STUDENT HANDBOOK

Everything You Need to Take Your First Steps
Welcome

Congratulations on taking the next step in your professional journey.

You’ll find in the following pages detailed information about the various diplomas and certificates GIA offers. These courses of study can create numerous opportunities and expanded horizons for you.

GIA alumni, your future peers, hold influential positions all along the gem and jewelry pipeline – gemologists, designers, entrepreneurs, buyers, graders, bench jewelers, retailers, auctioneers, and more. A GIA education empowers you to take your place beside them.

GIA is widely regarded as the world’s foremost authority on diamonds, colored stones, and pearls. It is the creator of the 4Cs and the International Diamond Grading System™, the international standards for evaluating diamond quality. It is the leading institution for the research of gems and the premiere provider of laboratory services – offerings that protect the gem-buying public.

Explore our Education Catalog. Find the program that sparks your interests and imagination. Then start creating a brighter future.

We are delighted that you are considering studying with us and look forward to helping you achieve your goals and dreams.

Bev Hori, GIA GG
Senior Vice President of Education &
Chief Learning Officer

GIA World Headquarters and Robert Mouawad Campus, Carlsbad, CA

Courtesy of Platinum Guild International
Student Services and Student Life

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

Computer Labs and Internet Access
GIA has computers available on campus for student use. These services, unless otherwise noted, are offered at no cost. Internet access is available at no charge at GIA Hong Kong campus.

Guest Speakers
GIA regularly organizes free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry such as international and U.S. appraising information, mining practices and finds, diamond treatments, cutting edge lab discoveries, colored stone controversies, strategies on owning your own business, and learning how to enter the world of jewelry designing and repair. All students and graduates are encouraged to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning. Past guest speakers have included prominent industry professionals such as Erica Courtney, Gabi Tolkowsky, Martin Rapaport, and many others.

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

Copyright Infringement
Students are reminded that they must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may be subject to civil and criminal prosecution. GIA’s complete copyright infringement policy is available at www.gia.edu/student-consumer-information.

Dress Code
GIA encourages students to dress comfortably with safety and good taste as important considerations. Shoes and appropriate undergarments are required. Revealing or body-hugging clothing, such as low-cut tank tops, halter tops, too-short shorts or skirts, tube tops, excessively saggy pants and obscene t-shirts are not appropriate. For special events, such as Career Fair, students should wear business attire, such as suits and ties for men, and suits for women.

GIA has specific safety policies for Jewelry Manufacturing Arts classes. Hot metal, sharp tools, chemicals, and high-speed machines are used in these classes, and require special safety measures.

Food and Beverages
Eating is not permitted in GIA classrooms. However, drinks in closed containers are allowed. Alcoholic beverages are prohibited on-campus excepted when served at official GIA functions.

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

**Smoking**

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

**Video and Audio Surveillance**

Students are advised that because of the nature of the jewelry industry and the goods handle on campus, video and audio surveillance is a normal part of GIA’s business practice. GIA’s security monitors and records activity throughout the campus on a regular basis. Thus, students should not expect privacy in their activities on campus.

**Weapons**

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

These policies help to ensure the quality of every student’s academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA’s diplomas and certificates. These policies and requirements apply to all courses and programs, unless otherwise noted. Policies are subject to change.

Grading System

<table>
<thead>
<tr>
<th>Grading System (in percentages)</th>
<th>Final Transcript Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>75% or more</td>
<td>P (Pass)</td>
</tr>
<tr>
<td>74% or less</td>
<td>NP (No Pass)</td>
</tr>
<tr>
<td></td>
<td>INC (Incomplete)</td>
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<tr>
<td></td>
<td>SWD (Student Withdraw)</td>
</tr>
</tbody>
</table>

Grading Policies

ON CAMPUS
Gemology students submit all assignments, quizzes, and written final exams in person. Results are received within a day.
Geneology students submit all practical assignments in person and receive their results from their instructors. Jewelry Manufacturing Arts students submit written quizzes and exams through eLearning or submit practical assignments in person.
Policies are subject to change.

DISTANCE EDUCATION
For final exams, it is recommended that Distance Education students allow for the maximum of three proctored examination attempts. The first exam attempt should be taken 21 days prior to the course completion date. (Each exam request may require up to three business days for processing, not including weekends or holidays.) Once sent to your proctor, the exam is valid for five days or up to course end date.
For practical exams, it is recommended that Distance Education students allow time for the maximum of ten proctored 20-stone examination attempts, and remedial work if applicable. The first exam attempt should be taken several months prior to the course end date. Each exam request may require up to three business days for processing, not including weekends or holidays. Once sent to your proctor, the exam is valid for 30 days or up to course end date.

Any student submitting assignments, quizzes, and exams online can view their progress at https://my.gia.edu

Please note that there are no extensions beyond the course end date.
Grading Definitions

INCOMPLETE
A grade of Incomplete (INC) is a temporary grade and will be converted according to the following standards. Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).

NO PASS
Failure to complete the course requirements according to the terms of the enrollment agreement will result in the assignment of a grade of No Pass (NP).

STUDENT WITHDRAWAL
Enrolled students withdrawing after the program, course, or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student’s permanent record.

Attendance at Orientation
All on-campus students are required to attend classroom orientation sessions. Students who do not attend required sessions are marked as absent.

Attendance Policy
Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or laboratory time. Students who have already passed an exam are not required to attend during scheduled exam re-take hours. With the exception of students who have passed their exam as described above, there are no excused absences or tardies. Students who exceed the maximum allowable absences or tardies as defined in this policy are dismissed from their course or program. Students who do not attend required sessions including Orientation are marked as absent. On-campus students are strongly encouraged to be present during the entire first week.

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD. Refunds are calculated according to the Cancellation and Refund Policy. Lab students enrolled in classes of five days or less and who are dismissed cannot make up missed time and must re-enroll, paying the current full tuition and fees.

Classes begin promptly at their scheduled start times. Students who are not in the classroom at that time are marked tardy or absent. A student may not leave the classroom without advising the instructor, other than at regularly scheduled break times.

On-campus students who are withdrawn may be given the option to repeat time by re-enrolling in another class on a space-available basis; additional fees are charged for repeated time. Students who are dismissed from a class and who decide to repeat a portion of the course or program will enter the new class with an adjusted number of accumulated tardies and absences. This adjustment is based on either a prorated calculation according to the length of the program, or the student’s actual previous attendance record, whichever is to the benefit of the student.

Students enrolled in the Graduate Gemologist program are subject to the individual attendance policies of the Graduate Diamonds and Graduate Colored Stones programs.

Tardiness is defined as being absent from the classroom for a total of less than one hour during the daily scheduled class hours, without the instructor’s permission, except during scheduled breaks.

Absence is defined as being absent from the classroom for a total of one hour or more during the daily scheduled class hours, without the instructor’s permission, except during scheduled breaks.
Students are responsible for keeping track of how many times they have been tardy and absent. Students may ask the instructor for their attendance record at any time. Students who approach the maximum limit may be given a courtesy warning by the instructor. Students who accumulate one less than the maximum limit are placed on attendance probation by the Dean of Students or the School Director.

### Maximum Allowable Tardies and Absences

<table>
<thead>
<tr>
<th>Program, Course or Class</th>
<th>Tardies</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diamonds On Campus Program</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Colored Stones On Campus Program</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Jewelry Design Course</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Comprehensive CAD/CAM for Jewelry</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stone Grading Lab Class</td>
<td>N/A</td>
<td>Must attend the first 7 hours. Thereafter, cannot miss more than 2 hours.</td>
</tr>
<tr>
<td>Diamond Grading, Gem Identification Lab Class &amp; Quick Design Course</td>
<td>N/A</td>
<td>Must attend the first 7 hours. Thereafter, cannot miss more than 3 hours.</td>
</tr>
<tr>
<td>Accelerated Graduate Diamonds Program</td>
<td>N/A</td>
<td>Same as Diamond Grading Lab Class</td>
</tr>
<tr>
<td>Accelerated Graduate Colored Stones Program</td>
<td>N/A</td>
<td>Same as Colored Stone Grading &amp; Gem Identification Lab Class</td>
</tr>
</tbody>
</table>

### Classroom Hours

**Hong Kong**

**On-campus:** 9:30 a.m. – 4:30 p.m.

**Lab Classes:** 9:30 a.m. – 5:30 p.m.
Classroom Policies
Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must listen carefully to the directions of their instructors, and follow all safety guidelines. Students must always follow their instructor’s directions when using hazardous substances, and wash their hands thoroughly after handling any chemicals.

- All students must work individually unless an instructor directs otherwise.
- Photography or reproduction of quizzes, exams, key cards, worksheets, and any other academically sensitive materials is strictly prohibited without instructor permission.
- Key cards are the property of GIA and cannot be taken from any classroom.
- Students cannot take gemology worksheets, blank or completed, out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor’s permission.
- Cell phones and other mobile communication devices must be set on silent mode and may not be used for accessing social media and the Internet, texting, or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor or proctor.
- All students should refer to their class syllabus or schedule for details on assigned projects.

Night Lab
Participation in night lab is limited to gemology students who are on Academic Probation or Academic Warning for not meeting satisfactory academic progress. Priority is given to students who are nearing the end of their program; discuss your eligibility with your instructor.

Classroom Safety

CHEMICAL SAFETY DISCLOSURE
The Occupational Safety & Health Administration (OSHA) recommends the use of good laboratory practices while using or being exposed to refractive index (RI) liquid, which contains diiodomethane. You will use RI liquid when using a refractometer, which you will come in contact with directly or indirectly in various courses, lab classes, or Student Workrooms. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, or if you have sensitivity to, 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 Material Safety Data Sheet (MSDS) is posted in each classroom and GIA will provide a copy on request.

Safety in the Classroom
In addition to these general policies, GIA has specific safety policies applicable to diploma programs and lab classes in Jewelry Manufacturing Arts (JMA), where hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety. JMA students with shoulder length or longer hair must tie it back. JMA students should avoid wearing loose clothing or clothing that leave skin exposed, open-toed shoes, and dangling accessories such as bracelets or long chains.

Student Code of Conduct and Standards of Behavior
Part of every student’s experience at GIA includes learning to become a jewelry professional. GIA students are expected to behave in a professional manner, both in and out of the classroom, and to treat others with dignity and respect at all times. Students are expected to adhere to the GIA Student Code of Conduct and Standards of Behavior to ensure a safe, secure, and positive learning environment.
Students are required to follow all instructions given by instructors or other GIA representatives. Students who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately.

Students who display offensive, harassing, disruptive, threatening, insubordinate, or unlawful behavior may be disciplined immediately. This discipline can range from a warning to dismissal from GIA.

GIA has a zero tolerance policy for weapons, illegal drugs or controlled substances, and threatening or harassing behavior. Students in violation of these policies may be dismissed as a result of the first violation. Students who exhibit disruptive or otherwise unacceptable behavior off campus may also be subject to discipline, ranging from a warning to dismissal from GIA. Students are responsible for knowing all GIA student policies.

GIA is committed to maintaining a safe and healthy learning environment.

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

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

Substance Abuse
The use, sale, purchase, transfer, distribution, or possession of illegal drugs and controlled substances, including alcohol, on campus is prohibited. Violation of this policy will lead to disciplinary action up to and including dismissal. In addition to GIA-imposed sanctions, students may be subject to federal, state, and local prosecution.

Students who are aware of the use or existence of any such substance at GIA should notify a staff member immediately. The terms “illegal drugs” and “controlled substances” include all chemical substances and drugs described in any controlled substances laws or regulations such as the Federal Controlled Substances Act of 1988. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

GIA may require a blood test, urinalysis, or other screening of persons reasonably suspected of using or being under the influence of drugs or alcohol. Reasonable suspicion may be established by any combination of a student’s appearance, body odors, behavior; an accident; a physical and/or verbal altercation; or possession of drugs and/or alcohol. Failure to submit to a screening can lead to disciplinary action, up to and including dismissal, from GIA.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from GIA’s Student Services staff. Additional resources may be found on the Internet.

Academic Dishonesty
GIA regards cheating as a very serious matter. Students are expected to do their own work at all times. Students should also review the Testing Policies section. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:
- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in any work done by someone else as the student’s own
- Accepting unauthorized help during quizzes and examinations
- Taking a proctored exam without the supervision of the approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects
- Being in unauthorized possession of practical assignments or projects

Photographing or reproducing, quizzes, exams, worksheets, key cards, and any other academically sensitive materials is strictly prohibited without instructor permission.

Testing Policies

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

- All written and practical quizzes and exams are the property of GIA, and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes and exams not taken on scheduled dates and times receive a score of zero; there are no exceptions.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Reviews of specific exam questions are given only to students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students, or obtaining such information from any source, is prohibited.
- Copying, faxing, scanning, photographing, or recording quiz or exam questions and materials by any electronic, digital, or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- Exams sent to a proctor must remain in the proctor’s custody and control at all times. See “Proctored Exams” in this section or contact records@gia.edu for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes or exams.
- Only standard, non-programmable calculators are allowed.
- Cameras or other visual or audio recording devices are not allowed at any time during exams.
- Electronic test-taking devices may be used in some classes; follow the directions of your instructor.

Distance Education Exams

Distance Education students can take their exams in the presence of an approved proctor or in GIA Student Workrooms.

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

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

For the Gem Identification course, a maximum of ten 20-stone examination attempts are permitted. Distance Education students who fail the Gem Identification course 20-stone examination five times are required to complete additional practical work prior to attempting the exam again.
Distance Education students who do not achieve a passing grade on the 10th examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. To continue, Distance Education students are required to re-enroll, pay full tuition and fees, and complete all course assignments within the allowed completion time.

Proctored Exams
A proctor is someone approved by GIA to supervise your exams when it’s not possible to take them at a GIA campus. A proctor can be a librarian, a school teacher or a school administrator, a member of the clergy, a lawyer, a Certified Public Accountant, a notary public, a law enforcement officer, a U.S. armed forces recruiter, a professional engineer, a registered architect or an education officer, a licensed medical professional, or an academic testing center administrator. The proctor may not be a member of your family or anyone working in the jewelry industry. Students are responsible for paying any proctoring fee.

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

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

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

Satisfactory Academic Progress (SAP) Policy
Students can view their progress online through the student portal at https://my.gia.edu. Students may request a conference with their instructors at any time to discuss their progress. Students who do not meet satisfactory progress standards are placed on academic probation. A written probation notice will state the conditions and length of the probationary period. Students who do not meet the conditions of their probation are dismissed and a grade of SWD (Student Withdrawal) is recorded on their transcripts.

ON CAMPUS
At a minimum, students receive academic progress reports when they complete 25% and 50% of the course or program. Each student’s class participation, homework, projects, quizzes, and examinations are evaluated. Higher standards may be required for certain courses or programs as described in this section. Students are evaluated at specific benchmarks. Additional completion benchmarks may be required during individual courses and programs; refer to your syllabus or class schedule for additional information.

DISTANCE EDUCATION
Distance Education students receive progress reports at 25%, 50%, and 75% of their course completion time. Distance Education students who do not complete their course or program within the allowed completion time will receive a final grade of No Pass (NP).
## Satisfactory Academic Progress (SAP)

<table>
<thead>
<tr>
<th>Program</th>
<th>Timeline</th>
<th>Clock Hours</th>
<th>Benchmarks – Satisfactory Academic Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Gemologist program (on campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Diamonds</td>
<td>Week 2</td>
<td>60 hours</td>
<td>Pass the Diamond Essentials Final Exam &lt;br&gt; Maintain a minimum score of 70% on all quizzes and 75% on exams &lt;br&gt; Complete at least 70% of the minimum practical requirements &lt;br&gt; Submit all of the scheduled homework and other required assignments</td>
</tr>
<tr>
<td>Week 4</td>
<td>120 hours</td>
<td></td>
<td>Maintain a minimum average score of 75% on all quizzes &lt;br&gt; Complete at least 90% of the minimum practical requirements &lt;br&gt; Submit all of the scheduled homework and other required assignments</td>
</tr>
<tr>
<td>Week 6</td>
<td>180 hours</td>
<td></td>
<td>Stone count must be at 100% for 5-Stone Practical Exam</td>
</tr>
<tr>
<td>Graduate Colored Stones</td>
<td>Week 11</td>
<td>330 hours</td>
<td>Pass the Colored Stone Essentials Final Exam &lt;br&gt; Maintain a minimum average score of 70% on all quizzes and 75% on all exams &lt;br&gt; Complete at least 90% of the minimum practical requirements &lt;br&gt; Submit all of the scheduled homework and other required assignments</td>
</tr>
<tr>
<td>Week 18</td>
<td>540 hours</td>
<td></td>
<td>Maintain a minimum average score of 75% on all quizzes &lt;br&gt; Complete at least 95% of the minimum practical requirements &lt;br&gt; Submit all of the scheduled homework and other required assignments</td>
</tr>
<tr>
<td>Week 25</td>
<td>750 hours</td>
<td></td>
<td>Stone count must be at 100% for 20-Stone Practical Exam</td>
</tr>
<tr>
<td>Comprehensive CAD/CAM for Jewelry course (on campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>60 hours</td>
<td></td>
<td>Submit all scheduled practical requirements and other assignments &lt;br&gt; Complete all practical requirements with a minimum score of 75%</td>
</tr>
<tr>
<td>Week 4</td>
<td>120 hours</td>
<td></td>
<td>Submit all scheduled practical requirements and other assignments &lt;br&gt; Complete all practical requirements with a minimum score of 75%</td>
</tr>
<tr>
<td>Week 6</td>
<td>180 hours</td>
<td></td>
<td>Submit all scheduled practical requirements and other assignments &lt;br&gt; Complete all practical requirements with a minimum score of 75%</td>
</tr>
<tr>
<td>Jewelry Design course (on campus)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td>60 hours</td>
<td></td>
<td>Submit all scheduled homework, practical requirements, and other assignments &lt;br&gt; Complete 75% of Unit I Design projects</td>
</tr>
<tr>
<td>Week 4</td>
<td>120 hours</td>
<td></td>
<td>Submit all scheduled homework, practical requirements, and other assignments &lt;br&gt; Complete 100% of Unit I Design projects &lt;br&gt; Pass all scheduled Practical Tests</td>
</tr>
<tr>
<td>Week 6</td>
<td>180 hours</td>
<td></td>
<td>Submit all scheduled homework, practical requirements, and other assignments &lt;br&gt; Complete 75% of Unit II Design projects &lt;br&gt; Pass all scheduled Practical Tests</td>
</tr>
</tbody>
</table>
Clock Hours
Clock hours are number of classroom hours scheduled for each course. One classroom clock hour equals 55 instructional minutes. The clock hours for each course are shown in the course descriptions in the current GIA Education Catalog.

Make-up Policy
The attendance policy allows for a limited number of absences, and there is no provision for making up missed class hours. Students are strongly advised not to miss scheduled quizzes or exams. Students who are not present for a scheduled quiz or an examination receive a grade of zero. There are no exceptions.

Add/Drop Policy
Requests to add or drop an enrollment must be submitted to the Admissions office. Adding an enrollment after the first day of class is generally not allowed. Any such request is reviewed by the Admissions Committee and subject to demonstrated good cause.

Leave of Absence
Students may request a leave of absence at any time during their studies with proper cause and supporting documentation. If approved, a Change of Status form is generated that must be signed by the student and by GIA. For on-campus students, a leave of absence will be approved for a documented family emergency, serious illness, or for active military duty.

For on-campus students, the maximum length of time for a leave of absence is 90 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students who do not return as agreed following a leave of absence are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied.

Students may be allowed to return at the same point to a future class on a space-available basis. Consideration for re-admittance is initiated upon written request by the student.

Students receiving financial aid must meet with a representative from GIA’s Office of Student Financial Assistance to evaluate their specific situation before requesting a leave of absence.

International students must meet with GIA’s International Student Advisor regarding their visa status before requesting a leave of absence.

Prior to returning from a leave of absence, a student must request reinstatement from the Dean of Students and/or School Director. Reinstatement is based on class availability, and the student must pay any applicable fees before attending the new class.

For Distance Education students, a leave of absence will be approved for a documented family emergency, serious illness, or active military duty. Contact the office of the Dean of Students with questions. The maximum time for a leave of absence is 365 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 365 calendar days per course or program. The total number of days allowed to complete a course is not reduced while a student is taking an approved leave of absence.

Completion Time
On-campus students must complete each course or program within a time frame not to exceed 1.5 times the published duration. Students who do not meet this requirement are dismissed, and a final grade of SWD is posted. Students wishing to complete their studies must repeat the entire program from the beginning, again paying the current tuition and fees in full.

Distance Education course completion times are strictly enforced. Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. Students wishing to complete the course must re-enroll, pay full tuition and fees, and complete all course assignments and final exams within the allowed completion time.
Students can be placed on probation at any time for violation of academic, attendance, or behavioral policies. The purpose of probation is to notify students in writing that their performance is not meeting acceptable standards, to set goals for improvement, and to give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements. Students who do not meet the terms of the probation are dismissed, and a final grade of SWD is recorded.

ACADEMIC PROBATION
Distance Education students whose academic work does not meet the minimum Satisfactory Academic Progress policy at any time are placed on Academic Probation. For on-campus Gemology and Jewelry Manufacturing Arts students whose progress does not meet satisfactory academic standards, the typical probation period is one to three weeks, depending on the length of the course or program.

During probation, the student’s progress is monitored by the instructor and the Dean of Students or School Director. At the end of the probation period, students who meet or exceed the minimum standards are removed from probation. Students who do not meet the minimum standards are dismissed, and a final grade of SWD is applied.

ATTENDANCE PROBATION
On-campus students who accumulate one full day less than the maximum number of absences and/or tardies allowed for their course or program are placed on attendance probation. Students who exceed these limits are dismissed, and a final grade of SWD is applied.

BEHAVIORAL PROBATION
Students who do not comply with the Student Code of Conduct and Standards of Behavior will be placed on Behavioral Probation. Students who do not meet the terms of their Behavioral Probation are dismissed, and a final grade of SWD is applied.

Dismissal Policy
GIA may terminate a student’s enrollment for academic, attendance, or behavioral reasons at any time. Dismissal decisions are at GIA’s sole discretion. Reasons for dismissal include, but are not limited to:

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

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

After dismissal, and at GIA’s sole discretion, on-campus students who want to continue their studies may be given the option of repeating time in another class on a space-available basis, provided sufficient time is available to complete the program. This allows students to learn important information and to practice the skills necessary to meet the satisfactory academic progress requirements. The amount of time repeated is determined by the instructor, the Manager of On-Campus and Lab Gemology Instruction, the Manager of Jewelry Manufacturing Arts, and the Dean of Students and/or School Director. On-campus students repeating class time are required to participate fully in class assignments and to meet the minimum requirements as specified in the class syllabus or schedule. Additional fees are charged for the repeated time. Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.
APPEALS AND READMISSION FOLLOWING DISMISSAL

Students who are dismissed receive the reason for their dismissal and any readmission terms and conditions in writing. Students may appeal their dismissal by submitting a written letter to the Dean of Students or the School Director. GIA will respond in writing to the appeal within 10 working days of receipt. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and is subject to space availability. Current tuition and fees apply.

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

Academic Records

Student records are retained in accordance with federal, state, and accreditation requirements. The care and protection of student data is of utmost importance. GIA maintains a comprehensive global personal data protection policy that may be found on our website at www.gia.edu

Notification of Student Privacy Rights

The care and protection of our student data is of utmost importance. GIA maintains a comprehensive global personal data protection policy that may be found on our website at www.gia.edu

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records.

All student records are kept in accordance with the provisions of the FERPA. Education records include all files, records, and documents that contain information directly related to a student’s academic and financial records, placement files, and financial aid documents. Transcript information is retained permanently, and other signed documents and specific records are retained according to applicable state and federal regulations.

It is GIA’s policy to release the following directory information to a requesting party upon GIA’s receipt of a completed Credential Verification Request form: student name; field(s) of study; dates of enrollment; degrees, diplomas, and certificates awarded and dates conferred, and academic honors and awards received. The Credential Verification Request form can be found at www.gia.edu

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Manager of Education Records within 30 days of enrollment or within 30 days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

GIA may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students may examine their own records by submitting a written request to the Manager of Education Records, who will schedule an appointment for them to view their education records within 45 days of receiving the request.

Students who believe their records are inaccurate, misleading, or violate their privacy may submit a written request to the Manager of Education Records that their record be amended. If the record is not amended, the student may request a hearing to challenge the contents of the record. The student will be informed, in writing, of the decision resulting from the hearing. If the record is not amended as a result of the hearing, the student has the right to place a statement in his or her record commenting on the contested information in their record or stating why he or she disagrees with the decision of the hearing.

Transcripts

On-campus students will receive one official transcript upon graduation. Distance Education students may request a transcript at any time. Students who otherwise want to receive or release their transcripts may complete a Transcript Release Form, available from the Student Services office, or contact Education Records. The first official transcript is free; there is a charge for additional copies.

Letters of Good Standing

On request, Education Records will issue letters of good standing, typically needed by insurance companies or other agencies as evidence of student status. GIA does not issue letters of recommendation.
Graduation Requirements

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

Graduation Requirements – Gemology

<table>
<thead>
<tr>
<th>Programs</th>
<th>Minimum Requirement</th>
<th>Maximum Number of Attempts During Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Diamonds Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Assignments</td>
<td>100% completed</td>
<td>–</td>
</tr>
<tr>
<td>Stone Worksheets</td>
<td>100% completed</td>
<td>–</td>
</tr>
<tr>
<td>Diamond Essentials Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Diamond Grading 5-Stone Practical Exam (on-campus students)</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Diamond Grading 2-Stone Practical Exam in Lab Class (Distance Education students)</td>
<td>75% score</td>
<td>1*</td>
</tr>
<tr>
<td>Diamonds &amp; Diamond Grading Written Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Colored Stones Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Assignments</td>
<td>100% completed</td>
<td>–</td>
</tr>
<tr>
<td>Stone Worksheets</td>
<td>100% completed</td>
<td>–</td>
</tr>
<tr>
<td>Colored Stone Essentials Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stones Written Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stone Grading Lab Class</td>
<td>Passing grade</td>
<td>1</td>
</tr>
<tr>
<td>Gem Identification Lab Class</td>
<td>Passing grade</td>
<td>1</td>
</tr>
<tr>
<td>Gem Identification 20-Stone Practical Exam</td>
<td>100% score</td>
<td>5**</td>
</tr>
<tr>
<td>Graduate Pearls Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pearls Written Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Pearl Grading Lab Class</td>
<td>Passing grade</td>
<td>1</td>
</tr>
<tr>
<td>Accredited Jewelry Professional Diploma</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diamond Essentials Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Colored Stone Essentials Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
<tr>
<td>Jewelry Essentials Final Exam</td>
<td>75% score</td>
<td>3</td>
</tr>
</tbody>
</table>

* Students may take two additional attempts on the exam in a Student Workroom. Remedial work will be required after the second additional attempt. Upon completion of remedial work, students may take an additional two attempts on the exam in a Student Workroom.

** Distance Education students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. Distance Education students are allowed a maximum of 10 attempts.
Academic Credentials Usage Policy

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

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

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

Although the following examples do not reference every diploma offered by the Institute, they should help you determine how GIA’s Usage Guidelines for Academic Credentials apply to you.
**GENERAL USAGE**
You may reproduce and display your GIA diploma, certificate, or letter of completion in its entirety. Note that when a credential is advertised, it must be used in association with the recipient’s name, and the advertisement must not in any way state or imply an affiliation with, or endorsement by GIA.

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

**Diplomas**
The following examples refer to the Graduate Gemologist (GG), Accredited 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 Accredited Jewelry Professional, or Jane Doe, GIA AJP
- John Doe, GIA Gemologist
- 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 examples refer to the Applied Jewelry Arts (AJA) diploma, the Jewelry Business Management (JBM) diploma and the Bachelor of Business Administration (BBA) degree:

- John Doe, GIA Applied Jewelry Arts, or John Doe, GIA AJA
- Jane Doe, GIA Jewelry Business Management, or Jane Doe, GIA JBM
- John Doe, Bachelor of Business Administration, or John Doe, BBA

**Employment Citations**
Companies may state that they have GIA Graduate Gemologists, 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.

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

- GIA (Gemological Institute of America) and its logo
- GIA diamond grading and gemstone identification reports, including but not limited, to GIA Diamond Grading Report, GIA Diamond Dossier®, and GIA Diamond eReport. Use is acceptable if the report is for a product the client/seller owns
- GIA Facetware™ logo
- GIA education materials and publications in any medium, including but not limited to, print, Web, video, or audio
- Gems & Gemology quarterly journal and its logo
- GIA Alumni Association logo
Unauthorized Usage
It is an unauthorized use of GIA’s name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor, or approve any individual or private business, including its employees, products, services, and pricing.

It is incorrect to state that students, graduates, their businesses, or particular gemstones are “certified” by GIA.

The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA, has been “certified” by GIA.

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

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

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

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

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

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

COMPLAINT PROCEDURE
A complaint must be submitted to the Dean of Students in writing. If the Dean is unavailable, it can be submitted to the Assistant Dean or School Director, who will forward it to the Dean of Students. A complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included.

Within 10 working days of receiving a complaint, the Dean of Students will respond to the complainant with a written summary of GIA’s investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

Typhoon and Storming Arrangement
When Typhoon Signal No.8 or above or a Black Storming Signal is hoisted, no class will be held.

When Typhoon Signal No.8 or a Black Storming Signal is off after 8:00 a.m., the morning class will be cancelled.

When Typhoon Signal No.8 or a Black Storming Signal is off after 12:00 p.m., the afternoon class will be cancelled.

Make-up class will be arranged.