment and Stone Policy

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Students are responsible for the equipment 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 or equipment and must pay the replacement fee determined by GIA.

## Names, Trademarks and Copyrights

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

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

## Unauthorized Usage

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

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

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

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

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

For intellectual property usage requests that are not covered here, please email [guidelines@gia.edu](mailto:guidelines@gia.edu)

## Copyright Infringement

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

## GIA Alumni Identity Program

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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](http://GIA.edu/gia-alumni) for more information.

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# GIA Locations



## GIA Campus Locations

### CARLSBAD – MAIN SCHOOL

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

### NEW YORK - BRANCH OF CARLSBAD

Gemological Institute of America, Inc.  
50 W 47th Street, 8th Floor  
New York, New York 10036 USA  
T +1 800 366 8519  
T +1 212 944 5900  
nyadmissions@gia.edu  
GIA.edu

### LONDON

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

### MUMBAI

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10th Floor, Trade Centre  
Bandra Kurla Complex  
Bandra (East)  
Mumbai 400 098 India  
T +1 800 41 999 14  
T +91 22 4085 1500, F +91 22 4085 1554  
eduindia@gia.edu  
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### BANGKOK

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U Chu Liang Building, 2nd Floor  
968 Rama IV Road  
Silom, Bangrak  
Bangkok, 10500 Thailand  
T +66 2779 6100, F +66 2632 4595  
giabkkedu@gia.edu  
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### HONG KONG

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3rd Floor, New World Tower II  
16-18 Queen's Road Central  
Hong Kong  
T +852 3166 7001, F +852 2334 0567  
giahongkong@gia.edu  
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### TAIPEI

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

## Satellite Locations

### SURAT

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

## 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

