



# GIA®

# 2024

## Education Catalog

CARLSBAD CAMPUS  
ONLINE DIVISION



Gemological Institute of America  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, California 92008 USA  
T +1 760 603 4000  
[www.GIA.edu](http://www.GIA.edu)

Effective January 1, 2024 - December 31, 2024  
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# Addendum to the 2024 Education Catalog

## Carlsbad Campus – Online Division

All data in the 2024 Education Catalog Carlsbad Campus – Online Division (“Catalog”) reflects information as it was available at the publication date. Updates and/or corrections to the Catalog made after the publication date appear in this addendum.

While every effort is made to ensure the accuracy of the information provided in the Catalog, GIA reserves the right, in its sole and exclusive discretion, to make changes to the Catalog at any time without prior notice. It is the responsibility of each student to be aware of and understand University regulations as published.

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Accreditation and Licensing, Licensing and Approvals, Other U.S. State Authorizations - Page 7;  
Effective February 15, 2024

Corrections to the list of State Authorizations:

Arkansas – Not Applicable  
America Samoa - Not Applicable  
Arizona – Exempt  
Colorado – Not Applicable  
Illinois – Not Applicable  
Kentucky – Approved  
New Hampshire - Not Applicable  
New Mexico – In Progress  
North Carolina – Not Applicable  
North Dakota – In Progress  
N. Marianas Islands - Not Applicable  
Oklahoma – In Progress  
Puerto Rico – Application pending  
Rhode Island – In Progress  
Utah – In Progress  
Wisconsin – Exempt  
Wyoming – Approved

California Student Tuition Recovery Fund (STRF)- Page 39;  
Effective April 1, 2024

The Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges.

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# President's Welcome Message

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 55 chapters globally, the GIA Alumni Collective™ 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  
GIA President and CEO



Susan M. Jacques, GIA President and CEO - ©GIA

# Mission and History

## Mission Statement

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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.

Visit [www.GIA.edu/gia-about](http://www.GIA.edu/gia-about) to learn more about GIA history.

# 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.

## Accreditation

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GIA's online courses and lab classes are accredited by the Distance Education Accrediting Commission (DEAC).

GIA's main campus and worldwide headquarters in Carlsbad is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus Division programs only. GIA's online courses and lab classes do not fall within the purview of GIA's institutional accreditation by the ACCSC.

DEAC and ACCSC are listed by the U.S. Department of Education as a nationally recognized accrediting agencies.

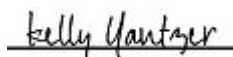
### DEAC

2101 Wilson Blvd. Ste. 302  
Washington, DC 20036 USA  
+1 202 234 5100  
[www.deac.org](http://www.deac.org)

### ACCSC

1101 17th Street NW, Ste. 808  
Arlington, VA 22201 USA  
+1 703 247 4212  
[www.accsc.org](http://www.accsc.org)

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



Kelly Yantzer, GIA VP Student Affairs

## Licensing and Approvals

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This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Ste. 225 Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number +1 888 370 7589, or by fax +1 916 263 1897.

As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement, and is available on GIA's website at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information).

GIA's online courses and lab classes offered through the Online Division are not eligible for federal financial aid. GIA has been approved by the U.S. Department of Education to offer Title IV federal financial aid to qualified students enrolled in GIA's full-time, On Campus Graduate Gemologist (GG), Graduate Jeweler (GJ), 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 Department of Veterans Affairs. Students may not use VA GI Bill® Education Benefits for online courses or lab classes. Depending on the authorization from the student's VA counselor, GIA online courses or lab classes may qualify for use of Vet Readiness and Employment (VR&E) benefits.



### Other U.S. State Authorizations

GIA's campus in New York is licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS).

#### New York State Education Department Bureau of Proprietary School Supervision

89 Washington Avenue  
Albany, NY 12234 USA  
+1 518 474 3969  
[www.acces.nysed.gov](http://www.acces.nysed.gov)

GIA is approved and regulated by the Texas Workforce Commission (TWC), Career Schools and Colleges, Austin, Texas. The Applied Jewelry Professional™ program is exempt from regulation under Texas Education Code, section 132.002 (a)(3).

GIA is Approved with a Certificate of Approval from the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; 785-430-4240

GIA is exempt from authorization in Alaska under as 14.48 and this chapter because the program is online or distance delivered and the institution does not have physical presence in the state.

In addition to the approvals described above, GIA is authorized to offer, and/or recruit for, its online courses in the following states: Alabama, Georgia, Michigan and Nebraska.

GIA does not operate in Washington, D.C. and does not accept applications for online courses from the district's residents.

GIA has the exemption in Arizona and is authorized in Nevada and New York to deliver lab classes.

State licensing in compliance with United States Department of Education State Authorization Regulation in Section 600.9 Program Integrity Rule, GIA has made a "good faith effort" in pursuing state authorization from all states and territories within the U.S. GIA will continue to monitor developments in state laws in each state in which it enrolls students, and, if authorization or licensure is or becomes necessary, will obtain such additional approvals.

Alabama - Approved  
Alaska - Exempt  
America Samoa - Not Applicable  
Arizona - Not Applicable  
California - Approved  
Colorado - Not Applicable  
Connecticut - Exempt  
Delaware - Not Applicable  
District of Columbia- GIA does not operate in Washington, D.C.  
Florida - Not Applicable  
Georgia - Approved  
Guam - Not Applicable  
Hawaii - Not Applicable  
Idaho - Not Applicable  
Illinois - Exempt  
Indiana - Not Applicable  
Iowa - Not Applicable  
Kansas - Approved  
Kentucky - Approved  
Louisiana - Not Applicable  
Maine - Not Applicable  
Maryland - Not Applicable  
Massachusetts - Not Applicable  
Michigan - Approved  
Minnesota - Not Applicable  
Mississippi - Not Applicable  
Missouri - Not Applicable  
Montana - Not Applicable  
Nebraska - Approved  
Nevada - Approved  
New Hampshire - Exempt  
New Jersey - Not Applicable  
New York - Approved  
North Carolina - Not Applicable  
North Dakota - Not Applicable  
N. Marianas Islands - Not Applicable  
Ohio - Not Applicable  
Oregon - Not Applicable  
Pennsylvania - Not Applicable  
Puerto Rico - Exempt  
Rhode Island - Not Applicable  
South Carolina - Not Applicable  
South Dakota - Not Applicable  
Tennessee - Not Applicable  
Texas - Approved  
Vermont - Not Applicable  
Virginia - Not Applicable  
Virgin Islands - Not Applicable  
Washington - Not Applicable  
West Virginia - Not Applicable  
Wyoming - Exempt

### GIA Affiliated Entities

GIA's locations outside the United States are approved to operate where such approval is required. Students interested in enrolling in courses at another GIA location or affiliated entity should refer to the catalog links at [www.GIA.edu/gem-education/catalogs](http://www.GIA.edu/gem-education/catalogs)



# Governance and Executive Management

## Board of Governors

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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. Each governor offers a unique perspective, based on their professional experience in retail, research, education, finance, law, manufacturing and other areas; several have extensive international experience.

**Lisa A. Locklear - Chair**

Executive Vice President and Chief Financial Officer,  
Longeveron

**Stephen F. Kahler - Vice Chair**

Senior Advisor, Strategic Planning & Business Development,  
Everidge

**Dave Bindra**

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

**Lake Dai**

Applied AI Professor, Carnegie Mellon University

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

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

**Kiko Harvey**

Associate Senior Vice President of Audit Services,  
University of Southern California

**Susan M. Jacques**

President and CEO, GIA

**Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

**Lawrence Ma**

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

**Russell A. Mehta**

Managing Director, Rosy Blue (India) Pvt. Ltd.

**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 Center for Cyber and Technology Innovation

**Tammy Storino**

Experienced global operations and finance leader

**Marcus ter Haar**

Experienced diamond industry executive

The list shown here is effective as of the publication date of this catalog; visit [www.GIA.edu/gia-about-mission-governance-esg](http://www.GIA.edu/gia-about-mission-governance-esg) for an up-to-date listing.

## Executive Management

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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.

Visit [www.GIA.edu/gia-about-mission-governance](http://www.GIA.edu/gia-about-mission-governance) for the full list of GIA's executive management.

# GIA Education Advisory Boards

The Education Committee of GIA's Board of Governors and the Program Advisory Committee (PAC) provide input and perspectives vital to our success, growth and improvement. Our PAC reviews curricula, course materials, equipment, facilities and student outcomes as a means of external review of our programs. Its members are qualified trade representatives who help us keep pace with current occupational trends and practices in the gem and jewelry industry.

## Education Committee of the Board

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

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

### **Dave Bindra**

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

### **Kiko Harvey**

Associate Senior Vice President of Audit Services,  
University of Southern California

### **Susan M. Jacques**

President and CEO, GIA

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

CEO, Diamond Cellar Holdings, LLC

### **Lisa A. Locklear**

Executive Vice President and Chief Financial Officer,  
Longeveron

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

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

## Program Advisory Committee

### **Pamela Balodimas**

Regional High Jewelry Gemology Advisor, Cartier/Richemont  
New York, NY

### **Jean Francois Bibet**

Workshop Director, Cartier/Richemont  
New York, NY

### **Barry S. Block**

President, The Jewelry Judge  
Carle Place, NY

### **Latoya Boyd**

Jewelry and Fashion Designer, Jeweler and Influencer,  
Latoya Boyd Jewelry  
San Diego, CA

### **Wade Clar**

Director of Brand Development, Julez Bryant  
Carlsbad, CA

### **Ted Doudak**

President, Riva Precision Manufacturing  
Brooklyn, NY

### **Alexander Eblen**

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

### **Rita Famulare**

Owner, Famulare Jewelers  
Carlsbad, CA

### **Alexandra Hart**

Owner/Metals Artist and Designer Goldsmith, 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

### **Christine Lopez**

President and Co-Founder, Gem Surprise Box  
San Diego, CA

### **Mary Todd McGinnis**

Vice President, Ben Bridge Jewelers  
Seattle, WA

### **Kevin Reilly**

Senior Vice President, Platinum Guild International  
New York, NY

### **Kapil Seth**

Owner, Malhotra, Inc.  
New York, NY

### **Ashwani (Sonny) K. Sethi**

Owner, Tara & Sons  
New York, NY

### **Lauren Stuller**

Territory Manager, Customer Experience, Stuller, Inc.  
Carlsbad, CA

### **Thom Underwood**

Retired Former Owner, San Diego Gemological Laboratory  
San Diego, CA

### **Kumud Wastrad**

Director, High Jewelry - Diamond and Gemstone Acquisition,  
Tiffany & Co.  
New York, NY

# Faculty and Education Management

## Faculty

Our faculty are passionate educators dedicated to helping you gain knowledge, acquire skills and launch your career. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills, and participate in ongoing professional development activities.

The list shown here is effective as of the publication date of this catalog. Please refer to our website at [www.GIA.edu/gem-education/distance/faculty](http://www.GIA.edu/gem-education/distance/faculty) for an up-to-date listing of faculty and their qualifications.

### Online Gemology Courses

#### **Mariam Aboushadi**

BS Biology, University of California, San Diego,  
GIA GG, AJP, Pearls Graduate

#### **Heather Cason, Supervisor**

GIA GG, GJ, AJP, Pearls Graduate

#### **Lauren (Lo) Combs**

BA Creative Process and Aesthetics of Music Performance and Studio Art, University of Redlands,  
GIA GG, GIA AJP, GIA Pearls Graduate

#### **Bethany Crane**

BS Print Journalism Utah State,  
GIA GG, GIA AJP

#### **Donald Hofler**

BS Organizational Leadership, Southern Nazarene University,  
GIA GG, AJP

#### **Noah Leverton**

GIA GG, AJP

#### **Michele Mejia**

AA Mt. San Antonio, GIA GG, AJP, Pearls Graduate

#### **Daniela Pacheco**

BFA Sculpture, Biola University,  
GIA GG, AJP, Pearls Graduate

#### **Adam Shor, Teaching Assistant**

BS Business Administration and Management, California State University, Fresno,  
GIA GG, AJP, Pearls Graduate

#### **Glenn Wargo**

BA Jewelry Design and Art History, Montclair University,  
GIA GG, AJP, Pearls Graduate

#### **Danielle Yamamoto**

BA English, California State University, Northridge,  
GIA GG, AJP, Pearls Graduate

### Gemology Lab Classes; Carlsbad Campus

#### **Mariam Aboushadi**

BS Biology, University of California, San Diego,  
GIA GG, AJP, Pearls Graduate

#### **Heather Cason, Supervisor**

GIA GG, GJ, AJP, Pearls Graduate

#### **John Cason, Manager**

GIA GG, AJP

#### **Martin Harmon**

GIA GG, GJ, AJP, Pearls Graduate, AGS CG

#### **Jessica Kramer**

GIA GG, AJP

#### **Carson Lee**

GIA GG, AJP, Pearls Graduate

#### **Michele Mejia**

AA Mt. San Antonio, GIA GG, AJP, Pearls Graduate

#### **Daniela Pacheco**

BFA Sculpture, Biola University,  
GIA GG, AJP, Pearls Graduate

#### **Tim Richardson**

MBA, Missouri State University,  
BA Business Administration and Music, St. Norbert College,  
GIA GG, AJP

#### **Samantha Shor**

BA Biology University of San Diego,  
GIA GG, AJP, Pearls Graduate

#### **Nina Switzer-Spano**

GIA GG, AJP

#### **Teresa Tolbert**

GIA GG, AJP, Pearls Graduate

#### **Kate Trunnell**

GIA GG, AJP, Pearls Graduate, AGS CG

#### **Shelly Verwymeren**

GIA GG, AJP, AGS CG

#### **Glenn Wargo**

BA Jewelry Design and Art History, Montclair University,  
GIA GG, AJP, Pearls Graduate

#### **Kate Waterman**

MEd Educational and Instructional Technology, Iowa State University, BLS General Studies and Humanity, Iowa State University,  
GIA GG, GJ, AJP, Pearls Graduate

#### **Elly Wedge**

GIA GG, AJP, Pearls Graduate

#### **Danielle Yamamoto**

BA English, California State University, Northridge,  
GIA GG, AJP, Pearls Graduate

## Education Management

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**Duncan Pay**

Senior Vice President and Chief Academic Officer

**Corey Rosso**

Vice President, Academic Affairs

**Kelly Yantzer**

Vice President, Student Affairs

**Kimberly Overlin**

Director, Student Services and Dean of Students

**Amanda Perez**

Assistant Dean of Students

**Jennifer Kim**

School Director, New York Campus

**Renada Koebel**

Director, Enrollment Services

**Robyn Burrell**

Director, Education Compliance and Financial Aid

**Robert Weldon**

Director, Richard T. Liddicoat Gemological Library and Information Center

**Alexandria Anderson**

Senior Manager, Admissions & Recruitment

**Peter Harts**

Senior Manager, Career Services

**Paul Mattlin**

Senior Manager, Online Instruction

**Heather Cason**

Supervisor, Online Instruction

**Brenda Harwick**

Senior Manager, On Campus Instruction

**John Cason**

Manager, On Campus Instruction

### Global Schools - Affiliated Entities

**Claudia D'Andrea**

Director, Operations, Thailand

**Stella Lee**

School Director, Hong Kong

**Mehdi Saadian**

School Director, London

**Apoorva Deshingkar**

Sr. Director, Education and Marketing, India

**Po Yun Wang**

School Director, Taiwan

# Facility, Classrooms and Equipment

GIA's Carlsbad Campus and World Headquarters is located at The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, California 92008 USA. All lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement. [Find the Carlsbad campus on Google maps; https://www.google.com/maps](https://www.google.com/maps)

## Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. It covers 18 acres of land and includes 16 classrooms; a student workroom; the world's largest gemological library containing more than 65,000 books, over 1,000 periodical titles in various languages, and more than 2,000 videos and other media; a museum gallery; a student lounge; outdoor basketball and sand volleyball courts; a gemological research laboratory; administrative offices; parking for more than 1,000 vehicles, electric car charging stations, bike racks and access to public transportation.

Wireless Internet access is available at no charge throughout the campus. Computers with Internet access and CAD software are available in the Library for student use during normal operating hours.

Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act and includes automated doors in all buildings and elevator access to the second floor.

To help ensure the safety and security of our students, employees and guests, the facilities have security officers on duty 24 hours a day, seven days a week with restricted/monitored access to the campus and its buildings. Dedicated facilities and education services departments ensure the ongoing and routine maintenance of the facilities, equipment, and replenishment of supplies.

## Classrooms and Equipment

Lab classes can accommodate up to 24 students. The Student Workroom can accommodate up to 12 students. The capacity of each online course varies to ensure an adequate student/instructor ratio and availability of support services. Each classroom is amply equipped with the instruments and tools used in each subject area.

Classroom equipment, tools and materials used are detailed within each lab class description in this catalog. [See "Lab Class Descriptions" on page 31](#)



Top: GIA's Carlsbad Campus and World Headquarters; Middle: Student Lounge Area; Bottom: GIA Student Workroom - ©GIA

# School Calendar and Hours of Operation

## 2024 School Closure Dates

The campus is closed and services will not be available on these dates (exceptions noted below). Students may still access their online courses on these dates.

Date	Holiday / Event
January 01, 2024 (Monday)	New Year's Day
January 15, 2024 (Monday)	Martin Luther King Jr. Day
February 02, 2024 (Friday)	AGTA GemFair, Tuscon (campus open, no classes)
February 19, 2024 (Monday)	President's Day
May 27, 2024 (Monday)	Memorial Day
May 31, 2024 (Friday)	JCK Show, Las Vegas (campus open, no classes)
June 10, 2024 (Monday)	Instructor In-Service Day
June 19, 2024 (Wednesday)	Juneteenth Freedom Day (campus open, no classes)
July 04, 2024 (Thursday)	Independence Day
September 02, 2024 (Monday)	Labor Day
September 27, 2024 (Friday)	Career Fair (campus open, no classes)
November 25, 2024 (Monday) through November 29, 2024 (Friday)	Thanksgiving Break
December 23, 2024 (Monday) through January 03, 2025 (Friday)	Winter Break

## Hours of Operation

The Carlsbad campus is open Monday - Friday from 7:30 a.m. to 5:00 p.m. PT except for the scheduled closures.

## Registration Period

GIA has one year-long academic term with continuous enrollment. Registration is accepted five days prior to the first day of class.

## Class Schedules and Classroom Hours

### Online Courses

GEM 110, GEM 120 and GEM 130 courses have scheduled weekly starts every Tuesday. All other courses start on the first Tuesday of each month. Courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. PT from the start date through the end date of the course.

### Lab Classes

Lab classes are scheduled throughout the year; visit [www.GIA.edu/gem-education/carlsbad/schedule](http://www.GIA.edu/gem-education/carlsbad/schedule) for up to date schedules. Class hours are from 8:00 a.m. to 4:00 p.m. PT. Each day, there is a one-hour lunch break and one thirty-minute break in the morning. Additional breaks may be given at the instructor's discretion.

### Student Workroom

The student workroom is available by appointment Monday - Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. PT except for scheduled closures.

# Contacts and Resources

## Department Contacts

### Admissions

Admission, registration, enrollment, cancellation, general inquiries  
+1 760 603 4001 | +1 800 421 7250 ext. 4001  
[admissions@gia.edu](mailto:admissions@gia.edu)

### Career Services

Career advising, resume and interview preparation, job search, career fair, guest speakers  
+1 760 603 4450 | +1 800 421 7250 ext. 4450  
[careerservices@gia.edu](mailto:careerservices@gia.edu)

### Dean of Students

Disability accommodations, leave of absence, withdrawal, probation, dismissal, complaints  
+1 760 603 4093 | +1 800 421 7250 ext. 4093  
[deanstudents@gia.edu](mailto:deanstudents@gia.edu)

### Education Advising

General tutoring, academic progress support  
+1 760 603 4382 | +1 800 421 7250 ext. 4382  
[edadvising@gia.edu](mailto:edadvising@gia.edu)

### Education Service Desk - Technical Support

Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues  
+1 760 603 4350 | +1 800 421 7250 ext. 4350  
[www.GIA.edu/education-support](http://www.GIA.edu/education-support)

### Financial Assistance

Vocational rehab, scholarships  
+1 760 603 4005 | +1 800 421 7250 ext. 4005  
[financialaid@gia.edu](mailto:financialaid@gia.edu)

### Stone Shipping

GEM 240 stone shipping requests  
+1 760 603 4404 | +1 800 421 7250 ext. 4404  
[srequest@gia.edu](mailto:srequest@gia.edu)

### International Student Advising

U.S. arrival / departure, living in the U.S.  
+1 760 603 4001 | +1 800 421 7250 ext. 4001  
[intladvisor@gia.edu](mailto:intladvisor@gia.edu)

### Online Course Student Support

General questions, student workroom  
+1 760 603 4404 | +1 800 421 7250 ext. 4404  
[lessons@gia.edu](mailto:lessons@gia.edu)

### Student Accounts

Financial account, payments, refunds  
+1 760 603 4470 | +1 800 421 7250 ext. 4470  
[educationacctsrc@gia.edu](mailto:educationacctsrc@gia.edu)

### Student Records

Certificates, diplomas, transcripts, contact information updates, proctored exams, FERPA  
+1 760 603 4000 ext. 7312 | +1 800 421 7250 ext. 7312  
[records@gia.edu](mailto:records@gia.edu)

### Student Services

Housing, transportation, orientation, graduation  
+1 760 603 4000 ext. 7304 | +1 800 421 7250 ext. 7304  
[studentservices@gia.edu](mailto:studentservices@gia.edu)

### Title IX and 504 Coordinator

Questions or complaints related to Section 504 or Title IX  
+1 760 603 4000 ext. 7776 | +1 800 421 7250 ext. 7776  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu) | [504coordinator@gia.edu](mailto:504coordinator@gia.edu)

## Resources

### GIA Alumni Collective™

Alumni resources, global chapters, networking events  
+1 760 603 4145 | +1 800 421 7250 ext. 4145  
<https://collective.gia.edu> | [alumni@gia.edu](mailto:alumni@gia.edu)

### Blackboard Access (Current Students)

My GIA Education Portal: <https://education.gia.edu/>

Web: <https://blackboard.gia.edu>

Blackboard Learn App:



Web and App requires set-up of a new password.

### GIA Store

Optional books and instruments  
+1 760 603 4200 | +1 800 421 8161  
<https://store.gia.edu> | [giastore@gia.edu](mailto:giastore@gia.edu)

### Library

Library services and information  
+1 760 603 4046 | +1 800 421 7250 ext. 4046  
[library@gia.edu](mailto:library@gia.edu)

### My GIA Education Portal

View academic, financial and student records; make payment, submit forms, access courses in Blackboard (single sign-on)  
<https://education.gia.edu/>

### TELUS Health Student Support

24/7 confidential mental health and well-being support  
Phone: +1 866 743 7732  
Web: <https://myssp.app/us/home>  
TELUS App:





# About Online Education

GIA Education's Online Division offers a flexible option to earn GIA credentials through a combination of self-paced, online courses and short instructor-led Lab classes.

## Online Courses

Online courses offer an engaging learning environment that features text, audio, video, animation and slide shows and allow you study and progress at your schedule. See "[Online Course Descriptions](#)" on page 28

- Each course has a set number of online assignments with a questionnaire at the end to assess your knowledge and understanding of the subject. The Gem Identification course also has practical assignments and a final 20-stone exam where you identify gemstones that are shipped to your home or office or in a GIA Student Workroom.
- Course material and texts are available 24/7 beginning on the start date of the course with the exception of questionnaires.
- You can track your completed assignments and monitor your course progress online.
- You may go back and review completed assignments and download any available content at any time before the end date of the course.
- Each course has a final exam that requires a passing grade to earn your certificate. See "[Graduation Requirements - Online Diplomas](#)" on page 55 for more information.

## Schedules and Completion Times

GEM 110, GEM 120 and GEM 130 courses have scheduled weekly starts every Tuesday. All other courses start on the first Tuesday of each month. Each course has a maximum completion time that is more than sufficient to complete all required coursework and the final exam by 11:59 p.m. PT on the end date of the course.

## Instructor Support

Instructors are available by email or phone to answer questions and provide instruction and support Monday - Friday, 8:00 a.m. to 5:00 p.m. PT excluding holidays. Instructors also offer video conferencing by appointment during normal business hours.

## Online Access and Technical Support

The My GIA Education Portal is your single point of entry to an array of web-based services and information. Online courses are administered using the Blackboard Learning Management System. You can access Blackboard through your My GIA Education Portal (single sign-on) or using the Blackboard App on tablet or mobile device. Technical support is available Monday - Friday, 7:30 a.m. to 4:30 p.m. PT excluding holidays.

## Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers - Windows 8 or higher, MacOS 11 or higher
  - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers: Most recent version of Firefox, Chrome, Edge, or Safari
- Screen resolution: 1280 x 720 or above (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

Requirements subject to change; students will be given advanced notice of changes.

## Stone Set Loan Program

When you enroll in the Gem Identification online course, we loan you gems so you can study them at your home or office. We also provide guidance and instruction on how to set up your workstation so you get the most out of your gem identification experience. As an alternative, you may complete your practical assignments in a fully-equipped GIA Student Workroom as availability permits.

## Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. The workroom is also helpful if you are preparing for your 20-stone final exam, taking a proctored exam, or practicing on equipment and gemstones. The following reservation requirements and fees apply for the Carlsbad campus:

- Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. PT
- Fees are \$50 for half day and \$100 for full day use of the workroom; there is no charge to take a final exam
- Reservations required; contact us at [lessons@gia.edu](mailto:lessons@gia.edu) or call at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404
- Reservations are not guaranteed for students who arrive late. Students who are repeatedly late may lose workroom privileges
- Cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

Visit [www.GIA.edu/gem-education/student-workroom](http://www.GIA.edu/gem-education/student-workroom) for a complete list of Student Workroom schedules and availability at other GIA locations and affiliated entities.

## Lab Classes

Lab classes are where you gain hands-on experience by grading diamonds and learning to use professional gemological equipment under the expert guidance and support of a GIA instructor. Lab classes may be taken at any GIA location or GIA-affiliated entity worldwide. See "[Lab Class Descriptions](#)" on page 31

## How to Earn your Online Diploma

When you successfully complete an individual course or class, you will earn a certificate (online courses) or letter of completion (lab classes). To earn your online diploma, you must enroll and complete the required combination of individual online courses and lab classes. See "[Online Diploma Programs](#)" on page 17 for the courses and classes required to earn each online diploma.



Top: Student working on online course assignments; Bottom: Student completing practical coursework in a GIA Student Workroom - ©GIA

# Online Diploma Programs

Students enroll in and complete the required combination of individual self-paced, online courses and lab classes to earn their diploma. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Program Course Number	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
<b>Graduate Gemologist®</b> — <a href="#">See program description and objectives on page 18</a>						
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 Months	-	<a href="#">Page 29</a>
GEM 230L	Diamond Grading Lab	None	-	-	35	<a href="#">Page 31</a>
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 220	Colored Stones	GEM 120	27	18 Months	-	<a href="#">Page 29</a>
GEM 220L	Colored Stone Grading Lab	None	-	-	21	<a href="#">Page 31</a>
GEM 240L	Gem Identification Grading Lab	None	-	-	35	<a href="#">Page 32</a>
GEM 240	Gem Identification	GEM 220, GEM 240L	44	24 Months	-	<a href="#">Page 29</a>
			<b>Total lessons: 106</b>	<b>Total lab hours: 91</b>		
<b>Graduate Colored Stones</b> — <a href="#">See program description and objectives on page 20</a>						
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 220	Colored Stones	GEM 120	27	18 Months	-	<a href="#">Page 29</a>
GEM 220L	Colored Stone Grading Lab	None	-	-	21	<a href="#">Page 31</a>
GEM 240L	Gem Identification Grading Lab	None	-	-	35	<a href="#">Page 32</a>
GEM 240	Gem Identification	GEM 220, GEM 240L	44	24 Months	-	<a href="#">Page 29</a>
			<b>Total lessons: 79</b>	<b>Total lab hours: 56</b>		
<b>Graduate Diamonds</b> — <a href="#">See program description and objectives on page 22</a>						
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 Months	-	<a href="#">Page 29</a>
GEM 230L	Diamond Grading Lab	None	-	-	35	<a href="#">Page 31</a>
			<b>Total lessons: 27</b>	<b>Total lab hours: 35</b>		
<b>Graduate Pearls</b> — <a href="#">See on program description on page 24</a>						
GEM 149	Pearls	None	8	6 Months	-	<a href="#">Page 28</a>
GEM 149L	Pearl Grading Lab	None	-	-	7	<a href="#">Page 31</a>
			<b>Total lessons: 8</b>	<b>Total lab hours: 7</b>		
<b>Applied Jewelry Professional™</b> — <a href="#">See program description on page 26</a>						
GEM 110	Jewelry Essentials	None	6	3 Months	-	<a href="#">Page 28</a>
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
			<b>Total lessons: 21</b>	<b>Total lab hours: 0</b>		

# Graduate Gemologist®



## Description

The Graduate Gemologist diploma program delivers a comprehensive gemology education covering both diamonds and colored stones. Topics covered include historical and current industry information, practices throughout the supply chain and relevant diamond and colored stone source information. Students learn the science behind diamond and colored stone formation, appearance and identification, how to describe color by hue, tone and saturation and how to evaluate diamond and colored stone quality factors. Students apply classroom knowledge through in-depth, practical application of the GIA International Diamond Grading System™ and the GIA Colored Stone Grading System. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and gemstones; and grade diamonds and colored stones.

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

## Learning Objectives

- Describe the components of the diamond and colored stone supply chain
- Explain the science of diamond and colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the GIA Colored Stone Grading System

## What you will Earn

GIA Graduate Gemologist Online Diploma

## Occupations May Include

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

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

## Online Diploma Requirements

Enroll in and complete five online courses and three lab classes to earn your online diploma. You may take courses without prerequisites in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 Months	-	<a href="#">Page 29</a>
GEM 230L	Diamond Grading Lab	None	-	-	35	<a href="#">Page 31</a>
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 220	Colored Stones	GEM 120	27	18 Months	-	<a href="#">Page 29</a>
GEM 220L	Colored Stone Grading Lab	None	-	-	21	<a href="#">Page 31</a>
GEM 240L	Gem Identification Grading Lab	None	-	-	35	<a href="#">Page 32</a>
GEM 240	Gem Identification	GEM 220, GEM 240L	44	24 Months	-	<a href="#">Page 29</a>
			<b>Total lessons: 106</b>	<b>Total lab hours: 91</b>		

See "Tuition and Fees" on page 36

See "Class Schedules and Classroom Hours" on page 13



GIA microscope; rough and polished amethyst - ©GIA

# Graduate Colored Stones



## Description

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The Graduate Colored Stones diploma program blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones.

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

## Learning Objectives

- Describe the components of the colored stone supply chain
- Explain the science of colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Describe the GIA Colored Stone Grading System

## What You Earn

GIA Graduate Colored Stones Diploma

## Occupations May Include

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

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



## Online Diploma Requirements

Enroll in and complete three online courses and two lab classes to earn your online diploma. You may take courses without prerequisites in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 220	Colored Stones	GEM 120	27	18 Months	-	<a href="#">Page 29</a>
GEM 220L	Colored Stone Grading Lab	None	-	-	21	<a href="#">Page 31</a>
GEM 240L	Gem Identification Grading Lab	None	-	-	35	<a href="#">Page 32</a>
GEM 240	Gem Identification	GEM 220, GEM 240L	44	24 Months	-	<a href="#">Page 29</a>
			<b>Total lessons: 79</b>	<b>Total lab hours: 56</b>		

See "Tuition and Fees" on page 36

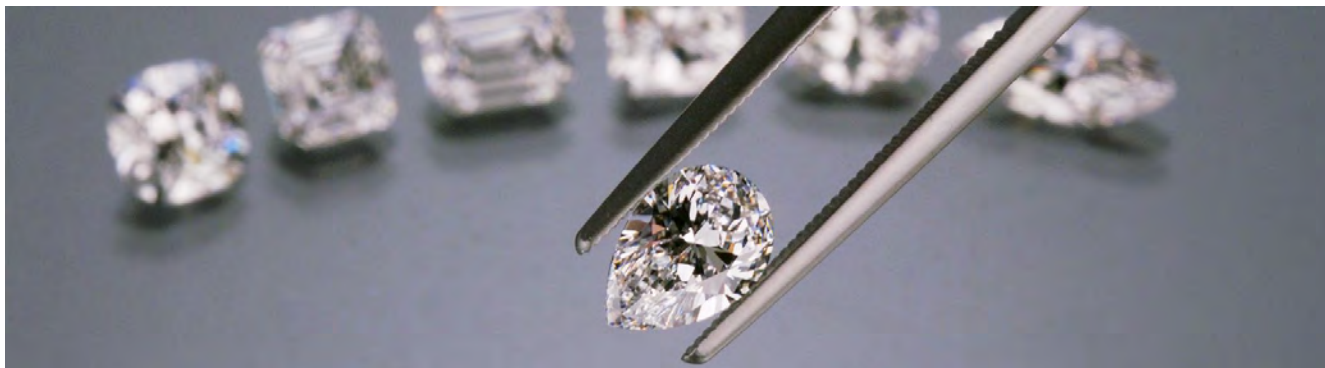
See "Class Schedules and Classroom Hours" on page 13



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



# Graduate Diamonds



## Description

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The GIA Graduate Diamonds course introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing.

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

## Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Detect treated and laboratory-grown gemstones
- Describe how quality, rarity, color and market factors affect gem value

## What You Earn

GIA Graduate Diamonds Online Diploma

## Occupations May Include

Diamond Buyer, Diamond Grader, Diamond Assorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Auction House Jewelry Specialist, Wholesaler

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

## Online Diploma Requirements

Enroll in and complete two online courses and one lab classes to earn your online diploma. You may take courses without prerequisites in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 Months	-	<a href="#">Page 29</a>
GEM 230L	Diamond Grading Lab	None	-	-	35	<a href="#">Page 31</a>
			<b>Total lessons: 27</b>	<b>Total lab hours: 35</b>		

See "Tuition and Fees" on page 36

See "Class Schedules and Classroom Hours" on page 13



Rough and polished diamonds - ©GIA

# Graduate Pearls



## Description

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

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

### Learning Objectives

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

### What You Earn

GIA Graduate Pearls Online Diploma

### Occupations May Include

Pearl Grader, Pearl Assorter, Jewelry Business Owner, Jewelry Sales Professional, Pearl Buyer, Retailer, Wholesaler

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

## Diploma Requirements

Enroll in and complete one online course and one lab class to earn your online diploma. You may take courses in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 149	Pearls	None	8	6 Months	-	<a href="#">Page 28</a>
GEM 149L	Pearl Grading Lab	None	-	-	7	<a href="#">Page 31</a>
			<b>Total lessons: 8</b>	<b>Total lab hours: 7</b>		

[See "Tuition and Fees" on page 36](#)

[See "Class Schedules and Classroom Hours" on page 13](#)



South Sea cultured pearl and mollusk - ©GIA

# Applied Jewelry Professional



## Description

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The Applied Jewelry Professional™ (AJP®) diploma program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. Students learn basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store. To enable effective product conversations, examples are provided on how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP coursework provides clear and concise information that can be immediately implemented on the job.

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

## Learning Objectives

- Describe the GIA International Diamond Grading System™
- Explain how the 4Cs (color, clarity, cut and carat weight) affect a diamond's value
- Explain the differences between treated, laboratory-grown and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

## What You Earn

GIA Applied Jewelry Professional Online Diploma

## Occupations May Include

Jewelry Sales Professional, Jewelry Assistant Manager, Jewelry Consultant, Jewelry Service Advisor, Assistant Inventory Manager, Television Shopping Host, Pawnbroker

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

## Diploma Requirements

Enroll in and complete three online courses to earn your online diploma. You may take courses in any order.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 110	Jewelry Essentials	None	6	3 Months	-	<a href="#">Page 28</a>
GEM 120	Colored Stone Essentials	None	8	3 Months	-	<a href="#">Page 28</a>
GEM 130	Diamond Essentials	None	7	3 Months	-	<a href="#">Page 28</a>
			<b>Total lessons: 21</b>	<b>Total lab hours: 0</b>		

See "Tuition and Fees" on page 36

See "Class Schedules and Classroom Hours" on page 13



Rough and polished opal. Courtesy: Cenki Thomas



# Online Course Descriptions

Online courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. PT from the start date to the end date of the course. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including all lessons, quizzes and exams, within the maximum completion time. Students who do not pass their final exam prior to the end date receive a final grade of NP (No Pass).

## GEM 110 Jewelry Essentials

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

- **Required for:** Applied Jewelry Professional™ Online Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 3 months
- **Consists of:** 6 lessons and a final exam
- **What you earn:** Jewelry Essentials Certificate

## GEM 120 Colored Stone Essentials

This course provides essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. The final exam is online, open book and does not require a proctor. Students may download and save a PDF copy of the textbook and the GIA Essential Colored Stone Reference Guide prior to the course end date.

- **Required for:** Applied Jewelry Professional, Graduate Gemologist® and Graduate Colored Stones Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 3 months
- **Consists of:** 8 lessons and a final exam
- **What you earn:** Colored Stone Essentials Certificate

## GEM 130 Diamond Essentials

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. The final exam is online, open book and does not require a proctor. Students may download and save a PDF copy of the textbook prior to the course end date.

- **Required for:** Applied Jewelry Professional, Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 3 months
- **Consists of:** 7 lessons and a final exam
- **What you earn:** Diamond Essentials Certificate

## GEM 149 Pearls

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

- **Required for:** Graduate Pearls Online Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 6 months
- **Consists of:** 8 lessons and a final exam
- **What you earn:** Pearls Certificate



## GEM 220 Colored Stones

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The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is online, closed book and proctored. Students may download and save a PDF copy of the textbook prior to the course end date.

- **Required for:** Graduate Gemologist, Graduate Colored Stones Online Diplomas
- **Prerequisites:** GEM 120
- **Self-paced; maximum completion time:** 18 months
- **Consists of:** 27 lessons and a final exam
- **What you earn:** Colored Stones Certificate

## GEM 230 Diamonds & Diamond Grading

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This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is online, closed book and proctored. Students may download and save a PDF copy of the textbook prior to the course end date.

- **Required for:** Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** GEM 130
- **Self-paced; maximum completion time:** 15 months
- **Consists of:** 20 lessons and a final exam
- **What you earn:** Diamonds & Diamond Grading Certificate

## GEM 240 Gem Identification

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This course blends the theoretical knowledge and practical experience of identifying natural, laboratory-grown, treated gems and simulants. In their practical work, students practice using the equipment, tests and process to identifying over 500 gemstones including more than 60 species. Topics include gem treatments in the market today as well as advanced laboratory testing and instrumentation. The 20-stone final exam is closed book (except for lab manual) and proctored. Students may download and save a PDF copy of the textbook and lab manual prior to the course end date.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** GEM 220, GEM 240L
- **Self-paced; maximum completion time:** 24 months
- **Consists of:** 44 lessons (19 online, 25 practical) and a final exam
- **What you earn:** Gem Identification Certificate

In this course, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. [See "Student Notification of Classroom Chemical Usage" on page 66](#) for more information.

### Completing Practical Assignments

**GIA Student Workroom.** Students may choose to complete all practical assignments in a GIA Student Workroom as availability permits where they have access to all required equipment and stones. There is a \$100 per day charge for using the workroom and no charge for taking exams. Students are responsible for living expenses. On average, our students complete their practical assignments in 20-30 days in the workroom; we have had students take up to 80 days.

**Home or Office.** Students who live in the U.S., or in a country where GIA is able to ship stones per customs regulations, may complete practical assignments in their home or office. Students must confirm access to required equipment listed below prior to registration (photo required). Stones are shipped to students according to the Stone Set Loan Program listed below. [See "Required\\_Equipment" on page 30](#) and ["Stone\\_Set\\_Loan\\_Program" on page 30](#)

### Required Equipment

Equipment may be purchased in the marketplace or through the GIA Store at <https://store.GIA.edu/collections/gem-identification> based on availability.

- Binocular microscope with a minimum of 10x and 30x magnification and darkfield illumination
- Daylight-equivalent (5500k - 6500k) fluorescent overhead light source (included with some microscopes)
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Monochromatic light source
- Refractive index (RI) liquid 1.81
- Calcite dichroscope
- Spectroscope (diffraction grating preferred)
- Polariscopes
- Interference figure sphere (included with most polariscopes)
- Plastic or glass diffuser lens
- Non-locking gem tweezers
- Pinpoint incandescent light source
- Gem cloth

Contact us at [lessons@gia.edu](mailto:lessons@gia.edu) with for help determining if the equipment you have or plan to purchase meets the requirements.

### Stone Set Loan Program

GIA loans stone sets to students who complete practical assignments at their home or office. Stones are shipped pursuant to all customs laws and regulations. Students may not transport stones over international borders (outside country of receipt); students are subject to customs laws, regulations and penalties. Customs regulations, beyond GIA's control, may delay or even prevent us without notice from shipping stones to certain countries.

**Loan periods.** The loan period for US, domestic students is 60 days for the first stone set and 30 days for each set thereafter. The loan period for international students is 60 days for the first stone set and up to one year for the full international set of 480 stones. If a student goes on an approved leave of absence, they are required to return all stone sets prior to the requested leave and within the loan period.

**Late, lost or damaged stones.** Students who lose, damage or otherwise fail to return any stone must pay the cost of replacement. The replacement cost includes GIA's established value for each stone, plus labor and material costs. Loan periods are not extended for students on leave, we ask that they return all stone sets prior to the requested leave and within the loan period.



The student package available through the GIA Store includes the basic gemological equipment to get you started - ©GIA

# Lab Class Descriptions

Lab classes are where you gain hands-on experience grading diamonds, colored stones and pearls and learning to use professional gemological equipment.

## GEM 149L Pearl Grading Lab

The GIA Pearl Grading Lab guides students through the grading and classification of pearls using GIA's 7 Pearl Value Factors™. Through practical coursework, students evaluate size, shape, color, luster, surface, nacre thickness and matching.

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 a daylight equivalent light source and a pearl grading master set with an informational keycard. Students receive a lab manual, color reference chart, gem cloth and pencil as part of the course materials.

- **Required for:** Graduate Pearls Online Diploma
- **Prerequisites:** None
- **Hours / Duration:** 7 clock hours / 1 day
- **What you earn:** Letter of Completion

## GEM 220L Colored Stone Grading Lab

The Colored Stone Grading Lab learn how to grade the color, clarity and cut quality of a wide range of colored stones through practical coursework. Topics include how to describe a gem's color by hue, tone and saturation and how to evaluate gems using the GIA Colored Stone Grading System.

Students must pass a two-stone final exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source and 10x loupe. Students receive a lab manual, color description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 21 clock hours / 3 days
- **What you earn:** Letter of Completion

## GEM 230L Diamond Grading Lab

The Diamond Grading Lab introduces students to the procedures used to grade diamonds according to GIA's International Diamond Grading System™. Using round brilliant cut diamonds on the D-Z color scale, students apply their knowledge by assigning color, clarity and cut grades, determining proportions and weight and documenting fluorescence. Students also learn how to identify and plot clarity characteristics and receive hands-on practice separating natural diamond from common simulants.

Students must pass a two-stone final 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, LED light, calculator and diamond grading tray. Students receive a lab manual, tweezers, 10X loupe, pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion



Diamond Grading Lab students assess a diamond's clarity using a 10X jeweler's loupe - ©GIA

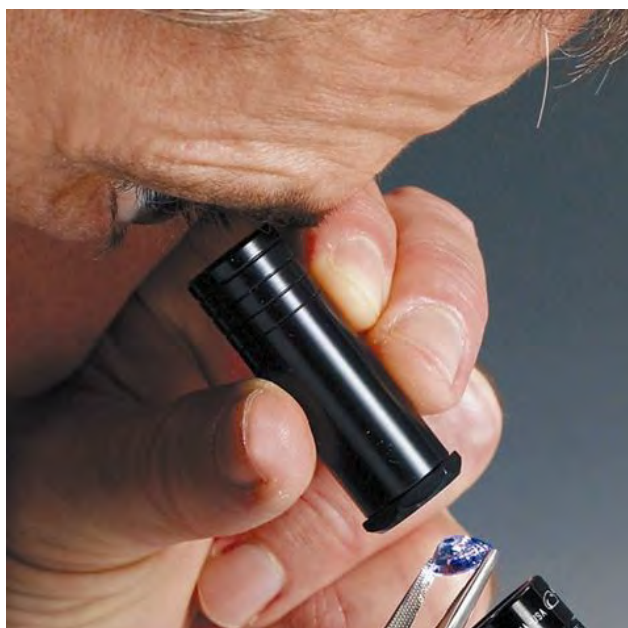
## GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the general observation process and the operation of the gemological equipment used to test and identify colored stones. Instructors demonstrate key tests and coach students on effective testing procedures. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones.

Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, color filter, fiber optic light, UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer, refractive index (RI) liquid, diffuser plate, polariscope, optic figure sphere and monochromatic light source. Students receive a lab manual, color description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See ["Student Notification of Classroom Chemical Usage"](#) on page 66 for more information.



Gem Identification Lab students learn the proper use of gemological equipment like a polariscope (top) and dichroscope (bottom) - ©GIA

# Admissions Policies and Procedures

## Admission Requirements

To be admitted to GIA's Online Division, applicants must meet the following requirements.

- Have a high school diploma or the equivalent.
- Be at least 16 years of age and at least 18 years of age prior to attending a lab class.
  - Applicants who are 16 or 17 years of age must have a parent or legal guardian give consent and sign their enrollment agreement.
- Have the ability to read and write in English at the level of a U.S. high school graduate.

All programs are taught in English. GIA does not offer English as a second language (ESL) instruction.

### Required Documents

Applicants must provide the following documents along with their completed application. All documents must be in English or accompanied by an English-language translation provided by a translation service.

#### Identification

- A copy of a valid, government-issued photo ID that shows your full legal name and birth date (such as a passport, driver's licence, ID card).

#### Proof of Graduation

Copy of your diploma or degree, or an official transcript showing the graduation date for ONE of the following:

- High school / high school equivalency diploma
- Undergraduate or graduate degree from an accredited college or university
- State-issued secondary school completion for home-schooled high school graduates

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

#### Name Change Documentation (if applicable)

If your legal name differs from the one on a required admission document, you must show proof of a legal name change that ties all of your documents together. Provide a copy of a court-issued document showing your former and new legal name, such as a marriage certificate, divorce decree, or other court-issued document.

## Proof of Graduation - Extenuating Circumstances

An applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee. For example, a student from a war-torn country whose school no longer exists. The student may be approved to take and pass an admissions test as determined by GIA in lieu of documentation and provide a signed statement attesting that they in fact obtained a high school diploma or its equivalent along with the reason(s) why documentation cannot be provided. Contact [admissions@gia.edu](mailto:admissions@gia.edu) for inquiries.

## How to Apply

To apply for admission to GIA's Online Division:

1. Determine your academic and financial obligations, time commitment and if your program of interest aligns with your educational and career goals. Contact [admissions@gia.edu](mailto:admissions@gia.edu) with any questions.
2. Complete the readiness assessment to determine if online education is a good fit for you: [https://gia.qualtrics.com/jfe/form/SV\\_70rUUajjYla10DY](https://gia.qualtrics.com/jfe/form/SV_70rUUajjYla10DY)
3. Confirm that you meet the admission requirements listed on [page 33](#)
4. Gather the required documents listed on [page 33](#)
5. Create an account and sign in to GIA's applicant portal at [www.GIA.edu/applynow](http://www.GIA.edu/applynow)
6. Follow the instructions to complete your application and upload your supporting documentation
7. Review and submit your application

A GIA admissions representative will review your application to ensure you have met all requirements and notify you of your acceptance or denial of admission. Application deadline for lab classes is one week prior to your intended class start date.

## Registration and Enrollment

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Within 24 hours of your acceptance for admission, you will receive log in credentials for the My GIA Education Portal where you may register for online courses and make payment. After registration, an enrollment agreement is sent to your email address on record. This agreement includes your course details, financial obligations, important policies and notices. You are not enrolled until this agreement is signed by both you and the school official.

Your registration will be cancelled if you fail to make the required payment or accept the terms of your enrollment agreement prior to the first day of class.

Admitted students who fail to register or maintain continued enrollment will be required to reapply for admission after a six month period of non-enrollment.

### Pre-enrollment Interview

For the Gem Identification online course (GEM 240), you must complete an interview with your instructor at least 14 calendar days prior to the class start date. During the interview, the instructor will review the course requirements and confirm your access to the required gemological equipment if you will be completing practical assignments at your home or office. The instructor will request photo documentation of the equipment you will be using.

## International Students and Visas

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International students who wish to take lab classes or use the student workroom in the U.S. must be aware of the rules and regulations that govern their stay and be certain to enter on the U.S. on the appropriate visa. GIA does not vouch for international applicants and does not offer visa services. For information about temporary visitors, visit the U.S. Consulate's website for your home country at <https://www.usembassy.gov>

## 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.

## Residency and Applicant Screening

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Educational services to some countries may be restricted by U.S. law. Additionally, all applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) and other applicable laws and regulations. GIA may not admit individuals who are sanctioned or reside in a country or territory sanctioned by the U.S. government. Visit [www.GIA.edu/ethics-compliance](http://www.GIA.edu/ethics-compliance) for more information.

GIA does not operate in Washington, D.C. and does not accept applications for online courses from the district's residents.

## Prior Criminal Offenses

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GIA does not require applicants to provide information about prior criminal offenses. Please note that prior convictions may result in challenges in securing employment after graduation.



## Payment Methods

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After registration, students may make payments online through the My GIA Education Portal at <https://education.gia.edu>. Student accounting staff are available Monday through Friday from 7:30 a.m to 4:00 p.m. Pacific Time at +1 800 421 7250 ext 4470, +1 760 603 4470 or email [educationacctsrec@gia.edu](mailto:educationacctsrec@gia.edu)

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 +1 800 421 7250 ext 4470, +1 760 603 4470, or [educationacctsrec@gia.edu](mailto:educationacctsrec@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

### Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide their full name and country of residence on the application for admission and once again 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.

## 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.

## 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 [financialaid@gia.edu](mailto:financialaid@gia.edu) for more information.

## Transferability of Coursework to another GIA Program

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Programs, courses or lab classes successfully completed at a GIA campus location or a GIA-affiliated school entity will be accepted for applicable credit toward an online diploma.

Coursework successfully completed in an On Campus program that satisfies a graduation or completion requirement will be accepted toward an online diploma. Contact the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu) for more information.

## Student Consumer Information

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



# Tuition and Fees

Total charges are valid for courses and classes from January 1, 2024 through December 31, 2024, and are subject to change with reasonable advanced notice. Amounts shown are in U.S. dollars.

## Online Courses

Course	Course Fees		Additional Costs (Estimated)**				
	Tuition	CA STRF*	Optional Books	Proctoring per Exam	Student Workroom	Equipment	Stone Shipping
GEM 110 - Jewelry Essentials	\$300	\$0	\$70	\$0	\$0.00	\$0.00	\$0.00
GEM 120 - Colored Stones Essentials	\$400	\$0	\$140	\$0	\$0.00	\$0.00	\$0.00
GEM 130 - Diamond Essentials	\$350	\$0	\$70	\$0	\$0.00	\$0.00	\$0.00
GEM 149 - Pearls	\$640	\$0	\$150	\$0	\$0.00	\$0.00	\$0.00
GEM 220 - Colored Stones	\$2,160	\$5	\$325	\$30 - \$100	\$0.00	\$0.00	\$0.00
GEM 230 - Diamonds & Diamond Grading	\$1,670	\$5	\$175	\$30 - \$100	\$0.00	\$0.00	\$0.00
GEM 240 - Gem Identification	\$3,520	\$10	\$325	\$90 to \$300	\$1,500 to \$8,000	\$2,500 to \$8,000	\$240-\$1,500 (US) \$2,000 (Non-US)

## Lab Classes - Carlsbad Campus

Class	Tuition	Books	Materials	Sales Tax	CA STRF*	Total Charges
GEM 149L - Pearl Grading Lab	\$350.00	\$45.00	\$7.00	\$4.03	\$0.00	\$406.03
GEM 220L - Colored Stone Grading Lab	\$1,050.00	\$100.00	\$61.00	\$12.48	\$2.50	\$1,225.98
GEM 230L - Diamond Grading Lab	\$1,750.00	\$160.00	\$98.00	\$20.00	\$5.00	\$2,033.00
GEM 240L - Gem Identification Lab	\$1,750.00	\$215.00	\$57.00	\$21.08	\$5.00	\$2,048.08

\* California Student Tuition Recovery Fund (CA STRF) fee is applicable to California residents and all students taking lab classes on the Carlsbad campus. [See "California Student Tuition Recovery Fund" on page 39](#)

\*\* Additional costs are estimated and vary greatly if the student completes work in a GIA Student Workroom or offsite. [See "Additional Enrollment Costs" on page 37](#) for details.

## Payment Due Dates

Total charges for lab classes are due at the time of registration. Online course tuition plus applicable STRF or international stone shipping fees are due at the time of registration. Tuition payment plans are available for GEM 220, 230 and 240 with the first installment and a non-refundable \$35 plan administration fee due at the time of registration. Tuition and fees must be paid in full prior to taking a final exam.

### Past Due Account Balance

Students who have a past due account balance will have disrupted service. Students will not be able to access courses in Blackboard, may not register into future courses and will not receive their credential until they have settled the payment(s) owed. Those who fail to pay plan installments on time will be required to pay the balance in full or be withdrawn.

## Additional Enrollment Costs

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### Optional Printed Textbooks - Online Courses

All gemology course curriculum is accessible online in the Blackboard learning management system. Students can access and download PDF versions of textbooks through the end date specified in their enrollment agreement. Printed versions of textbooks are optional and may be purchased through the My GIA Education Portal any time after registration.

### Proctoring Fees - GEM 220, GEM 230, GEM 240

These exams must be taken in a GIA Student Workroom (no charge) or in the presence of an approved proctor. Students are responsible for finding an acceptable proctor and paying proctor fees which typically range from \$15 per to \$150 per hour. The 20-stone exam in GEM 240 has a six-hour time limit and a maximum of 10 attempts; other exams have a two-hour time limit and a maximum of 3 attempts.

### Student Workroom Fees - GEM 240

Students have the option to complete all practical work in a fully-equipped GIA Student Workroom (\$100 per day + travel and expenses). While some students take 15 to 80 days in the workroom to complete their assignments, most complete within 20-30 days in the workroom.

### Equipment and Stone Shipping Costs - GEM 240

Students who live in the US, or in a country where GIA is able to ship stones, may complete practical work in their home or office instead of using a Student Workroom. For domestic students, GIA pays for all initial outgoing shipments and students are responsible for return shipments. Domestic students pay on average \$30 per shipment. International students pay a one-time, non-refundable flat rate of \$2,000 to GIA for initial outgoing and return shipping costs. Students are responsible for all costs for reshipping stone sets that have already been sent.

Students must also have access to the required gemological equipment listed on [page 30](#). Equipment may be purchased in the marketplace or through the GIA Store at <https://store.GIA.edu/collections/gem-identification> based on availability. The estimated cost to purchase equipment is \$2,500-\$8,000 excluding shipping, handling and tax. This estimate includes \$6,500 for a professional microscope, however there are lower cost microscopes available in the marketplace.

## Additional Fees

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Additional, non-refundable, fees may include:

- Living expenses such as housing, food, medical, insurance, transportation, and entertainment
- Wire payment transfer fees
- Fees for optional books and materials, shipping, handling, and applicable taxes
- Fees for any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- \$50 half-day or \$100 full day use of Student Workroom
- \$35 payment plan administration fee
- \$15 late fee (payment plans)
- \$15 fee for non-sufficient funds or returned checks
- \$15 ID badge replacement fee
- \$10 student locker key replacement fee
- \$10 parking permit replacement fee
- \$10 official transcript fee
- \$70 diploma replacement fee (excludes expedited shipping)
- \$65 certificate replacement fee (excludes expedited shipping)

# Financial Assistance and Scholarships

GIA is pleased to offer financial assistance options to those who qualify including vocational rehab benefits and institutional scholarships. Students may also find outside aid such as private scholarships and loans. Visit [www.GIA.edu/gem-education-financial-aid](http://www.GIA.edu/gem-education-financial-aid) or contact us at +1 800 421 7250 ext 4005, [financialaid@gia.edu](mailto:financialaid@gia.edu).

## Vocational Rehabilitation Education Benefits

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Vocational rehabilitation assistance programs are administered by the Veterans Administration (Veteran Readiness and Employment or VR&E), individual state agencies or private agencies. Depending on the authorization from the student's VA counselor, GIA online courses or lab classes may qualify for use of Vet Readiness and Employment (VR&E) benefits. For more information, contact [financialaid@gia.edu](mailto:financialaid@gia.edu) or visit [www.GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure](http://www.GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure)

## Scholarships

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GIA offers many scholarship opportunities to eligible students. Opportunity scholarships are available year-round. Students may be required to complete a FAFSA application to determine financial need. Merit-based scholarships are competitive and based on the achievements of the application. Students may apply for merit-based scholarships during a specified application period.

Students awarded scholarships receive an award letter that contains the amount as well as any restrictions for use policies.

Visit [www.GIA.edu/scholarships](http://www.GIA.edu/scholarships) for available scholarships, eligibility, how to apply, and required documents.

# California Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education: physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov; phone +1 916 574 8900 or +1 888 370 7589; fax +1 916 263 1897.

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

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse

proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0.00).

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

**Definitions:**

(a) "California resident" means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from qualifying institution offering distance education.

(b) "Closed institution" means an institution at which a closure has occurred.

(c) "Economic loss" means pecuniary loss, as defined in section 94923 of the Code. Economic loss also includes any "educational opportunity loss."

(d) "Educational opportunity loss" means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution's closure or due to the institution losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.

(e) "Fund" means the Student Tuition Recovery Fund.

(f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.

(g) "Qualifying institution" is an approved institution that is subject to the provisions of Article 14, commencing with section 94923 of the Code, including out-of-state institutions registered with the Bureau pursuant to section 94801.5 of the Code.

(h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).

(i) "STRF" means Student Tuition Recovery Fund.

(j) "Student Tuition Recovery Fund assessment" or "STRF assessment" means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution.

(k) "Teach-out institution" means the institution offering a teach-out to a former student of an institution that has ceased to operate.

(l) "Third-party payer" means an employer, government program or other entity that pays a student's charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

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

# Kentucky Student Protection Fund

The Kentucky Student Protection Fund was established to relieve or mitigate economic loss suffered by eligible Kentucky students as described herein.

## Existence of the Kentucky Student Protection Fund.

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

## Process for Filing a Claim Against the Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <https://kcpe.ky.gov>



# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA's Carlsbad campus are explained in detail in this section and in your enrollment agreement. Contact admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 760 603 4001 or +1 800 421 7250 ext 4001.

## Cancellation of Enrollment

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Students enrolled in online courses, where instruction is not in real time, have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Students enrolled in lab classes have the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the first class session.

Students must submit their cancellation notice in writing using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at <https://education.gia.edu> or by email to an admissions representative at [admissions@gia.edu](mailto:admissions@gia.edu). Cancellation is effective on the date the written notice is sent.

A student's registration/enrollment will be cancelled by the school with a full refund of institutional charges for failure to i) sign the enrollment agreement, ii) start the course or class or iii) make a required payment due at the time of registration prior to the start date.

## Withdrawal of Enrollment

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Students may withdraw from a course or class of enrollment any time after the cancellation period and prior to taking a final examination. Students must submit their withdrawal notice in writing by using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at <https://education.gia.edu>, by email to an admissions representative at [admissions@gia.edu](mailto:admissions@gia.edu) (online courses) or the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu) (lab classes). Withdrawal is effective on the date the written notice is sent.

A student will be administratively withdrawn 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 a GIA policy. A grade of SWD is recorded on the student's academic record and any refund is calculated according to GIA's refund policy.

## Refund Policy

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Students enrolled in online courses, where instruction is not in real time, receive a full refund, 100% of the amount paid for institutional charges, before the first lesson and materials are received. Students who have submitted 60% or less of the required online assignments receive a pro-rata tuition refund. Students who have submitted more than 60% of the required online assignments are not eligible for a refund.

GIA utilizes an alternative method of calculating lab class tuition refunds in accordance with California Education Code §94921. Students enrolled in lab classes receive a full refund, 100% of the amount paid for institutional charges, if notice of cancellation is made through attendance at the first class session. Students who have completed 60% or less of the period of attendance receive a pro-rata tuition refund. Students who have completed more than 60% of the period of attendance are not eligible for a refund.

GIA does not collect or retain a deposit or application fee. The CA STRF assessment fee is non-refundable in the case of withdrawal. The International Stone Set Shipping fee of \$2,000 is non-refundable once stones have been shipped.

Student workroom cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

Books and materials that are used or not returned in salable condition are nonrefundable. Students who choose to purchase optional books, materials and equipment through the GIA store are subject to the return and exchange policy for the GIA Store. <https://store.gia.edu/pages/gia-return-and-exchange-policy>

GIA's online courses and lab classes are not eligible for federal financial aid. Students who obtain a loan to pay for an educational program have the responsibility to repay the full borrowed amount of the loan, plus interest, less the amount of any refund returned to the lender. Scholarship recipients are subject to the refund policy described in their acceptance letter.

Any credit balance on a student's account after any unearned aid and scholarship funds have been returned, will be refunded within 30 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

### Tuition Refund Chart - Online Courses

Assignments Submitted	Tuition Refund
Before submitting your first course assignment	100%
Submitted up to 60% of the course assignments	Pro-rata %
Submitted more than 60% of the course assignments or exceeded the course completion time	No refund

### Pro-Rata Tuition Calculation

GIA uses the number of course assignments submitted for grading to calculate the pro-rata tuition amount owed as follows.

- Submitted Assignments %** = Assignments submitted divided by the total number of assignments
- Pro-Rata Tuition** = Total tuition x percent of submitted assignments

### Refund Calculation Example

A student withdraws from an online course with 20 assignments and a tuition of \$2,000 and \$5.00 (CA STRF fee). The student is paid in full.

#### Amount Retained by GIA

Submitted Assignments % =  $4 / 20 = 0.20$   
 Pro-Rata Tuition Amount =  $\$2,000 \times 0.20 = \$400.00$   
 CA STRF Fee (non-refundable) =  $\$5.00$   
 $\$400.00 + \$5.00 = \$405.00$

#### Refund Amount

\$2,005.00 (paid by student)  
 - \$405.00 (retained by GIA) = \$1,600.00

### Tuition Refund Chart - Lab Classes

Last Day of Attendance	Tuition Refund
Before the end of the first class session	100%
On or before 60% of the scheduled instructional hours	Pro-rata %
After 60% of the scheduled instructional hours	No refund

### Pro-Rata Tuition Calculation

GIA uses the student's last day of attendance to calculate the pro-rata tuition amount owed as follows.

- Scheduled Instructional Hours %** = Total program hours divided by the scheduled instructional hours through the student's last day of attendance
- Pro-Rata Tuition** = Total tuition x percent of scheduled instructional hours

### Refund Calculation Example

A student withdraws from a 35 clock-hour lab class. There were 14 scheduled instruction hours through the student's last day of attendance. Total charges include \$1,000.00 (tuition), \$225.98 (books, materials, sales tax) and \$2.50 (CA STRF fee). The student has paid in full and retained all books and materials..

#### Amount Retained by GIA

Scheduled Instructional Hours % =  $14 / 35 = 0.40$   
 Pro-Rata Tuition Amount =  $\$1,000 \times 0.40 = \$400.00$   
 Books, Materials and Sales Tax =  $\$225.98$   
 CA STRF Fee (non-refundable) =  $\$2.50$   
 $\$400.00 + \$225.98 + \$2.50 = \$628.48$

#### Refund Amount

\$1,228.48 (paid by student)  
 - \$628.48 (retained by GIA) = \$600.00

## Definitions

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

- **Cancellation.** Student's enrollment is terminated through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- **Cancellation or Withdrawal Date.** The date the student's written notice of cancellation or withdrawal was sent or is administratively withdrawn according to policy.
- **Enrollment Agreement.** A written contract between a student and institution concerning an educational program.
- **Enrollment.** Execution of an enrollment agreement; enrollment is effective on the date it is signed by both the student and the GIA authorized representative.
- **First Class Day.** First day the student is scheduled to attend a class session.
- **First Class Session.** First part of a class day that the institute conducts instruction in a particular subject. For lab classes, the first class session is before the scheduled lunch break.
- **Institutional Charges.** All charges for tuition, required books and materials, CA STRF fee and other educationally-related expenses assessed by the institution
- **Instructional Hours:** The hours in which clock hours are scheduled.
- **Last Day of Attendance.** The last day the student attended class as determined by GIA's attendance records.
- **Period of Attendance.** The entire educational program if measured in clock hours.
- **Withdrawal.** When a student's enrollment is terminated after the cancellation period but prior to taking a final examination (either the student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA policy).

# Student Services

Our student services staff, advisors and librarians provide a variety of services and resources to help ensure your success as a student and graduate of GIA.

## Housing and Transportation

GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus for students coming for lab classes or to use the Student Workroom. Start your search about 45 days before your arrival and be sure to use a reputable third-party provider.

It is important that you thoroughly research your options before taking residence. If renting a room or sharing an apartment, your due diligence should include interviewing the renter and any occupants as well as doing an Internet search of the address and of any individuals living in the home.

Current housing costs around Carlsbad campus can range from \$1,600 to \$2,500 per month or more for apartments. Hotel stays can average \$2,100 per month or \$80 to \$350 per night excluding taxes and other fees.

GIA's campus has parking for more than 1,000 vehicles, electric car charging stations, bike racks and access to public transportation. Public transportation to the Carlsbad campus is limited and although bicycles are an alternative, a car is recommended. Visit <https://www.sdmts.com/transit-services> for more information on public transportation.

Contact student services at +1 800 421 7250 ext 7304, +1 760 603 4000 ext 7304 or [studentservices@gia.edu](mailto:studentservices@gia.edu) for inquiries or assistance.

## Food and Beverage

Students have several choices for meals, snacks and beverages on campus or from a variety of nearby off-campus locations.

GIA's cafe is open from 7 am to 2 pm for breakfast and lunch. Students can order onsite or online for pick-up at the cafe. Refrigerators and microwaves are available for students who prefer to bring their own food. Ample seating is available in the cafe and student lobby, outdoor seating is also available. Self-service vending on campus offer snacks, small lunch items and various bottled drinks options.

## Health Care and Insurance

GIA does not provide health insurance for students. All students are strongly urged to maintain medical insurance coverage. Any medical needs, services and expenses are the student's personal responsibility.

Contact student services at +1 800 421 7250 ext 7304, +1 760 603 4000 ext 7304 or [studentservices@gia.edu](mailto:studentservices@gia.edu) for information about companies that provide medical insurance or to help you locate medical professionals in the area.

## TELUS Health Student Support

Through TELUS Health, GIA provides students with immediate and/or ongoing confidential, 24-hour multi-lingual support for any school, health, or general life concern at no cost. You can call or chat with a counselor directly from your phone, mobile device or computer.

Phone: +1 866 743 7732

Website: <https://myssp.app/us/home>

TELUS App:



## Disability Services and Accommodation

Our dean's office provides support services, resources and accommodations for students with verified disabilities. Our belief is that disability is not a limitation, but rather an indication of perseverance, strength and determination in accomplishing all life endeavors. Our intention is to promote access, equity and inclusion; to instill a true sense of belonging at GIA for students with disabilities.

GIA is committed to ensuring equal access to its programs and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate. See "[Academic Progress Policies](#)" on page 52 for the details and procedures for requesting accommodation.

## Education Advising and Tutoring

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GIA's education advisor is available to meet with students who wish to discuss their academic progress and develop strategies to help remove any barrier to their success. The education advisor hosts a Live Information Session every month on Zoom introducing Colored Stones (Gem 220) and Diamonds and Diamond Grading (Gem 230). The sessions cover topics such as course duration, quizzes and final exam instructions, and proctoring. The education advisor also reaches out to students throughout the course updating their progress.

GIA's tutoring program is designed to foster student-driven success, promote independent learning, and provide academic support through an encouraging, engaging, and constructive environment. The education advisor or tutor provides one-on-one support to students who are seeking additional academic help in written coursework outside of school hours. Outside of specific course material support, the program is focused on helping students learn how to be stronger students, teaching participants how to efficiently take notes, prepare for assessments, and become better test takers.

For information, or to schedule an appointment, contact us at [edadvising@gia.edu](mailto:edadvising@gia.edu) or call +1 800 421 7250 ext 4382 or +1 760 603 4000 ext 4382.

## International Student Advising

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GIA's international student advisor provides specialized support to international lab class students prepare for and adjust to living and studying in the U.S. The international student advisor is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Standard Time at +1 760 603 4001 or by email at [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## Campus Connect

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GIA hosts *Campus Connect* for lab students where they can connect with key departments and staff while they are onsite. Admissions, career services, online course faculty, education advising, library, GIA store, gems & gemology and the alumni collective are available to meet with students, explain available resources and answer questions.

## Computer and Internet Access

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The campus has wireless Internet access available at no charge. The library has a computer lab available for student use during operating hours on a first-come, first-serve basis.

## Career Services

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As a GIA student or graduate, you enjoy a professional affiliation with GIA. Career services advisors offer individualized support for students and graduates in all stages of their careers. to help them develop a personal strategy according to their educational and career goals.

The career services department provides additional resources and hosted events to help start or advance your career such as the GIA Gem & Jewelry Career Center, Career Fair - Presented by GIA, and the Job Seekers Handbook. Information on career advising and other services is detailed in the sections below.

For questions, information, or to schedule an appointment, contact us at [careerservices@gia.edu](mailto:careerservices@gia.edu) or call +1 800 421 7250 ext 4450 or +1 760 603 4000 ext 4450.

### Career Advising

Career services advisors offer one-on-one appointments to provide guidance and assistance on topics such as:

**Education and career goals.** Advisors can help you identify possible careers paths and the education and experience required to meet your goals. They'll help you consider your prior education and experience, interests, strengths, and transferable skills.

**Resume and cover letter.** Advisors can help you prepare your resume and cover letter, providing tips on how to best highlight your strengths, experience and education so you stand out.

**Interview preparation.** Advisors provide guidance on how to research and prepare for an interview, consider the questions that may be asked and how you would answer them, and how to conduct yourself during the meeting. Students can also practice interviewing with mock interviews available on the GIA Gem & Jewelry Career Center.

**Job search.** Advisors provide guidance and resources to conduct your job search using various job sites and platforms, LinkedIn and the GIA's Gem & Jewelry Career Center. You will need to meet the legal requirements of working in any prospective employer's country.

Advisors also offer "lunch and learns" on various career-focused topics throughout the year. Lab class students may bring and eat their lunch during sessions.

## Job Seeker's Handbook

The Job Seeker's Handbook is a guide to starting your job search in the gem and jewelry industry. It includes sample resumes and cover letters, tips on job searches, interviewing and more. We encourage you to use it as you begin your professional journey. Download or view the handbook at [www.GIA.edu/gem-careers](http://www.GIA.edu/gem-careers)

## GIA Gem & Jewelry Career Center

The GIA Gem & Jewelry Career Center is a premier career platform and online job board exclusively 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.

As a job seeker, you will be able to customize your job search and create a full-featured profile that will help you market yourself to employers. You can also access tools to help you prepare for interviews. There is no charge to use this service. You can access the career center on our website or download the App.

Website: [www.GIA.edu/gem-job](http://www.GIA.edu/gem-job)  
Simplicity App:



## Career Fair – Presented by GIA

GIA hosts annual Career Fairs in Carlsbad, London and New York. As the jewelry industry's largest recruiting event, Career Fair attracts the industry's top employers including retailers, manufacturers, laboratories, and wholesalers.

Whether you're just starting out or looking for a career change, Career Fair gives you the opportunity to meet with recruiters, collect job leads, and network. Additionally, industry members offer one-on-one coaching sessions for students and graduates. For the latest information, visit [www.GIA.edu/career-fair](http://www.GIA.edu/career-fair)

## Guest Speaker Series

GIA's Carlsbad campus is pleased to offer the Guest Speaker Series to inspire and enhance your educational life on campus. Each month, practicing professionals share their expertise on subjects such as diamond and gemstone treatments, jewelry manufacturing and design, field gemology, and more. The series, free to both students and alumni, exposes you to different career paths and provides perspective on how skills, knowledge, abilities apply to the workplace. The series is live-streamed and posted on social media.

## Library and Learning Resources

### Library and Information Center

The Richard T. Liddicoat Gemological Library and Information Center is the largest library of its kind housing a growing collection of over 65,000 books, 1,000 periodical titles in various languages, and 2,000 videos and other media. The collections cover topics on gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacturing and history and are searchable in the Library's Online Public Access Catalog (OPAC) via the library's section of the GIA website [www.GIA.edu/library](http://www.GIA.edu/library)

**Lending library.** Students on campus using the student workroom or taking lab classes may check-out print materials while they are on campus. The lending library consists of over 16,000 volumes, 124 current subscriptions and approximately 2,000 videos.

**Archives.** The Library's archives and rare book collection has works dating back to 1496. Print materials in the archives are accessible by appointment only. Works no longer under copyright (pre-1926) are being digitized with over 1,000 titles freely available on Internet Archive at <https://archive.org/details/gialibrary>.

**eBooks.** Students and alumni may access the contemporary e-book collection on the Libby app at <https://libbyapp.com>. Contact us at [library@gia.edu](mailto:library@gia.edu) for a username and password.

**Website.** The library section of the GIA website offers additional resources, from recommended book lists to listings of gemstone pricing guides and appraisal associations. [www.GIA.edu/library](http://www.GIA.edu/library)



**Reference service.** The library is the first point of reference for gem and jewelry professionals. Whether in person or by phone or email, librarians answer questions from scientists, jewelers, gemologists, students, researchers, authors and the media from around the world. They provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewelry history and more.

**Hours and contact.** 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.

### GIA Museum Collection

GIA's Carlsbad campus is home to the GIA Museum, which houses an extraordinary collection of gems, gem minerals, jewelry, objets d'art, and historical cutting equipment to enhance the student learning experience. Displays throughout campus complement in-class stone sets and allow gemology students to observe additional specimens of stones and jewelry.

### Education Stone Sets

Our education stone sets are a significant learning resource used by students to gain hands-on, practical experience in diamond grading, gem identification, and colored stone grading. Each series of stone sets is specifically integrated with the curriculum at the appropriate learning point. Each stone is carefully selected to ensure students are exposed to a wide variety of natural, lab-grown, and treated gem species, varieties, and qualities they might encounter once employed in the trade.

### Blackboard Learning Management System

Students have 24/7 online access to the Blackboard Learning Management System (LMS). Gemology students access their curriculum in a media-rich online format with embedded videos and animations to supplement learning, as well as an online glossary and links to additional learning resources such as additional videos, supplemental reading, PDF charts, and references. For all On Campus students, the LMS provides access to the GIA Library and Museum's digital resources, including eBooks, audio books and videos, digital periodicals, the digitized rare book collection, the library lecture schedule, virtual museum exhibits, and the Gübelin Gem Project (a repository of data on over 400 gemstones).

## GIA Alumni Collective™

The GIA Alumni Collective is here to provide students and graduates with diverse opportunities, insights, and connections that fuel their development, progress, and passion at every point of their career. Contact us at [alumni@gia.edu](mailto:alumni@gia.edu)

**Membership.** After successfully completing a GIA course or program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 155,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational, and passionate community that aims to help graduates cultivate a lifetime of success.

**The online community.** GIA alumni are key influencers throughout the gem and jewelry industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewelry professionals and display their credentials in our Alumni Directory. Not only can GIA graduates view and participate in virtual and in-person events in their local areas, they can go beyond their borders and network with alumni from around the world. Register for the community at <https://collective.GIA.edu>.

**Global chapters.** GIA's global chapters span the globe from Manhattan to Mumbai. As a member of the GIA Alumni Collective, you have the opportunity to participate in local meetings and events that further your professional development and connect you to your gem and jewelry community. Visit [Global Alumni Chapters \(gia.edu\)](https://global.gia.edu) to explore or join a local chapter.

# Academic Policies and Procedures

Academic policies and procedures help ensure the quality of every student's academic experience, support the investment our graduates make in their education, and help to preserve the integrity of GIA's diplomas and certificates.

## Lab Class Attendance Policy

The curriculum is intense; students are strongly encouraged not to miss any class time. Classes begin promptly at the scheduled start time. A student may not leave the classroom without advising the instructor except during scheduled breaks.

Every morning and at each break, attendance is taken and recorded in full hour increments. A student who misses any part of a scheduled class hour will be marked for a full hour missed. For example, if a student arrives 10 minutes late to class, they are marked for one hour missed.

### Maximum Allowable Missed Hours

Students who miss any portion of the first day of class, or otherwise exceed the maximum allowable absence listed below are dismissed.

Class	Class Hours	Maximum Missed Hours
Diamond Grading Lab Gem Identification Lab	35	3 hours
Colored Stone Grading Lab	21	2 hours
Pearl Grading Lab	7	0 hours

## Make-Up Hours

Due to the short duration of lab classes, students are advised to register for a class when they can be present for the entire duration (no known conflicts). Make-up hours are not available.

## Make-Up Work

Online courses are self-paced and lab classes require strict attendance; there is no provision to make-up work. Students have ample time to make-up missed lab work during regularly scheduled hours.

## Clock Hours

"Clock hours" refer to number of scheduled instructional hours for each course, class or program. One clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The definition of a clock hour is separate from, and does not apply to, GIA's attendance policy.

## Classroom Policies

Students enrolled in lab classes or using a student workroom are required to adhere to the following policies.

- Use of mobile phones and other devices in class is strictly prohibited. These devices must be set on silent and placed in a designated location. Devices may be used if the student leaves the classroom.
- Eating is not permitted in classrooms. Beverages in closed containers are allowed.
- Non-GIA issued tools are not allowed in class. Exceptions may be granted for safety or ergonomic considerations if approved through the dean's office. GIA is not responsible for loss of or damage to personal tools.
- Keycards, blank or completed worksheets, quizzes and exams may not be taken out of the classroom.
- Projects and other materials may not be taken out of the classroom without the instructor's permission.
- Students must work individually unless the instructor directs otherwise.

Class-specific policies are disclosed and reviewed with students in class.

## Testing Policy

Testing measures a student's comprehension of the curriculum and mastery of skills. The following rules apply to all tests. The term "test" refers to any quiz, test or exam.

- Lab students are strongly advised not to miss a scheduled test. Those not taken on the scheduled date and time receive a score of zero.
- Tests in progress may be declared null and void, and rescheduled, if the testing area must be evacuated for any reason or if internet connectivity is lost.
- Tests must be completed within the specified time limit.
  - Students are graded on the work submitted within the allotted time.
  - Tests not submitted within the allotted time receive a score zero.
- All test submissions are final.
- Final exams are closed-book with these exceptions:
  - GEM 110, GEM 120, GEM 130, GEM 149 are open-book.
  - Lab manuals are permitted during practical tests.
- Practical exams must remain in the proctor's control at all times.
- Reviews of specific questions are not provided; a general review of the areas missed are provided by the instructor upon request.
- Non-native English-speaking students may use a printed translation dictionary only after it is examined by the instructor/proctor; electronic translators may not be used.
- Unauthorized electronic devices may not be used during testing.
  - Mobile devices must be turned off and placed in a designated location.
  - Cameras and other recording devices are not allowed.
  - Standard, non-programmable calculators are allowed.
  - In some cases, GIA may provide electronic devices; if so, students must follow instructor/proctor's directions.

## Proctored Exam Requirements

GEM 220, GEM 230, GEM 240 final exams must be taken in a GIA Student Workroom or in the presence of an approved local proctor. A proctor is someone who monitors a student during an exam. Contact us at [records@gia.edu](mailto:records@gia.edu), +1 760 603 4000 ext. 7312, or +1 800 421 7250 ext. 7312 with any questions.

**GIA Student Workroom.** There is no charge to take an exam in a GIA Student Workroom. See "Student Workrooms" on page 16

**Local Proctor.** Students are responsible for finding a local proctor and paying any proctoring fees. Proctors must be approved; approval is at GIA's discretion and may be revoked at any time. The proctor must be able to visually and audibly monitor the student during the full length of the exam. Online exams require the use of a computer with wired Internet access; no wireless Internet connection.

### Acceptable Proctors

Many learning and testing centers offer proctoring services. Otherwise, an acceptable proctor is a professional outside of the Gem & Jewelry industry that has no real or perceived conflict of interest with the student. Examples include, but not limited to, a *librarian, instructor, teacher, professor, college administrator, attorney, notary of the public, certified public accountant, or military officer.*

Relatives, friends, partners, roommates, coworkers, supervisors and anyone employed in the Gem & Jewelry Industry are not eligible to proctor a GIA exam.

### Requesting Your Exam

Students must notify GIA when they are ready to take a proctored exam using the request form on the MY GIA Education Portal at <https://education.gia.edu> or by scheduling time in a GIA Student Workroom. All tuition and fees must be paid in full and any stone sets loaned to the student for practical assignments must be returned prior to taking the exam.

Students must provide the requested proctor information and any supporting documentation for approval. Once approved and scheduled the exam is valid for 30-days not to exceed the course end date.

We recommend students be prepared for and schedule their first exam attempt no later than *30 days before the end date* to allow sufficient time for processing exam requests, complete any allowable retakes, ship practical exams, and complete any required remedial work.

- Exam requests take 5 business days to process, excluding holidays.
- Once approved, practical exams are sent with 2-day shipping for domestic and 3 to 7-day shipping for most international locations.

## Academic Integrity Policy

GIA highly values academic integrity, meaning an honest representation of one's own work. While we also value the benefit of collaborative education where students are able to work with and learn from one another, there is a line between collaboration and academic dishonesty. Students who violate this policy are subject to discipline up to and including dismissal. Examples of academic dishonesty include but are not limited to the following:

**Cheating.** Copying another student's work or using unauthorized aids during an examination, test or quiz or to complete a project, assignment or worksheet. Examples of unauthorized aids include written notes, mobile phone or other device, AI, the Internet, and homework/test/quiz sharing or exchange sites.

**Plagiarism.** Copying work or ideas, including but not limited to the use of electronic aids, and misrepresenting them as one's own.

**Falsification.** Making up fictitious information or altering records for the purpose of misrepresentation.

**Facilitation.** Helping another student to cheat, plagiarize, or falsify information. Some examples include:

- knowingly allowing another student to copy your work;
- sharing or exchanging quiz, test, exam or assignment questions and/or answers with another student, on a site that may be searched by others, or referring another student to those sites;
- copying or reproducing keycards or quiz, test, exam or assignment questions by any means;
- unauthorized possession of practical assignments or projects.

The failure of a student to report known or suspected cheating or other forms of academic dishonesty is also considered a violation of this policy.

## Grading System

GIA uses a Pass/No Pass (P/NP) grading system. Final grades are assigned and recorded in the student's permanent academic record as follows.

Grade	Definition
P (Pass)	75% and higher and met the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
SWD (Student Withdrawal)	Student was withdrawn from their program of enrollment after the cancellation period.
INC (Incomplete)	This is a temporary grade that is converted to P, NP or SWD based on the definition of these grades. Students who fail to complete their coursework within the agreed-upon time receive a final grade of NP.

## Grading Policy

Final grades are awarded to each student, in each course or class, within two business days of the end date.

Online assignments, quizzes and exams are graded immediately upon submission. Practical assignments and exams are typically graded within seven business days. Lab class exam results are available prior to the end of class. Exams taken in a GIA Student Workroom are graded upon submission. Students will be notified of processing delays. Students can access grades and monitor their progress in the Blackboard LMS at <https://blackboard.gia.edu>

## Student Identity Verification

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GIA establishes that the student who registers in a program is the same who participates in and completes the program by one or more of the following methods:

- Collecting a copy of a government-issued photo ID or passport
- Using a secure login and password to complete written assignments, quizzes and exams
- Verifying the ID of a student who takes a proctored exam
- Taking and recording lab class attendance

## Academic Progress Policies

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GIA monitors each student's academic progress to ensure they are moving toward successful completion of their course or class.

### Online Courses

Online courses are self-paced. Students have access to course materials on the class start date and must successfully complete all assignments and the final exam within the maximum timeframe allowed. Students receive academic progress reports at scheduled benchmarks during the course. Students receive academic progress reports at scheduled benchmarks during the course. At any time, students may monitor their progress in the Blackboard LMS at <https://blackboard.gia.edu> or request a conference with their instructor.

**Course Progress.** Students must pass each lesson's questionnaire with a score 75% or higher to progress to the next questionnaire. Students enrolled in GEM 240 must meet specific grading criteria for each practical assignment as specified in the course syllabus.

**Maximum Timeframe.** Each online course has a maximum completion timeframe listed in the course descriptions. The start and end dates of the course are specified in the student's enrollment agreement. Maximum timeframe is strictly enforced; there are no extensions. See "[Online Course Descriptions](#)" on page 28

A student who is unable to progress, and has not yet taken a final exam, may withdraw and retake the course at a time that better suits their schedule. Students with proper cause and documentation may request a leave of absence to temporarily pause and resume their studies at a later date. See "[Leave of Absence Policy](#)" on page 52

Students who do not successfully complete all course requirements including all written and practical assignments and passing the final exam within the maximum timeframe receive a final grade of No Pass (NP). Students who do not pass may repeat the course at current tuition and fees. See "[Repeat Courses](#)" on page 53

### Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions, hands-on lab sessions and the final exam in order to successfully progress through the class. Students who exceed the maximum allowable missed hours as described in the Attendance Policy are dismissed. See "[Attendance\\_Policy](#)" on page 49

## Probation

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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 probation are dismissed.

## Leave of Absence Policy

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Students enrolled in an online course may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes are not eligible for a leave of absence.

An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact the dean's office at [deanstudents@gia.edu](mailto:deanstudents@gia.edu) for additional information.

A leave will be approved if GIA determines that there is a reasonable expectation that the student will return and the request complies with this policy. If approved, an addendum to the student's enrollment agreement is generated and the course end date is extended to reflect the number of days granted for the leave.

**Maximum Length.** The maximum length of time for an LOA is 365 calendar days. A student may be granted more than one leave, but combined cannot exceed 365 calendar days per course. Students must submit any request to extend an approved LOA in writing to the dean's office prior to the expiration of their original LOA.

**Requesting Leave.** The LOA request must be submitted in writing to the dean's office in advance. A request form is available on the My Education Portal at <https://education.gia.edu>. The request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, GIA may approve the student's leave and collect the written, signed and dated request at a later date.

**Returning from leave.** Students access to their online courses is automatically reinstated on the end date of the leave. Students may review/repeat any lessons they completed prior to leave to ensure their success. No additional fees are charged for the leave. Students may return early from a leave by notifying the dean's office.

**Active Military Duty.** Any student called to active military duty will be promptly readmitted in accordance with the requirements under Title 34 of the U.S. Code of Federal Regulations. The cumulative length of the leave and of all previous absences from the school for 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 dean's office to discuss their individual situation.

## Repeat Courses

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Students may repeat an online course or lab class to earn a passing grade; current tuition and fees apply at enrollment. After two non-passing attempts (final grade of NP) of an online course, a student must petition for re-enrollment.

The student must submit the Petition for Re-enrollment form and any additional supporting documentation to the Admissions Committee for review. The student is asked to describe the circumstances that prevented them from passing the course and what they will do differently in order to succeed. The decision to allow a student to re-enroll is at GIA's sole discretion based on a consensus belief that the student can be successful.

The director of enrollment services, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the petition. If approved, the student may re-enroll into the course from the beginning at current tuition and fees.

## Appeal for Re-enrollment

Students who wish to repeat an online course after two unsuccessful attempts, must submit a completed Appeal for Re-enrollment Form to the dean of students. At a minimum, the appeal includes the student's self-assessment of the reasons that prevented them from successfully completing the course and the actions they would take to ensure that they would be able to meet and maintain academic progress going forward.

Appeals are reviewed by the Admissions Committee and the director of enrollment services 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 re-enroll and repeat the course from the beginning, paying current tuition and fees. If an appeal is denied, the student is required to wait one year before submitting another appeal. A maximum of three appeals are allowed.

## Dismissal Policy

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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 of Student Code of Conduct and Standards of Behavior or other institutional policies
- Failure to meet academic progress standards
- Failure to abide by the attendance policy
- Cheating or any other form of academic dishonesty
- 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 final grade of SWD is posted to the student's academic record and any refund is calculated according to GIA's Refund Policy.



### Appeal for Readmission

Students who are dismissed must submit a formal appeal in order to be readmitted into any GIA program, course or class. Submitting an appeal does not guarantee readmission, which is at the sole discretion of GIA.

Students must submit the Appeal for Readmission form and any additional supporting documentation to the Admissions Committee for review. The director of enrollment services, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the appeal.

If approved, the student is notified of any readmission terms or conditions. Students are required to enroll into the course 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 the first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

## Graduation Requirements - Online Diplomas

To maintain enrollment, students must continue to meet academic progress, attendance and behavioral standards throughout their course or class. In order to graduate, students must complete the minimum requirements for each course and class listed below. All tuition and fees must be paid in full, and all stones, equipment, and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

### Graduate Gemologist®

The Graduate Gemologist online diploma is awarded when a student completes the requirements for both Graduate Diamonds and Graduate Colored Stones online diplomas.

### Graduate Colored Stones

Students must successfully complete all required online courses and lab classes. Students must meet the minimum requirements and pass the final exam within the maximum attempts allowed prior to the course end date. For lab classes, one exam is taken during class and any additional attempts must be completed in a student workroom.

Course / Class	Minimum Requirement	Maximum Attempts Allowed
<b>GEM 120 Colored Stone Essentials</b>		
Lessons	100% completed, 75% score on each	—
Colored Stone Essentials Final Exam	75% score	3
<b>GEM 220 Colored Stones</b>		
Lessons	100% completed, 75% score on each	—
Colored Stones Final Exam	75% score	3
<b>GEM 220L Colored Stone Grading Lab</b>		
2-Stone Final Exam	75% score	3
<b>GEM 240L Gem Identification Lab</b>		
Instrumentation Final Exam	75% score	3
<b>GEM 240 Gem Identification</b>		
Lessons	100% completed, 75% score on each	—
Practical Assignments	100% completed, passing score on each	—
20-Stone Final Exam	100% score	10*

\* **Remedial Work.** After five attempts, students are required to complete remedial work before the next exam attempt. Remedial work may be shipped to the student or completed in a student workroom. Students are responsible for shipping fees, customs and taxes or the standard rate for student workroom use.

### Graduate Diamonds

Students must successfully complete all required online courses and lab classes. Students must meet the minimum requirements and pass the final exam within the maximum attempts allowed prior to the course end date. For lab classes, one exam is taken during class and any additional attempts must be completed in a student workroom.

Course / Class	Minimum Requirement	Maximum Attempts Allowed
<b>GEM 120 Diamond Essentials</b>		
Lessons	100% completed, 75% score on each	—
Diamond Essentials Final Exam	75% score	3
<b>GEM 230 Diamonds &amp; Diamond Grading</b>		
Lessons	100% completed, 75% score on each	—
Diamonds & Diamond Grading Final Exam	75% score	3
<b>GEM 230L Diamond Grading Lab</b>		
2-Stone Final Exam	75% score	3

### Graduate Pearls

Students must successfully complete all required online courses and lab classes. Students must meet the minimum requirements and pass the final exam within the maximum attempts allowed prior to the course end date. For lab classes, one exam is taken during class and any additional attempts must be completed in a student workroom.

Course / Class	Minimum Requirement	Maximum Attempts Allowed
<b>GEM 149 Pearls</b>		
Lessons	100% completed, 75% score on each	—
Pearls Final Exam	75% score	3
<b>GEM 149L Pearl Grading Lab</b>		
2-Stone Assessment	75% score	1

### Applied Jewelry Professional™

For each required course, students must meet the minimum requirements and pass the final exam within the maximum attempts allowed prior to the course end date.

Course / Class	Minimum Requirement	Maximum Attempts Allowed
<b>GEM 110 Jewelry Essentials</b>		
Lessons	100% completed, 75% score on each	—
Jewelry Essentials Final Exam	75% score	3
<b>GEM 120 Colored Stone Essentials</b>		
Lessons	100% completed, 75% score on each	—
Colored Stone Essentials Final Exam	75% score	3
<b>GEM 130 Diamond Essentials</b>		
Lessons	100% completed, 75% score on each	—
Diamond Essentials Final Exam	75% score	3

## Student Records

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The care and protection of applicant, student and graduate data is of utmost importance. GIA's Student Privacy Notice, found at <https://www.gia.edu/student-privacy-notice>, describes the policies and practices regarding our processing, including collection, use, and handling, of personal data. Student records are maintained in accordance with federal, state and accreditation requirements; transcript data is retained permanently.

### Contact Information

Students may update their contact information through the My GIA Education Portal at <https://education.GIA.edu> or by contacting us at [records@gia.edu](mailto:records@gia.edu)

### Legal Names

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. Students may request to not display their middle name on their credential by contacting the student records department.

GIA requires official documentation and written authorization to make changes or corrections to the legal name listed in your student records.

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
- Other court-issued document

### Preferred Name and Pronouns

GIA recognizes that many students use a first name other than their legal first name to identify themselves. A student's preferred name will be displayed on class rosters, in the learning management system (Blackboard), and in the My GIA Education Portal. Members of the GIA community respect each other by using the personal pronouns individuals identify for themselves. Students may provide a preferred first name and pronouns at the time of admission or anytime thereafter on the My GIA Education Portal.

## Letters of Good Standing

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Upon request, GIA will issue a letter of good standing that are typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact student records at [records@gia.edu](mailto:records@gia.edu), +1 760 603 4000 ext. 7312 or +1 800 421 7250 ext. 7312.

## Diplomas and Certificates

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Students will receive both a printed and a digital copy of their Online diploma once all graduation requirements are met and the credential has been conferred. Print diplomas are mailed directly to the student's address on record. Students may update their shipping address on the My GIA Education Portal at <https://education.GIA.edu> or by emailing [records@gia.edu](mailto:records@gia.edu). The student will receive a confirmation email once the print diploma has shipped and a second notification with access to their digital diploma or certificate. For online courses, certificates are issued in a digital format only; a hard copy is not issued. Students have the option to purchase a hard copy of the certificate through the vendor.

Students must report in writing if a printed diploma or certificate is damaged in transit or was not received within 10 business days after receiving the shipment confirmation.

A replacement hard copy is provided at no charge if the original is damaged in transit or is not delivered within 15 business days. A photo may be required in the case of damage. In these cases, a replacement is provided at no charge and will be reshipped within 15 business days of receiving the student's written notice. For inquiries, contact us at [records@gia.edu](mailto:records@gia.edu), +1 800 421 7250 ext. 7312 or +1 760 603 4000 ext. 7312.

### Diploma and Certificate Holds

Students will not receive a diploma or certificate until all academic and financial obligations are met.

## Reprint Diplomas and Certificates

Reprint diplomas and certificates are \$70 and \$65 respectively. Reprints are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor at <https://parchmentsupport.force.com> or student records at [records@gia.edu](mailto:records@gia.edu), +1 800 421 7250 ext. 7312 or +1 760 603 4000 ext. 7312.

## Graduation Announcements

Graduation announcements are available upon request. Contact us at [records@gia.edu](mailto:records@gia.edu), +1 800 421 7250 ext. 7312 or +1 760 603 4000 ext. 7312.

## Transcripts

Current students may download an unofficial transcript on the My GIA Education Portal at <https://education.GIA.edu>. Graduates may contact us at [records@gia.edu](mailto:records@gia.edu) to request a copy of their unofficial transcript. These are provided at no charge.

Current students may order an official transcript from our vendor on the My GIA Education Portal at <https://education.GIA.edu>. Current students and graduates may order an official transcript directly from our vendor at <https://www.parchment.com/u/registration/individual>. There is a \$10 fee for each transcript ordered. Contact us at [records@gia.edu](mailto:records@gia.edu) for inquiries or further instructions.

## 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 [www.GIA.edu/doc/GIA\\_Education\\_Verification-Request.pdf](http://www.GIA.edu/doc/GIA_Education_Verification-Request.pdf). For information about directory information that may be released,

## Academic Credentials Usage Policy

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

### Usage Guidelines for Academic Credentials

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 resumes 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
- John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ
- Jane Doe, GIA GG, GJ

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

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

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 standards, policies, and procedures that describe the rights and responsibilities of students.

## 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.

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
- Violation of other GIA policies

In addition to the policies published in this catalog, students are expected to adhere to policies and procedures relating to drug and alcohol abuse prevention, workplace and campus violence, discrimination, harassment and misconduct published at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information).

Students who become aware of anything that seems unsafe, improper, or illegal must report it to GIA staff immediately.

### Social Media and Networking

GIA embraces the opportunities and information available to students and staff through social media such as networking sites, blogs, wikis, chat rooms and others. However, any online behavior which is brought to the attention of a school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under this policy.

Students are asked to use good judgment as their actions and statements have the ability to adversely affect themselves, others and the school as a whole. Posts on social media may be replicated quickly, be taken out of context, and remain public for an indeterminate amount of time.

Communication between current students and GIA employees on social media may create the appearance of favoritism or conflict of interest. Therefore, staff are subject to GIA's employee social media and networking policies when communicating with students on social networks.

### Violations

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 "[Title IX Compliance](#)" on page 61. Students are required to cooperate with GIA representatives during an investigation. GIA considers all information collected during an investigation in the decision-making process. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend a student pending investigation. GIA will make every effort to operate on the fundamental principle of mutual trust and respect among students, faculty, staff and administration.

### Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offense. Sanctions may include verbal warning, written warning, behavioral probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

## Reasonable Accommodation

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GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. This includes making 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. GIA does not discriminate against individuals with disabilities seeking to apply to its programs.

**Requesting accommodation.** Students requesting reasonable accommodation must provide documentation of the reported disability along with the Reasonable Accommodation Request Form to the dean's office. 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.

**Confidentiality.** 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.

**Providing accommodation.** 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 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.

**Grievances.** 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.

Kimberly Overlin, 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
 +1 760 603 4093  
 The Robert Mouawad Campus  
 5345 Armada Drive, Mailstop #15  
 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  
 Telephone +1 800 421 3481  
 Fax +1 202 453 6012; TDD +1 800 877 8339  
[OCR@ed.gov](mailto:OCR@ed.gov)

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

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.

Kimberly Overlin, Title IX Coordinator  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
 +1 760 603 4093  
 The Robert Mouawad Campus  
 5345 Armada Drive, Mailstop #15  
 Carlsbad, California 92008 USA

Additionally, complaints of sexual discrimination may be made to the Department of Education's Office for 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  
 Telephone +1 800 421 3481  
 Fax +1 202 453 6012; TDD +1 800 877 8339  
[OCR@ed.gov](mailto:OCR@ed.gov)

## Drug and Alcohol Abuse Prevention

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. It is unlawful to sell or furnish alcohol to a person under the age of 21 and a violation of this policy.

Reporting to campus under the influence of alcohol, drugs or other substance that impairs one's mental or physical capacity is a violation of this policy and may result in sanctions up to and including dismissal. GIA may also discipline students for off-campus activities that include the illegal use of alcohol or drugs.

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.

As a condition of acceptance for admission, students agree to reasonable suspicion (also referred to as "for-cause") drug testing. 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. 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 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.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the dean's office. GIA also offers the My SSP service that connects students with free, confidential emotional health and well-being support conveniently available 24/7 via mobile app, telephone and web. See "TELUS Health Student Support" on page 45

For detailed information on sanctions, federal and state laws and the health risks associated with alcohol and drug use, see complete Drug and Alcohol Abuse Prevention Policy at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information)

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

### Family Educational Rights and Privacy ("FERPA")

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students enrolled at a GIA campus located in the United States ("student," or "you") certain rights with respect to their education records. If you are enrolled or enrolling at GIA as part of the GIA Education Corporate Sponsor Program, additional terms and conditions also apply.

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 from you to access your education records.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to opt-out of the disclosure or release of directory information as further defined and specified in the "Directory Information Definition and Opt-Out" section below.

5. 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 § 99.3 of the FERPA regulations. Except for disclosures to school officials (as further detailed at [www.GIA.edu/ferpa](http://www.GIA.edu/ferpa)), 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.

### Directory Information Definition and Opt-Out

FERPA specifies that directory information includes, without limitation, any information contained in a student's education record(s) that would not generally be considered harmful or an invasion of privacy if disclosed. As such, directory information can be disclosed or released without your written consent. GIA's directory information includes title, first name, last name, phone number, address (home and mailing), email address, business name, business address, business website, business email address, year in applicable program, status and academic level (e.g., full-time or part-time), total clock hours, location of attendance, fields of study, dates of enrollment, degrees, diplomas, certificates awarded, letters of attendance/completion, expected date of graduation, dates conferred, dates of attendance, participation in GIA-recognized activities, academic honors and awards received (including, without limitation, type and date or term granted), previously attended educational agencies or institutions and any unique identifying number created for the purpose of compiling, releasing, or transmitting directory information.

## Complaint Policy and Procedure

### Complaint Policy

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

### Complaint Procedure

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

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

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

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

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. Where issues or educational services, student services, or tuition are concerned, a student

complainant must have exhausted all efforts to resolve a complaint with the institution before filing a complaint with DEAC.

Complaints may be submitted to DEAC using the complaint form found at [www.deac.org/Student-Center/Complaint-Process.aspx](http://www.deac.org/Student-Center/Complaint-Process.aspx). Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorizing DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution. Written complaints may be submitted to:

Executive Director, DEAC  
1101 17th Street NW, Suite 808  
Washington, DC 20036 USA  
ATTN: Complaints

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education (CA BPPE) by calling +1 888 370 7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's website at <https://bppe.ca.gov>. Students may utilize GIA's internal complaint process, but are not required to exhaust internal processes prior to contacting the CA BPPE. Students may submit a concern at any time to the BPPE or other oversight agency.

Residents of Alabama can submit a complaint by contacting the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130 USA, <https://psl.asc.edu/External/Complaints.aspx>

Residents of the state of Georgia who wish to file a complaint should make every attempt to achieve a fair and reasonable solution with GIA within a two year period of the triggering event. If this effort is not satisfactory, residents may contact the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305 USA, phone +1 770 414 3300, fax +1 770 414 3309 or online at <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

Residents of Kansas can submit a complaint by contacting the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; +1 785 430 4240 or at [https://kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

**Filing a Complaint with the Kentucky Commission on Proprietary Education.** To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website at <https://kcpe.ky.gov/>

Residents of Michigan may submit complaints by contacting the Michigan Department of Licensing and Regulatory Affairs, at P.O. Box 30018, Lansing, MI, 48909, USA or by phone: 517 241 7000.

Residents of Nebraska may submit a complaint by contacting the Program Director of Private Postsecondary Career Schools, Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509.

Residents of Nevada may submit a complaint to Nevada Commission on Postsecondary Education by email at [mjwu@det.nv.gov](mailto:mjwu@det.nv.gov), by fax at 702-486-7340, or mail at 2800 E. St. Louis Avenue, Las Vegas, NV 89104.

**Notification of Complaint to the Texas Workforce Commission.**

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

Texas Workforce Commission, Career Schools and Colleges  
Room 226T, 101 East 15th Street,  
Austin, TX 78778-0001  
Phone +1 512 463 2222

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [www.twc.texas.gov/programs/career-schools-colleges](http://www.twc.texas.gov/programs/career-schools-colleges)

Residents of Utah can submit a complaint by contacting the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, P.O. Box 146704, Salt Lake City, Utah 84114-6704 USA, phone +1 801 530 6601, fax +1 801 530 6001 or online at <https://db.dcp.utah.gov/complaints.html>

Residents of Wyoming can submit a complaint by contacting the Wyoming Department of Education, 2300 Capitol Avenue, 2nd Floor, Cheyenne, WY 82002 USA, +1 307 777 7675 or online at <https://edu.wyoming.gov/>

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

## Non-Retaliation Policy

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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.

## Dress Code

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GIA's dress code helps maintain an environment that is safe, professional, respectful, and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through. Bare feet and clothing with derogatory or offensive messages are prohibited.

## Smoking on Campus

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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.



## 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 and parking lots.

## Visitors

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Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show current government-issued photo identification. A form is available on the My Education Student Portal at <https://education.gia.edu/> 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 a few extra minutes for this process to be completed. Non-student visitors are not allowed in the classrooms while classes are in session.

## Gifts

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GIA's policy is that neither GIA nor staff may receive gifts. GIA understands and appreciates the various gift-giving traditions in all of the countries and cultures where we work. Given the special nature of our work, however, we observe very strict gift-giving policies to avoid a conflict of interest, or even the appearance of one. Visit [www.GIA.edu/ethics-compliance](http://www.GIA.edu/ethics-compliance) to view the GIA Code of Conduct.

## Campus Safety and Security

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Keeping GIA campuses safe for our students, employees, and visitors is one of our top priorities.

**Clery Report.** GIA's Annual Disclosure of Campus Security Policies and Crime Statistics, 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 [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information)

**Lab Safety.** During hands-on lab sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must follow all safety guidelines and the 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 also known as Methylene Iodide. 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 [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information)



## Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency.

Additionally, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [www.GIA.edu](http://www.GIA.edu) or call +1 760 603 4000 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your My GIA Education Portal at <https://education.gia.edu> or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information)

## 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 [www.GIA.edu/privacy-notice](http://www.GIA.edu/privacy-notice) for complete disclosure.

## Parking Policy

There is no charge for student parking in the Carlsbad campus parking lot. Students must have a valid driver's license to receive a campus parking permit. All vehicles must display a current parking permit. The parking lot is secured every night after 6:00 p.m. PT; vehicles may not be left in the lot overnight. The speed limit in the parking lot is 15 mph. Students who violate the parking policy will be warned and are subject to loss of parking privileges and dismissal for repeated violations.

## Lost or Damaged Materials

Students are responsible for the books, equipment, metals, and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are charged the replacement cost determined by GIA for any lost books, equipment, metals, and stones and the repair costs of equipment that is damaged beyond normal wear and tear; replacing an item is not an option. If the item is found at a later date, the amount will be refunded to the student.

## Commercial Activities

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

## Copyright Infringement and Peer-to-Peer File Sharing

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Students 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. See <https://www.gia.edu/copyright-infringement> for the full policy.

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used except as described at <https://www.gia.edu/copyrights-trademarks>. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and printed forms), which may be used only by obtaining prior written consent from GIA. For intellectual property usage requests, please email [guidelines@gia.edu](mailto:guidelines@gia.edu)

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## CAMPUS LOCATIONS

GEMOLOGICAL INSTITUTE OF AMERICA, INC.

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Carlsbad, California – Headquarters  
+1 800 421 7250 | [admissions@gia.edu](mailto:admissions@gia.edu) | [www.GIA.edu](http://www.GIA.edu)

New York, New York – Branch of Carlsbad  
+1 212 944 5900 | [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu) | [www.GIA.edu](http://www.GIA.edu)

## AFFILIATED ENTITIES

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Bangkok, Thailand  
GIA (International) Company Ltd.  
+66 2779 6100 | [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) | <https://bangkok.GIA.edu>

Hong Kong, China  
GIA Hong Kong Limited  
+852 3166 7001 | [giahongkong@gia.edu](mailto:giahongkong@gia.edu) | <https://hongkong.GIA.edu>

London, United Kingdom  
GIA England  
+44 20 7813 4321 | [gialondon@gia.edu](mailto:gialondon@gia.edu) | <https://london.GIA.edu>

Mumbai, India; Surat, India - Branch of Mumbai  
GIA India Laboratory Private Limited  
+91 22 4085 1500 | [eduindia@gia.edu](mailto:eduindia@gia.edu) | [www.GIAindia.in](http://www.GIAindia.in)

Taipei, Taiwan  
GIA Instrument (Taiwan) Company  
+886 2 2771 9391 | [giataiwan@gia.edu](mailto:giataiwan@gia.edu) | [www.GIAtaiwan.com.tw](http://www.GIAtaiwan.com.tw)