



GIA®

2014 Education Catalog

Course Descriptions, Details on How to Enroll,
and Everything You Need to Take Your First Steps



CARLSBAD NEW YORK LONDON ANTWERP DUBAI GABORONE JOHANNESBURG MUMBAI
RAMAT GAN MOSCOW BANGKOK HONG KONG TAIPEI SEOUL OSAKA TOKYO

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.



GIA World Headquarters and Robert Mouawad Campus, Carlsbad, CA

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



Courtesy of Platinum Guild International

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top - Carlsbad students take a break from studies in the Rosy Blue Commons. /
bottom - Gemology instruction includes using latest gemological tools and techniques.

Visit www.gia.edu for the most current information.

History

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

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research, and gemological instrumentation. The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution with more than 350,000 students and alumni from eleven schools in nine countries, 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.



1942

GIA becomes a nonprofit center of learning and research.

1948

GIA confers first Graduate Gemologist (GG) diploma. It quickly becomes the designation of a senior professional in the jewelry industry.

1962

First formal on-campus education program begins.

1965

Courses are accredited by the National Home Study Council, now known as the Distance Education and Training Council (DETC).

1970

First courses taught overseas.

1973

GIA is accredited by the National Association of Trade and Technical Schools, now the Accrediting Commission of Career Schools and Colleges (ACCSC).

1982

GIA Alumni Association is established.

1987

GIA-Net, an online education and information network, is launched. It is later renamed GIA Virtual Campus.

1997

GIA officially moves into its modern 230,000-square-foot facility in Carlsbad, California. The Robert Mouawad Campus opens its doors to students.

2011

All GIA Distance Education gemology courses are available online via eLearning.

To learn more about GIA history, visit www.gia.edu

top - GIA graduating class of 1947 with Richard T Liddicoat, center. / bottom left - Robert and Beatrice Shipley, during their retirement years. / bottom right - Lab classes provide the essential hands-on experience you need to earn your GIA credential.

An Institution Founded On Research, Fueled By Passion.

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

EDUCATIONAL PHILOSOPHY

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

RESEARCH

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

RELEVANCE

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

LEADERSHIP

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

ACCESSIBILITY

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

SUSTAINABILITY

Through on-going 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.

To learn more about GIA history, visit www.gia.edu



Accreditation and Licensing



ACCSC
Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd, Ste. 302
Arlington, VA 22201
703 247 4212
www.accsc.org

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts, and related subjects. GIA's mission is to ensure the public's trust in gems and jewelry by upholding the highest standards of integrity, academics, science, and professionalism through education, research, laboratory services, and instrument development.

GIA's Carlsbad campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). GIA's New York campus is accredited by the ACCSC as a branch of GIA's campus in Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA on-campus education only. ACCSC does not accredit GIA's Distance Education courses or lab classes, which are considered continuing education (professional development) and do not fall within the purview of GIA's institutional accreditation by the ACCSC.



DETC
1601 18th Street NW, Ste. 2
Washington, DC 20009
202 234 5100
www.detc.org

GIA's Distance Education courses are accredited by the Accrediting Commission of the Distance Education and Training Council (DETC).

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



BPPE
2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
916 431 6959
888 370 7589
www.bppe.ca.gov

GIA is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE). 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number 888 370 7589 or by fax 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.).



New York State
Education Department
Bureau of Proprietary
School Supervision
99 Washington Ave., Room 1613 OCP
Albany, NY 12234
518 474 3969
www.highered.nysed.gov/bpss

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

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

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

For information on GIA education offered in states other than California or New York, visit GIA's website at www.gia.edu



Courtesy of Vianna Joias

GIA offers a comprehensive selection of classes that cover the world of gemology. With GIA gemology classes comes the opportunity to learn from the creators of the 4Cs and the International Diamond Grading System™.

Graduates of GIA's gemology classes are prepared to begin a career in a variety of positions: assistant buyer, assistant store manager, customer service representative, diamond grader, gemologist, inventory control specialist, outside sales representative, diamond sales representative, wholesale sales representative, quality control professional, retail sales associate, and stone sorter.

Programs taken on campus are full-time and range from seven weeks to six months. Students can satisfy Distance Education diploma requirements by completing all courses and lab classes required for each program. eLearning courses and lab classes can be taken as stand-alone classes that develop and refine vital skills or to fulfill diploma requirements. Lab classes are offered at GIA campuses worldwide, at select trade shows, and through trade associations.

Charges

Total student charges include tuition, plus books, materials, sales tax, and other fees where applicable. Optional books are available for your eLearning courses, but are not required for successful completion. Shipping and handling (S&H) charges and applicable sales tax will apply. Additional S&H charges apply to shipments outside the U.S. and Canada. Student charges are valid for U.S.-based programs, courses, and classes from January 1, 2014 to December 31, 2014.

top - Student works with a loupe. / center - Natural mixed-color diamonds, yellows and browns. / bottom - Student works with an Illuminator Polariscopes.



Gemology (cont.)

Graduate Gemologist Diploma Program

The GIA Graduate Gemologist (GG) diploma program delivers a comprehensive gemology education for the entire spectrum of diamonds and colored stones. Through extensive practice, you'll be able to identify and grade diamonds and colored stones efficiently, accurately, and consistently. You'll also work with real diamonds and gemstones and the latest gemological equipment, under the trained eyes of GIA instructors.

On-campus and Distance Education students in this program will:

- Gain in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learn how they affect diamond value
- Grade diamonds in the D-to-Z color range consistently and accurately
- Become proficient with gemological equipment and procedures to grade and identify hundreds of gemstones
- Identify and grade common and unusual colored stones
- Identify characteristics, simulants, and treatments, and know when advanced testing is required
- Learn how to translate technical knowledge into valuable information for effective sales and excellent service
- Learn about the vast array of diamonds and gemstones, and follow their paths from formation to marketplace

WHAT YOU EARN

Graduate Gemologist Diploma
Graduate Diamonds Diploma
Graduate Colored Stones Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIMES

DISTANCE EDUCATION

Although you can take eLearning courses and lab classes in any order, we recommend the sequence below. Some courses may require a prerequisite. See class descriptions on pages 11-12 and the Chemical Safety Disclosure on page 20.

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of No Pass (NP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an end date, therefore schedule your enrollments with this in mind.

For details on course payment options go to page 44.

GEM 130 Diamond Essentials Course – eLearning (3 months)
GEM 230 Diamonds & Diamond Grading Course – eLearning (15 months)
GEM 230L Diamond Grading Lab (35 clock hours)
GEM 120 Colored Stone Essentials Course – eLearning (3 months)
GEM 220 Colored Stones Course – eLearning (18 months)
GEM 220L Colored Stone Grading Lab (21 clock hours)
GEM 240L Gem Identification Lab (35 clock hours)
GEM 240 Gem Identification Course – eLearning (24 months)

ON CAMPUS – CARLSBAD AND NEW YORK

GEM 2500 Graduate Gemologist Program
26-week full-time program (780 clock hours)

For details on tuition and fees see page 46.

GIA GEMOLOGIST DIPLOMA

The GIA Gemologist diploma is awarded to students who successfully complete the five core gemology eLearning courses.

Graduate Diamonds Diploma Program

The Graduate Diamonds diploma program gives you the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. In this program, you will also analyze crown, pavilion, and total depth. This program covers GIA diamond grading procedures to assess the 4Cs – color, clarity, cut, and carat weight, and how they affect diamond value. By learning to use professional diamond grading equipment, you'll develop the skills to determine proportions, create plotting diagrams, examine diamonds professionally, as well as detect synthetics, simulants, and diamonds that have been treated.

WHAT YOU EARN

Graduate Diamonds Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIMES

DISTANCE EDUCATION

Although you can take eLearning courses and lab classes in any order, we recommend the sequence below. Some courses may require a prerequisite. See class descriptions on pages 11-12 and the Chemical Safety Disclosure on page 20.

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of No Pass (NP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an end date, therefore schedule your enrollments with this in mind.

For details on course payment options go to page 44.

GEM 130 Diamond Essentials Course – eLearning (3 months)
GEM 230 Diamonds & Diamond Grading Course – eLearning (15 months)
GEM 230L Diamond Grading Lab (35 clock hours)

ON CAMPUS – CARLSBAD AND NEW YORK

GEM 2200 Graduate Diamonds Program
Seven-week full-time program (210 clock hours)

For details on tuition and fees go to page 46.

Graduate Colored Stones Diploma Program

In the Graduate Colored Stones diploma program, you'll learn how to grade and identify gemstones—both common and unusual—found in today's marketplace. You learn the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated, and synthetic gemstones. This program provides knowledge you can apply directly, including how market factors affect value.

WHAT YOU EARN

Graduate Colored Stones Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIMES

DISTANCE EDUCATION

Although you can take eLearning courses and lab classes in any order, we recommend the sequence below. Some courses may require a prerequisite. See class descriptions on pages 11-12 and the Chemical Safety Disclosure on page 20.

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of No Pass (NP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an end date, therefore schedule your enrollments with this in mind.

For details on course payment options go to page 44.

GEM 120 Colored Stone Essentials Course – eLearning (3 months)

GEM 220 Colored Stones Course – eLearning (18 months)

GEM 220L Colored Stone Grading Lab (21 clock hours)

GEM 240L Gem Identification Lab (35 clock hours)

GEM 240 Gem Identification Course – eLearning (24 months)

ON CAMPUS – CARLSBAD AND NEW YORK

GEM 2300 Graduate Colored Stones Program
19-week full-time program (570 clock hours)

For details on tuition and fees go to page 46.

Accredited Jewelry Professional Diploma Program

Offered only through Distance Education, the Accredited Jewelry Professional diploma program covers essential product knowledge for service excellence and effective selling. Topics covered include diamonds, rubies, emeralds, and sapphires. You'll gain the skills you need to make accurate and compelling sales presentations, including how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. Each course provides clear and concise information that can be immediately implemented on the job.

WHAT YOU EARN

Accredited Jewelry Professional Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIME

DISTANCE EDUCATION

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of No Pass (NP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an end date, therefore schedule your enrollments with this in mind.

GEM 110 Jewelry Essentials Course – eLearning (3 months)

GEM 120 Colored Stone Essentials Course – eLearning (3 months)

GEM 130 Diamond Essentials Course – eLearning (3 months)

AJP PROGRAM – ADDITIONAL LANGUAGES AVAILABLE IN 2014.

WISCONSIN

“When people ask me about a recommendation for gemology education, without hesitation, I refer them to GIA. There is no other institution more recognized for its quality education and credentials, both domestically and internationally. GIA credentials will open doors for you, no matter where you want to work.”

Amy Helein, GIA GG
Salvage Specialist and Curator of the R. Harder Gallery of Minerals
Jewelers Mutual Insurance Company



Gemology (cont.)

Graduate Pearls Diploma Program

The Graduate Pearls diploma program provides all the product knowledge and grading skills needed to buy inventory, build confidence, and increase profits when buying and selling akoya, South Sea, Tahitian, and freshwater pearls. You'll learn techniques for selling pearls at the retail level by using GIA's 7 Pearl Value Factors™. You'll also receive hands-on training with pearls, and discover how pearls are tested for authenticity and post-harvest treatments.

WHAT YOU EARN

Graduate Pearls Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIMES

DISTANCE EDUCATION

Completion time for course is listed below.

Distance Education students who exceed the allowed completion time are dismissed and a final grade of No Pass (NP) is entered on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently with each course having an end date, therefore schedule your enrollments with this in mind.

For details on course payment options go to page 44.

GEM 149 Pearls Course – eLearning (6 months)

GEM 149L Pearl Grading Lab (6 clock hours)



Distance Education eLearning Courses

GIA Distance Education has two parts: eLearning courses and lab classes.

eLearning courses are the online component of your program. You'll learn using the same content GIA students do at our worldwide campuses.

Lab classes are where you gain hands-on experience by grading and identifying gemstones under the watchful eye of a GIA instructor.

DIPLOMA REQUIREMENTS	ACCREDITED JEWELRY PROFESSIONAL	GRADUATE DIAMONDS	GRADUATE COLORED STONES	GRADUATE GEMOLOGIST	GRADUATE PEARLS
	eLEARNING COURSES				
GEM 110 – JEWELRY ESSENTIALS	X				
GEM 120 – COLORED STONE ESSENTIALS	X		X	X	
GEM 130 – DIAMOND ESSENTIALS	X	X		X	
GEM 230 – DIAMONDS & DIAMOND GRADING		X		X	
GEM 220 – COLORED STONES			X	X	
GEM 240 – GEM IDENTIFICATION			X	X	
GEM 149 – PEARLS					X
LAB CLASSES					
GEM 230L – DIAMOND GRADING LAB		X		X	
GEM 220L – COLORED STONE GRADING LAB			X	X	
GEM 240L – GEM IDENTIFICATION LAB			X	X	
GEM 149L – PEARL GRADING LAB					X

My GIA and eLearning System Requirements

My GIA is your gateway to online services. Log on 24/7 to access eLearning courses; answer assignment questions online and get immediate feedback; update your contact information; print out completed answer sheets for future study; track completed assignments; monitor your overall course and program progress; and more.

Courses come to life right on your computer with GIA eLearning. Convenient, effective, and engaging, GIA's eLearning environment lets you study anywhere you have Internet access. Courses use audio and video to keep you motivated and inspired.

Online support is available for assistance with your user name, password, or any technical questions at onlinesupport@gia.edu or 800 421 7250 ext 7459 or 760 603 4000 ext 7459, 7:30 a.m. to 4:30 p.m. PST, Monday through Friday.

My GIA and eLearning have the following system requirements:

- Windows XP SP2, Vista, 8, 7, or Mac OS X
- Firefox 2 or later (for optimum experience), Google Chrome 21.X or later, Safari 3 or later, Internet Explorer 8 (9 and above must be in "Compatibility Mode")
- Please do not use AOL, MSN, or Opera browsers with this site
- Be sure that JavaScript is enabled, cookies are allowed and pop-up blockers are disabled
- Screen resolution: 1024x768 or greater
- Adobe Flash Player 8 or later is required for eLearning courses (Flash is not supported on iPad or iPhone)
- Adobe Reader is required to read PDF documents
- QuickTime 7 or later (+ iTunes) is required to play MPEG-4 (M4V) videos

JavaScript, Adobe Flash Player, Adobe Reader, and QuickTime are available as free Internet downloads.

eLearning Courses

eLearning is a fun and engaging learning environment that features text, videos, animation, and slide shows. All your coursework, lessons, quizzes, and exams, with the exception of Gem Identification, is online. You can study and increase your knowledge at your convenience. All GIA Distance Education Gemology courses are delivered via eLearning.

Students may contact their instructor or other staff during regular business hours. GIA is open 7:30 a.m. to 5:00 p.m. PST, Monday through Friday, excluding holidays. See page 24 for the 2014 Academic Calendar and page 55 for phone and email contact information.

GEM 110 Jewelry Essentials – eLearning

Required for: AJP Diploma

This course examines jewelry's important features, and how they combine to give a piece its unique value. You'll learn the unique qualities of precious metals and be able to describe them to your customers. You'll be able to identify jewelry types and styles, and become comfortable with the industry terms used to describe them. You'll learn about different jewelry manufacturing methods and how each one can affect style, appearance, and durability. You'll learn how precious metals are regulated, marketed, and tested, and the key components of a compelling sales presentation. Also included is a chapter on watches and giftware, and how to sell them effectively. Final exam is online, open book, and does not require a proctor.

Maximum completion time: 3 months

What you earn: Jewelry Essentials Certificate

GEM 120 Colored Stone Essentials – eLearning

Required for: AJP, GG, Graduate Colored Stones, Gemologist Diplomas

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire, and emerald. You'll learn the language of colored stones. You'll discover color's powerful role in gemstone value and the unique characteristics of popular colored stones. You'll also understand how color, clarity, cut, and carat weight all affect a gem's value. You'll learn proven techniques for making successful sales presentations. Course materials include the *GIA Essential Colored Stone Reference Guide* PDF, which contains important and interesting facts on today's most popular gemstones. Final exam is online, open book, and does not require a proctor.

Maximum completion time: 3 months

What you earn: Colored Stone Essentials Certificate

GEM 130 Diamond Essentials – eLearning

Required for: AJP, GG, Graduate Diamonds, Gemologist Diplomas

This course will teach you how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. You'll become familiar with the internationally accepted GIA clarity grading system, learn how diamonds are graded for color, and know how color affects value. You'll discover how modern technology is changing the way diamonds are cut and learn the relationship between size and weight. You'll learn about how retail jewelry stores operate. Final exam is online, open book, and does not require a proctor.

Maximum completion time: 3 months

What you earn: Diamond Essentials Certificate

right - Students learn how to use a darkfield loupe.

GEM 230 Diamonds & Diamond Grading – eLearning

Required for: GG, Graduate Diamonds, Gemologist Diplomas

Prerequisite: GEM 130

This course will help you gain the skills needed to judge and grade the color, clarity, and cut of diamonds. You'll learn to determine proportions and estimate weight. You'll learn the fundamentals of diamond treatments, synthetics, and simulants, and understand the effect of fluorescence on diamond body color. You'll analyze the role cut plays in the marketplace and acquire the technical knowledge needed to make profitable buying and selling decisions. You'll also learn about other segments of the diamond industry: dealers, cutters, manufacturers, etc. Final exam is online, closed book and proctored; see page 30 for details.

Maximum completion time: 15 months

What you earn: Diamonds & Diamond Grading Certificate

GEM 220 Colored Stones – eLearning

Required for: GG, Graduate Colored Stones, Gemologist Diplomas

Prerequisite: GEM 120

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. You'll discover which gems are commercially important and why. This course will help you understand differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. Course materials include the *GIA Gem Reference Guide* PDF, which contains information on and properties of virtually all commercially available gemstones. Final exam is online, closed book, and proctored; see page 30 for details. For students continuing on to the Gem Identification eLearning course:

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to some international locations.
- Customs regulations may also affect the time it takes GIA to deliver international stone sets to students.
- Customs fees charged to the student are at the sole discretion of the customs regulatory agency; and are outside of GIA's control.

Maximum completion time: 18 months

What you earn: Colored Stones Certificate



Gemology (cont.)

GEM 240 Gem Identification – eLearning

Required for: GG, Graduate Colored Stones, Gemologist Diplomas

Prerequisites: GEM 120, GEM 220

Learn to identify more than 60 species of gemstones, distinguish natural gems from synthetics, and detect gem treatments. Develop your skills by practicing testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, you'll learn how—and when—to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. Course materials include the *Gem Identification Lab Manual* PDF and practical videos. The final practical exam is open book and proctored; see page 30 for details.

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to some international locations.
- Customs regulations may also affect the time it takes GIA to deliver international stone sets to students.
- Customs fees charged to the student are at the sole discretion of the customs regulatory agency, and are outside of GIA's control.
- Prior to registering for Gem Identification, students must confirm their access to required equipment and have a conversation with their primary instructor to discuss course details.

To register in this course, you must have access to:

- Gem tweezers (non-locking)
- Daylight-equivalent light source
- Mini Maglite (incandescent) or equivalent
- 10x fully corrected loupe or microscope
- Gem cloth
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscopes
- Spectroscope

These instruments are not included with the course. (Be sure to read the Chemical Safety Disclosure on page 20.) You can purchase a professional Gem Identification instruments student package through GIA Instruments at www.store.gia.edu

As an alternative, you can complete your assignments in GIA Student Workrooms, which are equipped with these professional tools. For Student Workroom activities, hours, and fees, please visit www.gia.edu

Maximum completion time: 24 months

What you earn: Gem Identification Certificate

GEM 149 Pearls – eLearning

Required for: Graduate Pearls Diploma

This course covers popular techniques for selling pearls at the retail level, and gives you the knowledge to buy inventory, build confidence, and increase profits. Learn how to buy and sell akoya, South Sea, Tahitian, and freshwater pearls with insight and skill. You'll learn GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality, and matching. Understand the difference between natural and cultured pearls, and learn about post-harvest treatments, imitation pearls, and pearl testing. This course was developed with the generous support of the South Sea Pearl Consortium, Perles de Tahiti G.I.E., and the Japan Pearl Exporters Association. Final exam is online, open book, and does not require a proctor.

Maximum completion time: 6 months

What you earn: Pearls Certificate

Gemology Lab Classes

GEM 230L Diamond Grading Lab

Required for: GG, Graduate Diamonds Diplomas

Through a unique combination of hands-on training, one-on-one coaching, and multimedia, you'll learn to grade diamonds consistently and accurately using a modern gem microscope and a jeweler's loupe. You'll become proficient in GIA's Diamond Grading System, discover time-saving shortcuts to determine a variety of grading factors, and learn to read a GIA Laboratory Diamond Grading Report. You'll spend more than 18 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you'll learn to recognize the most common diamond features. Students must pass a two-stone practical test to complete the class successfully.

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

What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

Required for: GG, Graduate Colored Stones Diplomas

Through extensive hands-on practice using gemstones, you'll develop skills in grading the color, clarity, and cut quality of a wide range of colored stones. You'll learn the GIA Colored Stone Grading System and how to describe color by hue, tone, and saturation. Learn to judge gem quality factors. You'll improve the consistency and accuracy of your colored stone grading skills. You'll also learn about the relationship between light and color and develop your color memory.

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

What you earn: Letter of Completion

GEM 240L Gem Identification Lab

Required for: GG, Graduate Colored Stones Diplomas

In this lab, you'll learn the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. You'll gain confidence using a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscopes with an optic figure sphere, a dichroscope, a table model prism spectroscope, and a loupe as you use these instruments to identify natural gemstones, imitations, and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Chemical Safety Disclosure on page 20.)

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

What you earn: Letter of Completion

GEM 149L Pearl Grading Lab

Required for: Graduate Pearls Diploma

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Learn GIA's 7 Pearl Value Factors™ by studying with one of the Institute's internationally respected team of instructors. Learn how to evaluate cultured pearls in order to increase sales and promote the relationship between beauty, value, and quality in your merchandise.

Class duration: 1 day or 2 nights (6 clock hours)

What you earn: Letter of Completion

Jewelry Manufacturing Arts

CIP Code: 50.0713



Gift of INTA Gems

Creativity and creation is the heart and soul of Jewelry Manufacturing Arts. These classes delve into the world of the design and production of great jewelry. Through hands-on, action-oriented coursework, you'll work with professional equipment and gemstones as you learn to turn inspired jewelry ideas into polished works of art.

GIA's Jewelry Manufacturing Arts programs and courses prepare you to begin a career in a variety of positions, including: bench jeweler, jewelry repair professional, stone setter, diamond setter, computer-aided designer, technician, jewelry designer, manufacturing assistant, model maker, assistant production manager, assistant store manager, customer service representative, quality control professional, and retail sales associate.

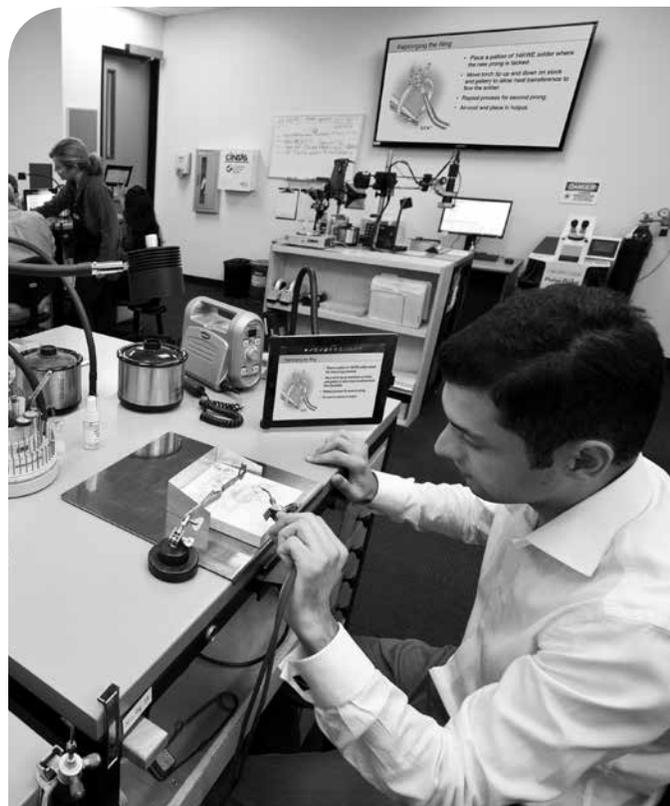
Jewelry Manufacturing Arts programs and courses are offered only on campus. On-campus programs and courses are full-time, ranging from seven weeks to six months.

Charges

Total student charges include tuition, plus books, materials, sales tax, and other fees where applicable. Student charges are valid for U.S.-based courses, classes, and programs from January 1, 2014 to December 31, 2014.

Additional software and hardware are required to complete the Jewelry Manufacturing Arts Jewelry Design & Technology program. Please see page 14 for specific details.

top - Students in the Graduate Jeweler program will learn to solder prongs into a ring mounting. / center - CAD software facilitates ease and efficiency for jewelry design. / bottom - Students will learn CAD modeling and how to review related jewelry engineering options in the Jewelry Design & Technology program.



Jewelry Manufacturing Arts (cont.)

Graduate Jeweler Diploma Program

The Graduate Jeweler diploma program trains you to become a bench jeweler. In an authentic trade shop environment, you'll work with gemstones and precious metals, and take projects from concept to completion. By completing a series of projects, you'll develop metal skills, including: polishing, filing, texturing, sawing, and general and specific torch skills. You'll also learn fabrication techniques; how to use laser-welding technology; and setting techniques for gold, silver, and platinum. You'll train at your own workbenches, which are equipped with a torch, power tools, and essential toolkit. Multimedia, lectures, text, videos, and live demonstrations are used in the program.

WHAT YOU EARN

Graduate Jeweler Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIME

ON CAMPUS – CARLSBAD

JMA 3300 Graduate Jeweler

26-week full-time program (780 clock hours)

For details on tuition and fees go to page 46.

below - Students will learn various laser welding techniques and when to apply them in the Graduate Jeweler program.



Jewelry Design & Technology Diploma Program

GIA's instructors teach you the essential principles of product concept layout, design, engineering, and jewelry product development, with an in-depth focus on manufacturing, branding, and price points. You'll understand the entire jewelry process from concept to sale for small- to large-scale manufacturing. You'll learn how to create jewelry designs using leading-edge 3D technology and computer-aided design (CAD) software (Rhinceros, Matrix, and T Splines) and how to manufacture jewelry using computer-aided manufacturing (CAM) hardware. You'll also learn Flamingo and V-Ray rendering software for rendering purposes.

WHAT YOU EARN

Jewelry Design & Technology Diploma

PROGRAM REQUIREMENTS AND COMPLETION TIME

ON CAMPUS – CARLSBAD

JMA 3400 Jewelry Design & Technology

26-week full-time program (780 clock hours)

For details on tuition and fees go to page 46.

Jewelry Design & Technology Requirements

GIA provides students with computers and software when they are in class. Students are expected to have their own hardware and student version of the software to complete their homework.

Jewelry Design & Technology (JDT) students must have access to the student version of Matrix software used during the program and a computer that meets the minimum requirements described below. See page 43 for the estimated average cost to purchase these items.

MINIMUM COMPUTER REQUIREMENTS FOR JDT PROGRAM

- Windows-based operating system. JDT classrooms do not support the use of the Apple operating system
- Intel Quad Core i7 or faster
- Nvidia GeForce Video card 1 GB VRAM
- 8 GB or more of DDR RAM
- 250 GB hard drive or larger
- 19-inch monitor (desktop) or larger
- 15- or 17-inch monitor (laptop) or larger
- Minimum screen resolution wide aspect is WXGA+ (1440x900) WSXGA+ (1680x1050) or higher recommended
- Minimum screen resolution 4:3 aspect is SXGA (1280x1024) or better
- DVD-ROM or DVD+/-RW drive required (software install is DVD format)
- Windows 7 Home Premium, Professional, or Ultimate (64-bit versions).
- CAD software companies do not recommend or support any laptop computers that feature graphics switching technology. Examples of this technology are NVIDIA's Optimus Technology and AMD's Switchable Graphics.
- For the most up-to-date minimum system requirements for Matrix software, contact Gemvision at 888 357 6272

Comprehensive CAD/CAM for Jewelry

In this comprehensive seven-week course, you'll develop the skills needed to create designs and share them with customers. By graduation, you'll use 3D design software with the confidence of a professional. You'll learn to take jewelry designs from concepts, to photo-realistic renderings, to casting-ready rapid-prototype models. You'll learn to use computer-aided design (CAD) software (Rhinoceros and Matrix), which dramatically reduces a product's time to market. You'll learn about Matrix's automatically programmed specifications, which allows you to create custom designs in less time, and T-Splines software, which adds new dimensions of freeform and organic 3D modeling. You'll also learn Flamingo and V-Ray rendering software for rendering purposes.

WHAT YOU EARN

Comprehensive CAD/CAM for Jewelry Certificate

COURSE REQUIREMENTS AND COMPLETION TIME

ON CAMPUS – CARLSBAD AND NEW YORK

JMA 400 Comprehensive CAD/CAM for Jewelry Course
Seven-week full-time class (210 clock hours)

For details on tuition and fees go to page 46.

Jewelry Design

In just nine weeks, this course provides the creative and technical skills you need to begin your career as a custom jewelry designer. You'll also have a portfolio of your work to show prospective employers and clients. The course will provide you with an understanding of jewelry design theory and help you acquire a working knowledge of jewelry artistry. You'll develop the skills to illustrate the shape, form, and texture of metal. You'll learn how to work with drafting tools and how to render yellow and white metals, as well as a range of faceted and cabochon gemstones and pearls. You'll be able to illustrate rings in five different views and discover how to keep your design ideas flowing.

WHAT YOU EARN

Jewelry Design Certificate

COURSE REQUIREMENTS AND COMPLETION TIME

ON CAMPUS – CARLSBAD AND NEW YORK

JMA 370 Jewelry Design Course
9-week full-time class (270 clock hours)

For details on tuition and fees go to page 46.

"The benefits of attending GIA? The wealth of knowledge I learned while there and the education I still receive by being an alum. And the connections I made while I was attending. I still keep in contact with most of my fellow grads, and they have been an unlimited source of information and suggestions."

NORTH CAROLINA

Tyson M.L. Stelter, GIA GG, GJ, AJA
Bench Jeweler and Gemologist
Perry's Emporium



Jewelry Manufacturing Arts Lab Classes

JMA 320L Basic Repair and Setting Lab

This class teaches basic repair and setting skills through hands-on training at your own fully equipped workbench and through expert GIA instruction. You'll learn to recognize and evaluate quality craftsmanship; identify and set basic mounting styles; size rings, tighten stones, re-tip and replace prongs; assemble and solder settings and shanks; and work with sterling silver and white and yellow karat gold. Find out how to apply rhodium plating. Plus, acquire finishing skills for specific colors of metals. This class will also teach you basic laser-welding techniques and applications.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

JMA 340L Intermediate Repair and Setting Lab

Prerequisite: JMA320L or previous bench experience including basic stone setting and soldering.

Upgrade your bench skills. Through personalized instruction, integrated text and video, and practice at your own workbench, you'll learn intermediate and advanced gemstone setting techniques such as how to set graduated round stones around a curved surface, remounting stones in intricate styles, and how to craft a variety of prong shapes for center stones. You'll practice setting fancy shapes in bezels and prongs; melee in halo designs; and princess cuts in channels, bezels and prongs. You'll also learn efficient methods for settings in shared prong mountings, and in pieces produced with computer-aided manufacturing (CAM) technology. Plus, learn the techniques for precious metal conservation and best practices for preparing metal for refining. GIA provides all tools and materials for you to work with white and yellow karat gold and sterling silver.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion



Courtesy of Jacobs

Admissions

Admissions Requirements

On-campus and lab class applicants must be at least 18 years of age and possess a minimum of a high school diploma, GED, or the equivalent. Please note, that home-schooled students must provide a state-issued secondary school completion credential. If the particular state does not issue a secondary school completion credential, the student must provide a home-schooling completion credential accompanied by documentation of the state approving the home-schooling program before it will be accepted.

eLearning applicants younger than 18 must have a parent or legal guardian sign their applications. Applicants younger than 18 and who are still in high school must also submit letters of approval from a parent or guardian and from a school counselor, principal, or administrator. Applicants younger than 18 and who are still in high school, and those who do not have a high school diploma, GED, or the equivalent, must successfully meet the minimum required scores on the Wonderlic Basic Skills Test (WBST). The WBST must be conducted by an independent certified test administrator; GIA will assist prospective students in locating a testing center within the U.S. Applications by individuals younger than 18 are reviewed by the Admissions Committee. GIA does not accept applications from individuals younger than 16.

Applicants who have been convicted of a felony must also submit the following documents to be reviewed by the Admissions Committee:

- A detailed explanation of the circumstances surrounding the felony and how a GIA education will support the applicant's career goals
- A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
- At least one character reference letter from a non-relative written on appropriate letterhead

Within 10 working days of receiving an application and all required documents, GIA will respond to the student in writing. If additional time is necessary, the student will be notified in writing within 10 working days.

Non-Discrimination Policy

GIA reserves the right to deny an application and cancel an enrollment at any time. 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 origin, ethnicity, religion, gender, age, disability, medical condition, pregnancy status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded or made available to students of the school.

How to Apply and Related Deadlines

You may submit an application and registration form at any time at www.gia.edu. There are options to either apply online or to download a paper application and registration form, depending on how you choose to study. On-campus and lab class applications downloaded from www.gia.edu are for U.S. locations only. All pages of the downloaded paper application must be completed.

Review pages 43-46 of this catalog for details on tuition and fees and information on payment plans for select eLearning courses. Cancellation and Refund Policies can be found on pages 38-40.

You will not be able to reserve space in any program, course, or lab class until GIA has received all required fees and/or documents.

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

CAMPUSES OUTSIDE THE U.S.

Students wishing to apply for attendance at a GIA campus outside the U.S. should contact the appropriate campus directly. See the back of this catalog for contact information.

DISTANCE EDUCATION STUDENTS

Apply to Distance Education courses either online or by downloading the application and registration form. If submitting the downloadable application, submit to GIA Carlsbad. Classes start every Monday, with the exception of holidays. Tuesday starts will be February 18, May 27, and September 2.

Paper applications must be received by 12:00pm PST the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the class start. Failure to accept the terms of your enrollment agreement within 14 days of your selected start date will result in the cancellation of your course registration. Your full tuition and fees (if applicable) will be automatically refunded within 30 days. The purchase of books is not subject to refund. If you would like to plan ahead and enroll for a future start date, contact GIA Admissions at 760 603 4001 or admissions@gia.edu



top - Network with fellow students. / bottom - The GIA Richard T. Liddicoat Gemological Library and Information Center is home to the world's largest collection of gemological books and media.

LAB CLASS STUDENTS

Apply for lab classes either online or by downloading the application and registration form. See related information under How to Apply and Related Deadlines. If submitting the downloadable application, submit to the campus that you wish to attend.

There are no application deadlines. However, classes typically reach capacity at least two to three months in advance, so we encourage you to apply at least three to four months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available. Full payment is due 30 days prior to the start of a class.

ON-CAMPUS STUDENTS

Apply for on-campus programs or courses by downloading the application and registration form and submit to the campus you wish to attend. Required documents must be mailed and received by GIA to be considered for on-campus admission. GIA will notify you in writing or via email of your enrollment status.

There are no application deadlines. Although GIA holds classes year-round, on-campus programs typically reach capacity at least two to three months in advance, so we encourage you to apply at least three to four months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available.

Payment Methods

Make payments online 24/7 via your Student Center located at <https://my.gia.edu>. Our Office of Student Accounts staff members are also available Monday through Friday to accept payments and to discuss your account. Visit the Student Services office to arrange an appointment. You may also contact them in Carlsbad at 800 421 7250 ext 4470, 760 603 4470, or acctsrc@gia.edu from 7:00 a.m. to 4:00 p.m. PST, and in New York at 800 366 8519 ext 3527, 212 944 5900 ext 3527, or nyedu@gia.edu from 7:30 a.m. to 3:30 p.m. EST.

Please note the following regarding payment methods:

Credit Card: You can charge confirmation deposits, tuition, books and materials, and other fees to your VISA, MasterCard, Discover, or American Express account.

Check or Money Order: You can pay by cashier's check or personal check. Make checks payable to GIA. Payment must be in U.S. dollars and drawn on a U.S. bank.

Wire Transfer: Call toll free 800 421 7250 ext 4001 or 760 603 4001, or email admissions@gia.edu for details. All wire fees must be paid by the applicant.

Paper Applications

If you download an application from www.gia.edu, submit your lab class or on-campus paper application to the campus that you wish to attend.

GIA Robert Mouawad Campus Mailstop #3 5345 Armada Drive Carlsbad, CA 92008 Fax 760 603 4003	GIA Mailstop #70 270 Madison Avenue, 2 nd Floor New York, New York 10016-0601 Fax 212 719 9563 Effective Spring 2014, the New York campus address will be: GIA Admissions 50 W 47 th Street New York, New York 10036 Fax 212 719 9563
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Financial Assistance

If you are thinking of attending an on-campus program at one of GIA's U.S. locations, you may be eligible for financial aid. Federal financial assistance is currently available to those who qualify, and may consist of scholarships, grants, or loans, depending upon eligibility. Federal financial aid is available for certain six-month on-campus programs but is not available for GIA Distance Education students. Financial aid includes Pell and SEOG Grants and Perkins and Direct Student Loans through the U.S. Government, and is available to those eligible full-time resident students who are U.S. Citizens or hold U.S. Permanent Resident status.

Federal direct loans are available to students who qualify regardless of income.

The Net Price Calculator is available at www.gia.edu/net-price-calculator to estimate the cost of the programs in which you choose to enroll.

Use these general guidelines to help you determine your loan amount:

Median Loan Debt	2009 – 2010	2010 – 2011	2011 – 2012
Federal Loan Debt (Independent)	\$9,750.00	\$6,032.00	\$9,733.00
Federal Loan Debt (Dependent)	\$5,760.00	\$4,738.00	\$5,760.00
Private Loan Debt	\$15,000.00	\$17,500.00	\$17,262.00
Institutional Financial Plan Debt	N/A	N/A	N/A

Distance Education and on-campus students may also apply for GIA-administered scholarships. The scholarship application period is from June 15 to October 31 for scholarships awarded for new enrollments in the following calendar year. A second application period for Distance Education eLearning and lab class applicants is from March 1 through April 30. An online application and a listing of current scholarships are available at www.gia.edu/scholarships. If you have questions, please contact the Office of Student Financial Assistance at 760 603 4131 or 800 421 7250 ext 4131.

GIA also accepts outside sources of funding for educational programs, including vocational rehabilitation, veterans' benefits (on-campus programs only), MYCAA, or outside scholarships. We will be happy to assist in coordinating outside funding resources.

We encourage you to make informed and responsible decisions about the cost of your education. For financial assistance information, and to access the *Student Financial Aid Handbook* and application, visit www.gia.edu under Professional Education, or call 760 603 4005 or 800 421 7250 ext 4005.

Admissions (cont.)

Disclosure of Risk-Screening Review

All applicants are subject to a review of their background at GIA's sole discretion, in order to comply with U.S. Office of Foreign Assets Control (OFAC) laws and regulations.

Appeal of Denial of Admission

Applicants who are denied admission may appeal this decision in writing to the Dean of Students and/or School Director. The Admissions Committee will review the admissions decision and the written appeal, and respond within 10 calendar days of receipt of the appeal. The decision of the Admissions Committee is final.

English Proficiency

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction.

On-campus applicants who are not U.S. citizens must demonstrate English proficiency by meeting GIA's English proficiency requirement. See item 5 under On-Campus Admission for Non-U.S. Citizens section on page 19.

Special Accommodations

In accordance with acts such as the Americans with Disabilities Act in the U.S., GIA will look to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the Dean of Students and/or School Director before class begins.

Service and Shipping Limitations Outside the U.S.

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

On-Campus Admission for U.S. Citizens

1. In addition to the enrollment application and deposit, GIA requires the following documents: A copy of your passport or birth certificate identifying your full name, birth date, citizenship, and country of birth.
2. A copy of your high school/secondary school, GED, college or university or college diploma (e.g., AA, BA, BS), or a transcript or its equivalent showing your graduation date. If graduation documentation is not available, please contact the education board in the country where you graduated and ask to be sent an affidavit providing the proof and date of graduation.

On-Campus Admission for Non-U.S. Citizens

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

GIA is authorized under federal law to enroll nonimmigrant alien students. The U.S. Immigration and Customs Enforcement (ICE) Certificate of Eligibility for Nonimmigrant (M-1) Student Status – For Vocational Students Form (I-20MN) must be used to obtain an M-1 student visa prior to entering the U.S. Applicants who enter the U.S. under another nonimmigrant visa status usually cannot attend GIA's full-time on-campus programs.

Nonimmigrants already in the U.S. on a valid nonimmigrant visa status may be eligible to apply for a change of status to the M-1 visa while in the U.S., but there are certain restrictions. Contact the International Student Advisor for further details about changing from your current nonimmigrant status to the M-1 visa.

The M-1 visa is required for the following programs: Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Graduate Jeweler, Jewelry Design & Technology, Jewelry Design, and Comprehensive CAD/CAM.

All student applicants from outside the U.S. must meet the following enrollment requirements.

In addition to your enrollment application and deposit, GIA requires the following documents before issuing the I-20MN. All documents sent to GIA Admissions must be in English or accompanied by a certified original English-language translation.

1. A copy of your passport or birth certificate identifying your full name, birth date, citizenship, and country of birth.
2. A copy of your high school/secondary school, GED, college or university or college diploma (e.g., AA, BA, BS), or a transcript or its equivalent showing your graduation date. If graduation documentation is not available, please contact the education board in the country where you graduated and ask to be sent an affidavit providing the proof and date of graduation.
3. Proof of financial support. An original or certified copy of a bank statement or letter verifying that you or your sponsor have sufficient liquid assets to cover all tuition, for instant recall if necessary, and for living expenses. The document must be in English, dated within the last six months and must show the specific denomination and currency of the available funds. Living expenses are estimated to be at least US\$1,950 per month of study at GIA Carlsbad and \$2,450 per month of study at GIA New York. Sufficient funds must also be available for your spouse or children (under 21) who will accompany you; expenses are estimated at \$500 per month for your spouse and \$350 per month for each dependent child. Please speak to a GIA Admissions Representative or the International Student Advisor for specific financial support requirements. Copied or scanned financial documents are not accepted.
4. Letter of financial responsibility from your sponsor. If you did not submit proof of personal financial support, your sponsor must submit an original letter of financial responsibility with his/her financial documents. The financial responsibility letter must be a dated original document, which includes the student's name and signature, sponsor's name and signature relationship to the student, and the amount to be sponsored. Please request the financial responsibility letter from GIA Admissions or the International Student Advisor.

5. Documentation of your English proficiency by providing evidence of any of the following (please read the specific requirements for each carefully):

- Test of English as a Foreign Language (TOEFL®) exam: Obtain a minimum score of 61 on the Internet-based/next Generation TOEFL or 500 on the paper-based TOEFL. The TOEFL institutional code is 9144 for GIA Carlsbad and 9028 for GIA New York. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements.
- International English Language Testing System (IELTS™) exam: At least an overall band score of 5.0 on the Academic IELTS exam.
- The Test of English for International Communications™ (TOEIC®): Achieve an overall score of at least 650 on the TOEIC Listening and Reading test.
- International Test of English Proficiency (iTEP Academic-Plus): Achieve iTEP Level 4 or higher on the iTEP Academic-Plus exam.
- Pearson Test of English Academic (PTE): Achieve a score of 43 and higher on the PTE Academic test.
- Cambridge English: First (FCE): Earn a grade of B or higher on the FCE exam.
- ELS Language Centers: Complete the level 109 or higher course at ELS Language Centers.
- English as the medium of instruction.

The TOEFL® examination is available in more than 110 countries. Information about this test may be obtained at any U.S. Embassy or Consulate, or by visiting the website at www.toefl.org

The TOEIC® Listening and Reading test is a paper-and-pencil, multiple-choice assessment. There are two timed sections of 100 questions each. Public testing sessions are held on scheduled dates in various locations throughout the world.

Students must take the TOEIC Listening and Reading test and must achieve an overall score of 650 or higher. You must request your results be sent to the GIA location where you applied. Examinee results, scans, and copies are not accepted. Results are valid two years from the exam date. For additional information please visit www.toeic.org

The IELTS™ examination is offered at least once a month through a network of more than 200 examination offices in more than 100 countries.

Students must take the Academic IELTS exam. Information about the test may be obtained by visiting the website at www.ielts.org

iTEP Academic Plus is an English language exam available in the U.S. and in more than thirty-five countries. Students must take the iTEP Academic Plus exam, not the iTEP Business exam. The minimum score required is Level 4; results are available in five business days. More information on iTEP is available at www.iTEPexam.com

The PTE Academic exam is a computer-based academic English language test endorsed by Graduate Management Admission Council and available in the U.S. and more than twenty countries. Students must take the PTE Academic test; you must achieve an overall score of 43 or higher. More information can be found at www.pearsonpte.com/PTEAcademic

TOEFL®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination. The testing organization must send your official results directly to GIA; copies and examinee results of these exams are not accepted. When you take the exam, ask the test center how to send your results to GIA. If you have already taken the exam, contact the appropriate testing agency and request to have your official results sent to the GIA campus where you applied.

The Cambridge English: First (FCE) exam is offered through several test centers in more than 60 countries. For information about the FCE exam visit www.cambridgeesol.org/exams/fce/

ELS Language Centers are located worldwide. After successfully completing level 109 at ELS Language Centers, you must contact the ELS Academic Director where you attended and request that your official academic record be mailed to GIA; certificates are not accepted. More information about ELS Language Centers can be found at www.els.edu

If English was the medium of instruction at your secondary school, college or university, please submit proof of graduation and proof that English was the medium of instruction. If you attended, but did not graduate, you must have a combined total of at least three years of English medium instruction. Please see details below:

- English as the official language of instruction: Submit a copy of your diploma or transcripts.
- English is not the official language of instruction: Submit an original letter stating English was the medium of instruction with a copy of your diploma or transcripts. This letter must be on the school's letterhead, signed and dated by the Dean, Director, or Head Master stating years of study, diploma, or degree earned, and specifying that English was the medium of instruction.

THE STUDENT VISA APPLICATION PROCESS: YOUR I-20MN

After GIA sends your enrollment confirmation, the International Student Advisor issues your I-20MN within 10 business days. The U.S. Department of State strongly advises students to apply for their nonimmigrant visa as soon as they receive their I-20MN. The nonimmigrant visa process varies by each country and can take at least 90 days. If you have any questions regarding your student visa or the requirements for enrollment of students from outside the U.S., please contact the GIA International Student Advisor in Carlsbad at 800 421 7250 ext 4195, 760 603 4195, or intladvisor@gia.edu; and in New York at 800 366 8519 ext 3663, 917 286 3663, or nyintladvisor@gia.edu

THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

Please refer to the GIA website concerning any changes to SEVIS and M-1 international students as they become available. Information for international students and SEVIS can be found at <http://studyinthestates.dhs.gov>

SEVIS I-901 FEE INFORMATION

The U.S. Immigration and Customs Enforcement (ICE) require international students to pay a SEVIS I-901 fee prior to applying for your M-1 visa. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$200 and can be paid electronically or by mail. Payment must be received at least three business days prior to your visa interview at the Consulate, or for Canadians and Bermudians at least three business days prior to your entry into the United States. GIA provides I-901 payment details with your I-20MN. Information about the I-901 fee can also be found at www.fmjfee.com

APPLYING FOR YOUR NONIMMIGRANT VISA

Once you receive your I-20MN, you can apply for your M-1 student visa with the DS-160, Online Nonimmigrant Visa Application form at <http://travel.state.gov/visa>, and then follow the steps to schedule a visa interview appointment. You can locate the nearest US Consulate at www.usembassy.state.gov, which will have the most up to date nonimmigrant visa application, visa interview appoint schedule, and be able to processes specific to your country.

Canadian and Bermudian citizens are exempt from applying for a nonimmigrant student visa at a U.S. Consulate; instead, the U.S. Customs and Border Protection (CBP) Officer at the U.S. port of entry grants your visa status after meeting all admissibility requirements. In terms of immigration regulations, the only difference between Canadians/Bermudians and other international students coming to the United States is that Canadian citizens are not required to apply for an entry visa at a U.S. consulate.

Admissions (cont.)

Details about student visas and the port of entry process are on the Ottawa U.S. Consulate website for Canadians and on the Hamilton U.S. Consulate website for Bermudians. You must have your I-20MN, SEVIS I-901 fee payment, financial support, and other important documents in hand when you reach the U.S. port of entry. Full details are mailed with your I-20MN.

U.S. immigration laws and requirements are currently undergoing review and scrutiny and are subject to change. We strongly recommend that you visit the Homeland Security Study in the States website at <http://studyinthestates.dhs.gov> for the most current information, and speak with an International Student Advisor. This website is for nonimmigrant international students who want to study in the U.S. In addition, the U.S. State Department Bureau of Education and Cultural Affairs has extensive information about studying and living in the U.S., the visa application process, and pre-departure planning at www.educationusa.state.gov. International students are only allowed to remain in the U.S. in accordance with current immigration law and the time limits stated on their immigration documents. An M-1 student who has maintained his/her status is allowed to stay 30 days after his/her graduation date.

Do not come to the U.S. until you have the I-20MN in hand and the applicable nonimmigrant student visa stamp (M-1) in your passport. A detailed *International Student Handbook* with information on applying for your M-1 visa, M-1 visa regulations and what to expect at the U.S. Port of Entry will be mailed with your I-20MN. Nonimmigrant students can enter the U.S. no earlier than 30-days from the start date indicated on their I-20MN.

Contact our International Student Advisors if you have questions. For Carlsbad, call 800 421 7250 ext 4195, 760 603 4195, or email intladvisor@gia.edu. For New York, call 800 366 8519 ext 3663, 917 826 3663, or email nyintladvisor@gia.edu

Safety

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

The Annual Campus Safety and Security Report includes statistics on reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus for the previous three years. The report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, hate crimes and other matters.

You can obtain a copy of this report by contacting the GIA Security Department, GIA Student Services, or by visiting www.gia.edu

In the event of an emergency situation, students will be notified by home phone, cell phone, text message, or email through Connect-ED, a user-secure notification service. Connect-ED contacts you in an emergency; it is not a substitute for making calls to 911 during an emergency. When you receive an automated notification, listen carefully to the instructions; you can also visit the GIA website or call the GIA main phone number and listen to the recorded message for further instructions and information. For Carlsbad, call 800 421 7250 or 760 603 4000; for New York, 800 366 8519 or 212 944 5900 or visit www.gia.edu

Be sure to keep your contact information up-to-date so that GIA can reach you in an emergency situation. You may log on to your Student Self Service portal at my.gia.edu or contact the Student Services office to make updates to your record.

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, and 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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at GIA is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn at GIA 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 GIA is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of the coursework at that institution. For this reason you should make certain that your attendance at GIA will meet your educational goals. This may include contacting an institution you may seek to transfer to after attending GIA to determine if your diploma or certificate will be honored.

GIA does not generally award academic credit for previous educational training and has not entered into an articulation or transfer agreement with any college or university.

GIA may accept transfer credit for training offered through certain trade organizations and employers with whom GIA has a written training agreement. If transfer credit is accepted, GIA will notify you via email. GIA does not offer credit for experiential learning. GIA evaluates the previous education and training of all veterans and persons applying for veterans' benefits. If credit is warranted, the course will be shortened and the Veterans Administration will be notified.

Students enrolling in the on-campus Graduate Gemologist, Graduate Diamonds, or Graduate Colored Stones programs and who have previously completed the Diamond Essentials or Colored Stone Essentials courses via Distance Education do not receive transfer credit for the on-campus Graduate Gemologist, Graduate Diamonds, or Graduate Colored Stones programs. Students must participate in and complete these courses again as part of their on-campus program. Their transcript will show both class grades with the two dates of completion.

Student Services

Members of GIA's Student Services team are dedicated to making your experience as a GIA student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas, including: career services, medical services, and banking or other financial services. Additional information on Student Services can be found at www.gia.edu

Career Services

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

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

Career Services brings together employers looking to hire GIA-trained students and alumni. Career Services maintains an up-to-date database of U.S. and international job opportunities in the jewelry industry.

Employers from every industry sector lists with GIA a variety of entry level to management positions: including wholesalers, department stores, jewelry designers, manufacturers, auction houses, gem laboratories, and many others. As you enter the larger community of the gem and jewelry industry, be assured that you will always remain a part of GIA's extended family.

As a graduate of GIA, you can look forward to an exciting career in the gem and jewelry industry. Graduation and employment statistics are published on pages 41-42.

CAREER FAIR

Every year, GIA hosts some of the largest career fairs in the U.S. designed exclusively for the gem and jewelry industry. This is your chance to sit down with industry professionals and leaders in one-on-one career coaching sessions. You'll hear from industry support organizations and media members, and you'll be able to participate in career information panels.

You'll be able to network with those in the know and attend recruiting sessions with prominent companies. When you attend GIA's Career Fairs, you'll have the chance to explore everything the jewelry industry has to offer. You'll find many job opportunities with some of the most recognized companies in the industry.

top - Prominent industry professionals offer advice to students during GIA Career Fairs – which are among the industry's largest job recruiting events. / center - Enjoy activities such as sand volleyball at the Carlsbad campus. / bottom - Students collaborate and exchange ideas not only in, but outside the classroom, as well.



Student Services (cont.)

You'll get practical insights for leveraging your talent and creativity. You'll learn about current hiring trends and discover what the future job market has in store. More importantly, you'll meet with and be inspired by a network of industry peers. Hear what leading industry executives have to say about what it takes to succeed in today's job market. Learn how current economic conditions affect employment trends and job opportunities. Gain insight and guidance about the skills and expertise employers are looking for when they hire.

GIA Student Workrooms

GIA Student Workrooms give you affordable access to all the equipment and gemstones you need to complete the practical requirements of your eLearning Gem Identification course. (Be sure to read the Chemical Safety Disclosure on page 20). This self-study room is also available if you need to prepare for your 20-stone final exam, take a proctored exam, or practice on equipment and gemstones. Student Workrooms are offered at GIA campus locations worldwide.

Carlsbad Student Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m. In New York, the Student Workroom is offered on a limited schedule (see page 48 for the schedule or visit www.gia.edu). U.S. fees are \$35 for half day and \$70 for full day. Call to register and reserve a seat for Carlsbad at 800 421 7250 ext 4404 or 760 603 4000 ext 4404, and for New York at 800 366 8519 ext 3063 or 212 944 5900 ext 3063. For a complete list of Student Workroom prerequisites, services, and additional details, visit www.gia.edu

GIA Alumni Association

Did you know that you become a member of the GIA Alumni Association as soon as you take a GIA course and receive a passing grade on the final exam? GIA will automatically recognize you as an alumnus and your membership is free. However, it is up to you to take action to receive all the alumni benefits offered, such as an array of tools to communicate your GIA alumni status to customers and colleagues and to receive alumni-focused publications. You can also choose to list yourself in the Alumni Online Directory on www.gia.edu – a public search tool that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the GIA Alumni Association – currently 95,000 strong and 60+ chapters worldwide – you become part of an ever-growing global community of fellow GIA graduates who offer networking and educational opportunities that support you throughout your career. For more information, call 800 421 7250 ext 4145, 760 603 4145, email alumni@gia.edu, or visit www.gia.edu

International Student Advisors

Our International Student Advisors are available in Carlsbad from 8:00 a.m. to 5:00 p.m. PST and in New York from 7:30 a.m. to 4:00 p.m. EST to help with the application and enrollment process, requirements necessary to attend GIA, the student visa application process, the Student and Exchange Visitor Information System, applying for your nonimmigrant visa, and more. GIA's International Student Advisor can be contacted in Carlsbad at 800 421 7250 ext 4195, 760 603 4195, or intladvisor@gia.edu or in New York at 800 366 8519 ext 3663, 917 944 3663, or nyintladvisor@gia.edu

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 design and repair. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning. Past guest speakers have included prominent industry professionals such as Erica Courtney, Gabi Tolokowsky, Martin Rapaport, and many others.

Social Events

Our Student Services staff organizes a variety of fun events throughout the year at all GIA campuses.

GIA Museum

One of the things sure to delight you at the Robert Mouawad Campus is the GIA Museum. Boasting an extraordinary collection of gems, gem minerals, jewelry, objets d'art, and historical diamond cutting equipment, the GIA Museum is sure to make your time at GIA enriching and inspiring. It's an invaluable resource for students studying gemology and design.



NEW YORK

"I wouldn't have my job if I didn't go to GIA. What I've learned allows me to back up what I say with scientific knowledge."

Elizabeth Prince, GIA GG
Client Manager
Kwiat

Library and Learning Resources

CARLSBAD

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA's World Headquarters and Robert Mouawad Campus in Carlsbad, California. The Center houses a growing collection of more than 38,000 volumes, 225 current international journals and magazine titles, over 125,000 images, and more than 1,400 videos and DVDs. Students can also consult specialized databases, including LIRN for general academic references and EBSCO GeoRef for references to geoscience information.

Whether in person, by phone, email, or fax, the library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. PST, Monday through Friday. Contact library staff via email at library@gia.edu, or by telephone 800 421 7250 ext 4046, or 760 603 4046. On-campus students have check-out privileges.

NEW YORK

The library at the GIA New York campus is an invaluable resource for students and has books, videos, and periodicals on gemology, mineralogy, design, and manufacturing. The library subscribes to a variety of science, business, fashion, and jewelry industry magazines, so you can keep up to date on the latest trends and techniques. Books, videos, and periodicals can be checked-out by students by making an appointment with the librarian at nylibrary@gia.edu

EBSCO GeoRef and LIRN

Further resources are available through GIA's subscription to EBSCO GeoRef and LIRN, electronic databases, which can be accessed through the Internet 24 hours a day, 7 days a week. Current students can log on to My GIA at my.gia.edu, and follow the EBSCO GeoRef and LIRN links.

Computer Labs and Internet Access

GIA has computers available on campus for student use. All students must sign the Student and Public Computer and Internet User Agreement prior to using these computers. These services, unless otherwise noted, are offered at no cost. Please see page 24 for hours of operation. Wireless Internet access is available at no charge at both the Carlsbad and New York campuses.

Housing

Although GIA does not have dormitory facilities, you'll find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of each of its schools. It is wise to start your research about 45 days before your arrival. Student Services staff can help you sort through your options, and answer any questions.

GIA encourages students to use reputable third-party providers to find housing. Each campus also maintains listings of various housing options; however, GIA does not screen these listings, nor does it offer a roommate placement service. Listings are available in the Student Services area. GIA strongly encourages every student to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an Internet search of the address and of any individuals living in the home, as well as conducting research via websites such as local law enforcement sites.

In Carlsbad, contact Housing Assistance at 800 421 7250 ext 7304, 760 603 4000 ext 7304, or housing@gia.edu. In New York, contact Housing Assistance at 800 366 8519 ext 3063, 212 944 5900 ext 3063, or nyhousing@gia.edu

CARLSBAD

Current monthly housing costs range from about \$650 for modest home-stay arrangements to \$1,600 or more for luxury apartments. Long-term and short-term stay hotel arrangements are also available. Long-term stays start at \$2,100 per month. Short-term stay hotel rates average \$80 to \$250 per night depending on the season, location, and rating. Prices do not include taxes and other fees. Contact the Carlsbad campus for additional information.

NEW YORK

Current monthly housing costs range from about \$750 for shared housing in New York area boroughs, to \$2,500 to \$3,000 for small one-bedrooms and studios, and from \$2,000 to \$2,500 or more for larger apartments in Manhattan. Short-term stay hotel rates start at about \$200 per night depending on the season, location, and rating. Prices do not include taxes and other fees. Contact the New York campus for additional information.

Other Services

Photocopy, fax services, and postage stamps are available for a nominal fee. Contact Student Services for more information.

Parking

CARLSBAD

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.; vehicles may not be left in the lot overnight. The speed limit in the parking lot is five miles per hour. Students are not allowed to park in marked areas. Students who violate the parking policy will be warned and are subject to loss of parking privileges and to dismissal for repeated violations.

NEW YORK

Parking for GIA's New York facility is available in nearby parking garages; fees are charged by the individual parking facility.

CALIFORNIA

"The Carlsbad Campus is the ideal place to learn. The beautiful facility has state-of-the-art equipment and classrooms, plus access to a wonderful gemological library that has endless amounts of books and other materials to further your studies."

Meredith Austin, GIA GG, AJP, Graduate Pearls
Sales Executive
Harry Winston



Student Life



top - Annual Career Fairs provide students with the opportunity to receive one-on-one career advice from industry experts. / center - Enjoy volleyball tournaments at the Carlsbad campus. / bottom - Students, family, friends, and GIA staff take in a digital showcase of jewelry designs created by CAD/CAM students.

On-Campus Facilities and Hours of Operation

The Carlsbad campus' 18 acres of land includes 16 classrooms; a library containing more than 38,000 books, magazines, videos, and other media; a museum gallery; a student lounge; an outdoor basketball and sand volleyball courts; a student computer lab; gemological research laboratories; administrative offices; and a parking lot for more than 1,000 vehicles. Most Gemology and Jewelry Manufacturing Arts classrooms hold up to 24 students. The Student Workroom holds 11 students.

The Carlsbad facility is open from 7:00 a.m. to 5:00 p.m., Monday through Friday. In Carlsbad, the GIA Library and Information Center has computers with Internet access available weekdays between 7:30 a.m. and 5:00 p.m. The Carlsbad student computer lab is open daily to students between 7:30 a.m. and 5:00 p.m. The Student Services office is open from 7:30 a.m. to 5:00 p.m.

GIA New York occupies nearly 18,000 square feet and includes seven classrooms, a library, a student lounge, student computer stations, and administrative offices. Each New York classroom holds 20 students.

The New York campus is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. In New York, computers are available weekdays between 7:30 a.m. to 4:30 p.m. and from 7:30 a.m. to 9:30 p.m. when night classes are in session.

Wireless Internet access is available at no charge throughout the Carlsbad and New York campuses.

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, can 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.

2014 Academic Calendar

Date*	Holiday
December 23, 2013 (Monday) through January 3, 2014 (Friday)	Winter Holiday
January 6 (Monday)	Classes Resume
February 17 (Monday)	President's Day
May 26 (Monday)	Memorial Day
July 4 (Friday)	Independence Day
September 1 (Monday)	Labor Day
November 27 and 28 (Thursday and Friday)	Thanksgiving
December 22, 2014 (Monday) through January 2, 2015 (Friday)	Winter Holiday
January 5, 2015 (Monday)	Classes Resume

* All dates subject to change. Consult your class syllabus.

GIA Career Fair and Special Events

GIA Career Fair, held in Carlsbad and New York, is a required event for on-campus students and attendance will be taken. GIA also hosts a variety of other events throughout the year. For more information on Career Fair, visit www.careerfair.gia.edu

Classroom Equipment – Gemology

These descriptions apply to GIA campuses in Carlsbad and New York.

COLORED STONE GRADING LAB CLASS

Each student workstation includes either a binocular microscope or Ott light, tweezers, and a 10x loupe. Each student keeps a lab manual, gem cloth, Mini Maglite, and a color grading card.

DIAMOND GRADING LAB CLASS

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

GEM IDENTIFICATION LAB CLASS

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

GRADUATE COLORED STONES

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and viewing cabinet, a table model prism spectroscope, a utility lamp, a Chelsea filter, and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate, and utility lamp. On-campus students keep their polariscope, an optic figure sphere, dichroscope, handheld spectroscope, Mini Maglite, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, gem cloth, a lab manual and printed course materials.

GRADUATE DIAMONDS

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

GRADUATE GEMOLOGIST

See Graduate Diamonds and Graduate Colored Stones.

PEARL GRADING LAB CLASS

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

STUDENT WORKROOMS

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

right - In the Graduate Jeweler program, students will learn how to set stones in different types of settings.

Classroom Equipment – Jewelry Manufacturing Arts

BASIC REPAIR AND SETTING AND THE INTERMEDIATE REPAIR AND SETTING LAB CLASSES

Classrooms have a laser welder, a plating station, a steam cleaner, an ultrasonic cleaner, a pickle pot, and grinding and polishing stations that students share. Each student workbench includes a torch, a micromotor with power hand tools, a bench block, an Optivisor, a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, wheels, saw blades, various burrs, and saw blade frames.

COMPREHENSIVE CAD/CAM

Classrooms contain a Revo CNC mill, and a digital wax rapid prototype 3D printer, (Carlsbad only). Each student is assigned a workstation equipped with a PC, two flat-screen monitors, a keyboard, and a mouse. Each computer is loaded with Rhinoceros 3D Design software, Matrix 3D Jewelry Design software, T-Splines software, and Flamingo and V-Ray rendering software. Students are also provided with an 8 GB USB flash drive to store course materials and their portfolio.

GRADUATE JEWELER

Classrooms have a laser welder, a steam cleaner, an ultrasonic cleaner, a pickle pot, and grinding and polishing wheels that students share. Each student workbench includes a torch, a micro-motor, a bench block, various burrs, and saw blade frames. Students keep their tablet computer and tool kit, which contains a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, wheels, and saw blades.

JEWELRY DESIGN

Student workstations are equipped with fluorescent and incandescent lighting, and a drafting board. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, and other art tools.

JEWELRY DESIGN & TECHNOLOGY

Classrooms contain computers with networking software for instructors to view and interact with students' CAD designs remotely. Students share a Revo 4-axis mill and a digital wax rapid prototyping 3D printer. They are assigned their own desktop computer workstation with dual monitors for classroom use. Each computer is loaded with Rhinoceros 3D Design software, Matrix 3D Jewelry Design Software, T-Splines software, and Flamingo and V-Ray rendering software. Students are also provided with a 500 GB USB external hard drive for storing course materials and their design portfolio. Each student is provided with a 10x loupe and hand-measuring tools. Basic drawing supplies are provided for the jewelry design development process.



Student Life (cont.)

Animals on Campus

Pets are prohibited at all times, including all facilities and parking lots. Service animals are allowed on campus.

Commercial Activities

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

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.

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 also established 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. See Classroom Policies on pages 28-29.

Food and Beverages

Students have several choices for snacks and meals. Food can be purchased on campus or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for students who prefer to bring their own food. The student lobby is furnished with tables and chairs. Outdoor seating is also available at the Carlsbad campus. Refuse containers for proper disposal of food and beverage trash are plentiful in each of these areas. Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed.

Alcoholic beverages are prohibited in any GIA location, except when served at official GIA functions. Persons under 21 years of age will not be served alcohol.

Healthcare and Medical Insurance

GIA Student Services can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. If you do not have medical insurance, GIA Student Services representatives can give you information about companies that provide student medical insurance. International students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

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 to or store on GIA premises any documents, materials, or other item for which they desire privacy. Failure to cooperate in any inspection may result in discipline and dismissal.

Smoking

Smoking, including smokeless cigarettes 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.

Student ID Badges

At the beginning of class, an ID card or badge will be issued to each on-campus student. It must be worn and visible at all times while on campus. There is a fee to replace lost badges. ID cards or badges must be returned to Student Services if a student's enrollment is dropped before his/her end date.

Video and Audio Surveillance

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

Visitors on Campus

Visitors to GIA facilities must register with a security officer prior to being admitted and must be prepared to show photographic identification. If you come to a GIA facility for a class, to take an exam, or to use the Student Workroom, please arrive early to allow a few extra minutes for this process to be completed.

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 referred 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.



ARKANSAS

"GIA's on-campus programs move at a fast pace and allow you to learn from others. The instructors impart years of knowledge and insight and you also meet people and make connections all over the world. My GIA experience was absolutely amazing and I would not trade a single day of it."

Ben Blakeman, GIA GG
Sales & Marketing
Blakeman's Fine Jewelry

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

Grading System Final Course Grade (in percentages)	Final Transcript Grade
75% or more	Pass
74% or less	No Pass
P (Pass)	
NP (No Pass)	
INC (Incomplete)	
SWD (Student Withdrawal)	

Grading Policies

ON CAMPUS

Gemology students submit all assignments, quizzes, and written final exams via eLearning. Results are immediately received.

Gemology 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. Results for eLearning submissions are immediately received.

Policies are subject to change.

DISTANCE EDUCATION

GIA offers Distance Education students generous course end dates. Please note that there are no extensions beyond the course end date.

For final exams, it is recommended that Distance Education students allow for the maximum of three proctored online examination attempts. The first exam attempt should be taken twenty-one 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 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 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>

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. When the course work is complete, the grade of INC will be replaced with a Pass (P).

NO PASS

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

STUDENT WITHDRAWAL

Students withdrawing from a course 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 complete the online orientation prior to arriving on campus for the general and 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. 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 as stated on pages 38-40. 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 starting 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 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.

Academic Policies and Procedures (cont.)

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.

International students who are withdrawn due to attendance are in violation of their M-1 student status and are required to meet with the International Student Advisor to discuss their visa status.

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

Program, Course or Class	Tardies	Absences
Graduate Diamonds program	5	3
Graduate Colored Stones program	15	5
Graduate Jeweler program	20	8
Jewelry Design & Technology program	20	8
Jewelry Design course	5	3
Comprehensive CAD/CAM for Jewelry course	5	3
Lab class (3-6 day or 21 hours)*	N/A	Cannot miss any portion of the first day. 2 hours.
Lab class (5-10 day or 35 hours)*	N/A	Cannot miss any portion of the first day. 3 hours.
Lab class (10 day or 60 hours)*	N/A	Cannot miss any portion of the first day. 6 hours.

*See class descriptions on pages 8–12 and 14–15 for specific class hours.

Classroom Hours

CLASSES

Carlsbad and New York:

On-campus: 8:00 a.m. – 3:00 p.m.

Lab classes: 8:00 a.m. – 4:00 p.m.

Other cities: 9:00 a.m. – 5:00 p.m.

NIGHT CLASSES

New York: Monday – Thursday: 6:00 – 9:30 p.m.

EXCEPTIONS TO LAB CLASS HOURS

Pearl Grading

Carlsbad: 8:00 a.m. – 3:00 p.m.

New York: 8:00 a.m. – 3:00 p.m. or 6:00 – 9:00 p.m. (Night Class)

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 taking proper precautions. 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.
- Personal music devices with headphones may be permitted during lab time in classrooms with the exception of the GJ program, with the instructor's approval. The volume must be kept low so it doesn't disturb other students.
- All students should refer to their class syllabus or schedule for details on assigned projects.

Night Lab

The night lab option is available for limited circumstances only and requires advance scheduling. 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 students follow good laboratory practices when using or being exposed to refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, and 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 policies, GIA has safety policies applicable to 26-week diploma programs or lab classes in Jewelry Manufacturing Arts (JMA), where hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety. Graduate Jeweler (GJ) or JMA lab class students with shoulder length or longer hair must tie it back. GJ or JMA lab class students must avoid wearing loose clothing and accessories, such as bracelets, long chains, and open-toed shoes, or clothing that leaves skin exposed.

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 at all times, both in and out of the classroom, and to treat others with dignity and respect. 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, and 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 campus. For additional information, please see page 20.

Gifts

Adhered to by all GIA employees, the Code of Conduct provides a set of guidelines that help govern its actions with all vendors, clients, students, and the public it 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 and in the yellow pages of a local phone directory under Alcoholism. GIA also offers LifeWorks, a comprehensive source to help you face life's everyday challenges. For more information on how to access LifeWorks, please contact Student Services.

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 on page 30. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in work done by someone else
- Accepting unauthorized help during quizzes and examinations
- Taking a proctored exam without the supervision of an 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

Academic Policies and Procedures (cont.)

Testing Policies

Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep them 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, and recording quiz or exam questions and materials by any electronic, digital, or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an un-proctored 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 call Education Records for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, non-programmable calculators are allowed.
- Cameras and 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.

A maximum of three examination attempts will be permitted for eLearning courses (with the exception of Gem Identification – see the following

paragraph). 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.

A maximum of ten 20-stone examination attempts are permitted for the Gem Identification Course. 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 tenth 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 must not be a member of your family or anyone working in the jewelry industry. If you have questions about a prospective proctor's qualifications, contact Education Records at 800 421 7250 ext. 7225 or proctor@gia.edu. Students are responsible for paying any proctoring fee.

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 percent and 50 percent 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 twenty-five, fifty, and seventy-five percent 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)

Program	Timeline	Clock Hours	Benchmarks – Satisfactory Academic Progress
Graduate Gemologist program (on campus – 26 weeks)			
Graduate Diamonds	Week 2	60 hours	Pass the Diamond Essentials Final Exam Maintain a minimum score of 70% on all quizzes and 75% on exams Complete at least 70% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 4	120 hours	Maintain a minimum average score of 75% on all quizzes Complete at least 90% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 6	180 hours	Stone count must be at 100% for 5-Stone Practical Exam
Graduate Colored Stones	Week 11	330 hours	Pass the Colored Stone Essentials Final Exam Maintain a minimum average score of 70% on all quizzes and 75% on all exams Complete at least 90% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 18	540 hours	Maintain a minimum average score of 75% on all quizzes Complete at least 95% of the minimum practical requirements Submit all of the scheduled homework and other required assignments
	Week 25	750 hours	Stone count must be at 100% for 20-Stone Practical Exam
Graduate Jeweler program (on campus – 26 weeks)			
	Week 6	180 hours	Maintain a minimum average score of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum score Pass 100% of scheduled Bench Tests with a minimum grade of 75%
	Week 13	390 hours	Maintain a minimum average grade of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum score Pass 100% of scheduled Bench Tests with a minimum grade of 75%
	Week 16	480 hours	Maintain a minimum average grade of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum score Pass 100% of scheduled Bench Tests with a minimum grade of 75%
	Week 26	780 hours	Pass Final Written Exam with minimum 75% score (3 attempts permitted) Pass Final Practical Exam with minimum 75% score (3 attempts permitted)
Jewelry Design course (on campus – 9 weeks)			
	Week 2	60 hours	Submit all scheduled homework, practical requirements, and other assignments Complete 75% of Unit I Design projects with a minimum grade of 75%
	Week 4	120 hours	Complete 100% of Unit I Design projects with a minimum grade of 75%
	Week 6	180 hours	Complete 75% of Unit II Design projects with a minimum grade of 75%
Comprehensive CAD/CAM for Jewelry course (on campus – 7 weeks)			
	Week 2	60 hours	Submit all scheduled practical requirements and other assignments Complete 75% of all practical requirements with a minimum grade of 75%
	Week 4	120 hours	Submit all scheduled practical requirements and other assignments Complete 75% of all practical requirements with a minimum grade of 75%
Jewelry Design & Technology program (on campus – 26 weeks)			
	Week 6	180 hours	Maintain a minimum average score of 75% on all quizzes Attempt all scheduled assigned projects Pass 75% of all scheduled practical tests with a minimum grade of 75%
	Week 13	390 hours	Maintain a minimum average score of 75% on all quizzes Attempt all scheduled assigned projects Pass 75% of all scheduled practical tests with a minimum grade of 75%
	Week 22	660 hours	Maintain a minimum average score of 75% on all quizzes Attempt all assigned projects Pass 75% of all scheduled daily projects with a minimum grade of 75%
	Week 26	780 hours	Complete a minimum of 9 rendered designs as part of final production process and display at final design exhibition. Complete portfolio as part of final production process.

Academic Policies and Procedures (cont.)

Clock Hours

Clock hours are the number of classroom hours scheduled for each course. One classroom clock hour equals 55 instructional minutes. The clock hours for each course/program are shown in the course/program descriptions on pages 8-10, 12, and 14-15.

Make-up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised to not miss scheduled quizzes or exams. Students who are not present for a scheduled quiz or 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. All requests must be in writing except for the New York campus where it may be in person, by phone, fax, email, or mail. Adding an enrollment after the first day of class is generally not allowed. Any such request is reviewed by the Dean of Students and/or School Director and subject to demonstrated good cause.

Students who add one or more courses after the term or class start date are subject to the add/drop fee; see page 43.

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.

Any GIA student who is called to active military duty should contact the Dean of Students to discuss their individual situation.

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 for the duration of their studies. 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, paying again the current tuition and fees in full.

Distance Education course completion times are strictly enforced (see page 8-12 for specific completion times for each course offering). 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 exam within the allowed completion time.

Probation

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.

ACADEMIC PROBATION

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 Arts Manufacturing students, the typical probation period is one to three weeks depending on the length of the program.

During probation, the student's progress is monitored by the instructor and the Dean of Students and/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.

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.

BEHAVIORAL PROBATION

Students who do not comply with the Code of Conduct and Standards of Behavior (on page 29) will be placed on behavioral probation. Students who do not meet the terms of their behavioral probation are dismissed.

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 dishonesty
- 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 the willful omission of 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 and 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 progress requirements. The amount of time repeated is determined by the instructor, Manager of On-campus and Lab Gemology Instruction, 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; see page 43. Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.

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

Appeals and Readmission Following Dismissal

Students who are dismissed receive 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 ten 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 students' data is of the 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 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 its 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 Custodian 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 Custodian of Education Records, who will schedule an appointment with 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 Custodian 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/her record commenting on the contested information in their record or stating why he/she disagrees with the decision of the hearing. The student may also submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

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 must complete a Transcript Release Form, available from the Student Services office or from the Education Records office. The first official transcript is free; there is a charge for additional copies; see page 43.

Letters of Good Standing

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

Academic Policies and Procedures (cont.)

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 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

Programs	Minimum Requirement	Maximum Number of Attempts During Program
Graduate Diamonds Diploma		
Homework Assignments	100% completed	–
Stone Requirements	100% completed	–
Diamond Essentials Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam (On-Campus)	75% score	3
Diamond Grading 2-Stone Practical Exam in Lab Class (Distance Education students)	75% score	1*
Diamonds Written Final Exam	75% score	3
Graduate Colored Stones Diploma		
Homework Assignments	100% completed	–
Stone Requirements	100% completed	–
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Written Final Exam	75% score	3
Colored Stone Grading Lab class	Passing grade	1
Gem Identification Lab class	Passing grade	1
Gem Identification 20-Stone Practical Exam	100% score	5**
Graduate Pearls Diploma		
Pearls Written Final Exam	75% score	3
Pearl Grading Lab class	Passing grade	1
Accredited Jewelry Professional Diploma		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

* 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.

Graduation Requirements – Jewelry Manufacturing Arts

Programs	Minimum Requirement	Maximum Number of Attempts During Program
Graduate Jeweler Diploma		
Scheduled Assignments	75% pass	Unlimited*
Bench Tests	75% score each	3**
Final Bench Test	75% score	3**
Final Written Exam	75% score	3
Quizzes	75% score average	1
Jewelry Design Certificate		
Unit I Design Projects	100% pass	Unlimited*
Unit II Design Projects	75% pass	Unlimited*
Practical Tests	100% pass	2
Final Practical Exam	Pass	2
Final Written Exam	75% score	3
Design Exhibition	Display 9 Unit II designs	1
Jewelry Design & Technology Diploma		
Scheduled assignments	75% complete	Unlimited*
Quizzes	75% average	1
Practical tests	75% score each	3
Final practical exam	Pass	3
Final written exam	75% score	3
Final design exhibition	9 rendered designs	1
Comprehensive CAD/CAM Certificate (seven weeks)		
Daily Projects	75% pass	Unlimited*
Final Written Exam	75% pass	3
Final Practical	75% pass	2
Final Design Exhibition	Participation required	1

* All work must be completed within the specific class hours allowed per course or program.

** Bench tests can be submitted for evaluation to the grading committee a maximum of three times. In the event of retakes, only the highest final exam grade is posted to the student's permanent record and shown on the transcript.

Graduation Announcements

Graduates may request a prepared graduation announcement from GIA. Students are encouraged to submit them to local media outlets. Although publication of such notices is not guaranteed, many newspapers are proud to announce the accomplishments of local residents. Contact Education Records at 760 603 4000 ext 7312 or 800 421 7250 ext 7312 for more information.

Academic Credentials Usage Policy

APPLICABILITY

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

USAGE GUIDELINES FOR ACADEMIC CREDENTIALS

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 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.

Academic Policies and Procedures (cont.)

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

bottom - The Jewelry Design & Technology program offers students personalized instruction in a variety of areas, including rapid prototyping.



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

UNAUTHORIZED USAGE

It is an unauthorized use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor, or approve any individual or private business including its employees, products, services, and pricing.

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

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

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

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

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

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

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

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. A student complaint is defined as a significant concern relating to administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, library services, career services, or other similar items. 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 they may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

COMPLAINT PROCEDURE

A complaint must be submitted to the Dean of Students in written or oral form. 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. Complaints may also be submitted through EthicsPoint, a leading provider of services to support compliance, workplace ethics, and corporate governance. The multilingual website and helplines are available 24-hours a day, 7 days a week, and anonymous complaints are accepted. Call 866 295 2625 or 503 726 2269, or visit their web site at www.ethicspoint.com. 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.

COMPLAINT DISCLOSURES

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student can contact the Accrediting Commission at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, by phone at 703 247 4212, or visit www.accsc.org. A copy of the Commission's Complaint Form is available from the GIA Student Services Office. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Schools accredited by the Distance Education and Training Council (DETC) 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 that the school is not in compliance with DETC standards and policies. Complaints may be submitted to the DETC using the complaint form found on their web site (www.detc.org), and must include authorization for the Commission to forward a copy of the complaint, including the complainant's identity, to the school. Where issues of educational services, student services, or tuition are concerned, a student must have exhausted all efforts to resolve the complaint with the school before filing a complaint with the DETC. Students can contact the Distance Education and Training Council (DETC) at 1601 18th Street NW, Suite 2, Washington, DC 20009, phone 202 234 5100, fax 202 332 1386, www.detc.org

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education by calling 888 370 7589 toll-free, or by completing a complaint form, which can be obtained on the bureau's internet web site at www.bppe.ca.gov

Residents of Alabama can submit a complaint by contacting the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130, <https://www.accs.cc/index.cfm/school-licensure/complaints/>

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.

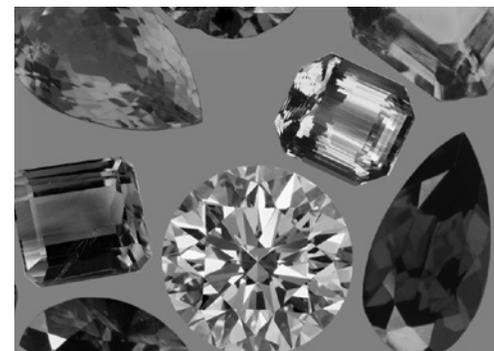
New York students can submit complaints and claims to the New York State Education Department, Bureau of Proprietary School Supervision, Investigations and Audit Unit, 99 Washington Avenue, Room 1613 OCP, Albany, NY 12234, phone 212 643 4760, www.highered.nysed.gov/bpps. The New York State Education Department regulates the operation of Licensed Private Schools and Registered Business Schools in New York.

Residents of Texas can submit a complaint by contacting the The Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, TX 78778-0001, phone 512 463 2222, www.twc.state.tx.us

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, phone (801) 530 6601, fax (801) 530 6001, <http://consumerprotection.utah.gov/complaints>

Residents of Wyoming can submit a complaint by contacting the Wyoming Department of Education, 2300 Capitol Avenue, 2nd Floor, Cheyenne, WY 82002, 307-777-7675, <http://edu.wyoming.gov>

left - With GIA eLearning, study when you want, where you want; all you need is Internet access. / center - Carlsbad is nestled right beside the Pacific Ocean, a half-hour from San Diego, and 90 miles south of Los Angeles. / right - Learn to identify more than 60 species of gemstones in the Gem Identification eLearning course.



Cancellation and Refund Policies

Cancellation Policy

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

Cancellation Instructions for Carlsbad Students

Students who enroll through the Carlsbad campus can inform GIA of their cancellation at any time. The notice of cancellation must be submitted in writing and delivered in person, via email, fax, or mail, to:

GIA, Manager of Admissions, Robert Mouawad Campus,
Mailstop #3, 5345 Armada Drive, Carlsbad, CA 92008.
Phone: 760 603 4090. Email: admissions@gia.edu. Fax: 760 603 4003.

Cancellation Instructions for New York Students

Students who enroll through the New York campus can inform GIA of their cancellation at any time. The notice of cancellation must be addressed to the Director of New York Education and may be delivered in person, by phone, fax, email, or mail to:

GIA, Director of Education, 270 Madison Ave., 2nd Floor, New York, New York 10016-0601. Phone: 212 944 5900 ext 3527.
Email: nyedu@gia.edu. Fax: 212 719 9563.

Effective Spring 2014: Notices of cancellation are to be delivered in person, by phone, fax, email, or mail to:

GIA, Director of Education, 50 W 47th Street, New York, New York 10036.
Phone: 212 944 5900 ext 3527. Email: nyedu@gia.edu. Fax: 212 719 9563.

Definition of Terms

These terms have the following meanings specific to their use in GIA's Cancellation and Refund policies.

- Cancellation Date for on-campus and lab students means the date GIA receives your official notice of withdrawal (date of determination or your last day of attendance), whichever is to your benefit.
- Cancellation Date for Distance Education (eLearning) students means the date you sent your written cancellation notice to GIA.
- Class means any course of study, including seminars, classes, courses, or programs.
- Date of Determination (DOD) means the date on which your notice of cancellation is received by GIA.
- Days means calendar days.

- End date for Distance Education (eLearning) students means the date by which the student must complete all course requirements.
- Enrollment/Enrolling Date means the date you accept the terms of your Enrollment Agreement.
- Lab class session means either a morning or an afternoon instructional period (i.e., one day consists of two sessions).
- Last Day of Attendance (LDA) means the last day you attended or were scheduled to attend your class of face-to-face instruction. This does not apply to Distance Education (eLearning) students.
- Quarters are defined in New York as no more than 14 weeks of instruction.
- Start date for Distance Education (eLearning) students means the first day your course is available online, not the day you choose to access your course.
- Start date for on-campus and lab class students means the first scheduled day of instruction.
- STRF means the California Student Tuition Recovery Fund (see page 44 for additional information).

Refund Policy

GIA's refund policy is explained in detail in this section and in your Enrollment Agreement. In addition to these general policies, students enrolled through Carlsbad or New York are subject to specific policies as described below. If you have questions, please contact GIA Admissions at 800 421 7250 ext 4001 or admissions@gia.edu. Students who have received a scholarship are subject to the refund policy described in the acceptance letter.

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Refunds are processed within 30 days after your date of determination or your last day of attendance, whichever is later. If books and materials have been purchased and/or received by the student, those charges are not refundable.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund returned to the lender. If students have received federal student financial aid funds, any refund is calculated according to the Return of Title IV Aid policy as described on page 39.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.



PENNSYLVANIA

"Being successful in the gem and jewelry industry requires a solid education. I believe in GIA so much that I offer full tuition reimbursement for anyone at my company who completes a GIA course, class, or program."

John Anthony, Jr., GIA GG
President
John Anthony Jewelers

Federal Student Aid Refund Policy (Also Called the Return of Title IV Aid Policy)

Students receiving financial aid are subject to the Federal Student Aid refund policy if they withdraw or are dismissed after completing 60 percent or less of their educational program. This refund policy determines how much of your student aid can be kept by GIA or you, based on the amount of the educational program that you've completed on a prorated basis. Any refund of financial aid funds determined under the Return of Title IV Aid policy must be returned to the financial aid program before a student can receive any portion of the refund. Financial aid funds to be returned to the aid program will be returned on the basis of loans first, then grants if applicable. If you have used your aid for living expenses rather than tuition and fees, GIA will prorate the amount of aid you were entitled to keep based on the percentage of your program you completed. If you received more aid than your allowable amount for the cost of living for that time period, GIA will bill you for the excess.

For additional information on refunds as they apply to financial aid funds, contact Student Financial Assistance at 800 421 7250 ext 4005 or 4175, or financialaid@gia.edu

All Carlsbad Students

The California Bureau of Private Postsecondary Education requires GIA to publish the statements appearing in this paragraph. The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Institutions shall refund 100 percent of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Carlsbad Distance Education (eLearning) Students

Refunds for eLearning courses are based on the scheduled start and end dates of your course and the number of assignments you submit. eLearning courses are fully online and no books or materials are required. All charges associated with the purchase of optional books and materials are nonrefundable.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling OR before you submit your first course assignment	No tuition
After submitting your first course assignment and before submitting more than 60% of the required course assignments	A pro rata portion of the tuition
After submitting more than 60% of the course assignments OR after exceeding the course completion time limit	100% of tuition

right - Build relationships you will use in your professional career.

Carlsbad Lab Class Students

Books, materials, and applicable sales tax are nonrefundable if books and materials are required for the class, and have been received by the student.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling OR before morning break on the first day of class	No tuition
After the end of morning break on the first day of class and until 60% of the class has been taught	A pro rata portion of the tuition
After 60% of the class has been taught	100% of tuition

Carlsbad On-Campus Students

Books, materials, and applicable sales tax are nonrefundable if books and materials are required for the program or course, and have been received by the student.

The STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

If Cancellation Date Is	You Pay
Within 7 days of enrolling or of receiving notice of a tuition/fee increase; within 3 days of taking your first tour of GIA's education facilities or of attending orientation; before the second scheduled day of class.	No tuition
After the first scheduled day of class and before 60% of the class has been taught	A pro rata portion of the tuition
After 60% of the class has been taught	100% of tuition



Cancellation and Refund Policies (cont.)

All New York Students

Students receive a refund of all monies paid, if they cancel before instruction begins AND within 7 days of enrolling or of receiving notice of a fee increase OR within 3 days of signing the enrollment agreement or of taking a campus tour or of attending orientation. Thereafter, a student will be responsible for the cost of any accepted textbooks or supplies and the tuition liability as of the student's last date of physical attendance or the date GIA receives the student's official notice of cancellation, whichever is to the student's benefit, as set forth in the following tables.

The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law.

Tuition liability is calculated on the basis of the cancellation date and refunds are processed within 30 days of the cancellation date.

GIA will refund to you, within 30 days of the cancellation date, either all or part of your tuition payments according to the following refund schedules for the respective programs, courses, and lab classes.

Refund Policy: New York Programs of Seven Weeks or Greater in Duration

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

Graduate Gemologist			
Days	Week	% of Tuition Liability	Actual Tuition Refund
First Quarter			
1-5	1	0	\$20,755.00
6-10	2	25	\$18,320.62
11-15	3	50	\$15,886.25
16-20	4	75	\$13,451.87
21-25	5	100	\$11,017.50
26-30	6	100	\$11,017.50
31-35	7	100	\$11,017.50
36-65	8-13	100	\$9,737.50
Second Quarter			
66-70	14	25	\$7,303.12
71-75	15	50	\$4,868.75
76-80	16	75	\$2,434.37
81-130	17-26	100	\$0.00

Graduate Colored Stones			
Days	Week	% of Tuition Liability	Actual Tuition Refund
First Quarter			
1-5	1	0	\$13,475.00
6-10	2	25	\$11,790.62
11-15	3	50	\$10,106.25
16-20	4	75	\$8,421.87
21-50	5-10	100	\$6,737.50
Second Quarter			
51-55	11	25	\$5,053.12
56-60	12	50	\$3,368.75
61-65	13	75	\$1,684.37
66-95	14-19	100	\$0.00

Graduate Diamonds			
Days	Week	% of Tuition Liability	Actual Tuition Refund
1-5	1	0	\$6,150.00
6-10	2	25	\$4,612.50
11-15	3	50	\$3,075.00
16-20	4	75	\$1,537.50
21-35	5-7	100	\$0.00

Comprehensive CAD/CAM for Jewelry			
Days	Week	% of Tuition Liability	Actual Tuition Refund
1-5	1	0	\$4,835.00
6-10	2	25	\$3,626.25
11-15	3	50	\$2,417.50
16-20	4	75	\$1,208.75
21-35	5-7	100	\$0.00

Jewelry Design			
Days	Week	% of Tuition Liability	Actual Tuition Refund
1-5	1	0	\$5,780.00
6-10	2	25	\$4,335.00
11-15	3	50	\$2,925.00
16-20	4	75	\$1,445.00
21-45	5-9	100	\$0.00

Refund Policy: New York Programs of 35 Hours or Less in Duration (All Lab Classes)

If Cancellation Date Is	Your Tuition Liability Is
0-15% of the program	0%
16-30% of the program	25%
31-45% of the program	50%
46-60% of the program	75%
After 60% of the program	100%

Enrollment, Graduation, and Employment Data

The following information is provided to assist you in making your enrollment decisions. As a prospective student, you are encouraged to review the School Performance Fact Sheet, located in the Consumer Information in the Education section of www.gia.edu

Carlsbad Campus

	Graduate Gemologist		Graduate Diamonds		Graduate Colored Stones	
	07/09 - 06/10	07/10 - 06/11	01/10 - 12/10	01/11 - 12/11	10/09 - 09/10	10/10 - 09/11
Program Enrollment						
Students Enrolled (total starts)	108	113	48	34	4	14
Program Graduation Rate						
Students Available for Graduation	108	113	48	34	4	14
Students Who Graduated	102	108	44	34	4	14
Graduation Rate ¹	94%	96%	92%	100%	100%	100%
Employment of Program Graduates						
Number of Graduates	102	108	44	34	4	14
Number of Graduates Available for Employment ²	42	53	16	19	2	5
Percentage of Graduates Employed in the Field ³	71%	72%	69%	68%	50%	100%

	Graduate Jeweler		Jewelry Design		Applied Jewelry Arts		Comprehensive CAD/CAM for Jewelry	
	07/09 - 06/10	07/10 - 06/11	01/10 - 12/10	01/11 - 12/11	07/09 - 06/10	07/10 - 06/11	01/10 - 12/10	01/11 - 12/11
Program Enrollment								
Students Enrolled (total starts)	47	46	18	10	36	51	20	27
Program Graduation Rate								
Students Available for Graduation	47	46	18	10	35	51	20	27
Students Who Graduated	46	45	18	10	33	46	20	27
Graduation Rate ¹	98%	98%	100%	100%	94%	90%	100%	100%
Employment of Program Graduates								
Number of Graduates	46	45	18	10	33	46	20	27
Number of Graduates Available for Employment ²	19	26	7	3	18	20	10	17
Percentage of Graduates Employed in the Field ³	74%	92%	57%	100%	83%	85%	70%	76%

*The above information reflects data reported to the Accrediting Commission of Career Schools and Colleges for the 2011 and 2012 Annual Reports.

¹ Graduation Rate is the number of Graduates divided by the Number of Students Available for Graduation.

² Number of Graduates Available for Employment means the number of graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are called to active military duty, are international students who leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

³ Percentage of Graduates Employed in the Field is calculated by dividing Graduates Employed in the Industry by the Number of Graduates Available for Employment. Graduates Employed in the Industry means graduates who report they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.

Enrollment, Graduation, and Employment Data^(cont.)

New York Campus

Start Dates	Graduate Gemologist		Jewelry Design		Graduate Diamonds		Graduate Colored Stones		Comprehensive CAD/CAM for Jewelry	
	07/10 - 06/11	07/11 - 06/12	07/10 - 06/11	07/11 - 06/12	07/10 - 06/11	07/11 - 06/12	07/10 - 06/11	07/11 - 06/12	07/10 - 06/11	07/11 - 06/12
New Program Enrollments (starts)										
Full time	101	104	53	51	65	92	20	4	n/a	9
Part time	0	0	0	0	0	0	0	0	n/a	0
Total	101	104	53	51	65	92	20	4	n/a	9
Applications Accepted	101	104	53	51	65	92	20	4	n/a	9
Applications Denied	0	0	0	0	0	0	0	0	n/a	0
Total Starts	101	104	53	51	65	92	20	4	n/a	9
Program Graduation Rate										
Total Students Enrolled	166	171	66	69	77	92	28	9	n/a	9
Graduates ¹	85	95	43	53	70	65	17	8	n/a	9
Non-completers ²	16	9	5	3	7	9	5	0	n/a	0
Still Enrolled / Continuing Students ³	65	67	18	13	0	18	6	1	n/a	0
Employment of Program Graduates										
Number of Graduates	85	95	43	53	70	65	17	8	n/a	9
Number of Graduates Seeking Employment ⁴	47	29	32	18	33	19	6	2	n/a	5
Number of Graduates Employed in the Field ⁵	22	22	6	2	24	21	6	1	n/a	1

*The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the 2010-2012 reporting periods.

¹ Graduates is the number of students who completed the program within the reporting period.

² Non-completers is the number of students who terminated enrollment or were terminated during the reporting period without successfully completing the program of instruction.

³ Still Enrolled / Continuing Students is the number of students who were enrolled in a program of instruction on the last day of the reporting period.

⁴ Number of Graduates Seeking Employment means the Number of Graduates minus the number of graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.

⁵ Number of Graduates in the Field means graduates who report that they are gainfully employed within six months of graduation in a position for which the skills obtained through the education and training provided by the institution are required or provided a significant advantage to the graduate in obtaining the position.



ARIZONA

“The CAD/CAM courses were the most important ones I took at GIA. After learning computer-aided design techniques, I was able to create my own design company.”

Kim Fox, GIA GG, AJA
Owner
HandFast Designs by Kim Fox

Tuition and Fees

Schedule of Student Charges

Effective January 1, 2014 through December 31, 2014; subject to change.
For the most current information, visit www.gia.edu

General Information for All Applicants

TOTAL CHARGES DO NOT INCLUDE:

- Housing, food, insurance, transportation, entertainment, other living expenses, and possible additional fees (see below)
- Shipping and handling fees
- Customs fees and duties on course materials shipped outside the U.S.
- Proctor fees for Distance Education exams
- Fees for remedial work
- Optional purchase of metals used and projects made in JMA courses and programs
- Fees for lost or damaged equipment, stones, ID cards or badges, and keys
- Refundable deposit for stones loaned to international students enrolled in the Gem Identification course
- Returned check fees
- Wire transfer fees
- Purchase of gem testing instruments. All required instruments are provided to on-campus students. Distance Education students enrolled in the GEM 240 Gem Identification course must have access to gem-testing equipment. See this page for a listing of the required equipment.
- For homework purposes, Jewelry Design & Technology students must have full access to the student version of the software used during the program and a computer that meets the minimum requirements described on page 14. The estimated average cost to purchase these items is \$295 for the software and approximately \$950 for the computer. Estimates reflect current prices at the time of publication, and are subject to change.
- Optional books
- Customs fees charged to the student are at the sole discretion of the customs regulatory agency; therefore, outside of GIA's control.
- Students are responsible for Gem Identification stone set shipping and handling charges when that stone set has been previously shipped and now requires reshipping.

ADDITIONAL STUDENT FEES MAY INCLUDE:

- \$35 half-day or \$70 full-day for the use of Student Workroom
- \$650 per week for repeating on-campus class time
- \$75 add/drop fee for changes made to on-campus registration after class starts
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript after the first

Total charges are valid for programs, courses, and classes taking place in the U.S. from January 1, 2014 to December 31, 2014 and are subject to change.

On-Campus Students

Total charges include all educational services, lesson materials, and tests normally needed to complete the program, course, or class. GIA will provide other necessary instruments, tools, and materials for classroom use only.

GIA reserves the right to reschedule or cancel classes. Books, instruments, and materials are subject to applicable sales tax. Charges are subject to change.

Distance Education Students

GEM IDENTIFICATION

To complete this course, you must have access to:

- Gem tweezers (non-locking)
- Daylight-equivalent light source
- Mini Maglite (incandescent) or equivalent
- 10x fully corrected loupe or microscope
- Gem cloth
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscope
- Spectroscope

These instruments are not included with the course materials. (Be sure to read the Chemical Safety Disclosure on page 20.) As a current Distance Education student, you can purchase a professional Gem Identification instruments student package through GIA Instruments at store.gia.edu

Distance Education Students Outside the U.S. or Canada

Students who apply for the Gem Identification course who live outside the U.S. or Canada and who will not be using a GIA Student Workroom for practical assignments must submit an \$800 deposit for the stone sets that will be loaned to them, along with an initial course payment. Upon return of the stone sets in their original condition, GIA will refund the \$800 deposit to the original remitter of the funds via the same method of payment by which it was submitted. Students are responsible for any customs fees and duties.

Customs fees charges to the student are at the sole discretion of the customs regulatory agency; therefore, outside GIA's control.

Students are responsible for Gem Identification stone set shipping and handling charges when the stone set has been previously shipped and now requires re-shipping.

Additional shipping and handling charges apply to Distance Education students outside the U.S. or Canada.

Tuition and Fees (cont.)

Schedule of Student Charges

eLearning Courses – Gemology Distance Education

Course Number	Course Title	Tuition*	Monthly Payment Plan Option (no-interest plan)	Student Tuition Recovery Fund*	Optional Books**	Catalog Page
GEM 110	Jewelry Essentials	\$165.00	N/A	\$0.50	\$60.00	11
GEM 120	Colored Stone Essentials	\$165.00	N/A	\$0.50	\$75.00	11
GEM 130	Diamond Essentials	\$165.00	N/A	\$0.50	\$60.00	11
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	\$1,425.00	\$142.50 x 10 months	\$0.50	\$125.00	11
GEM 220	Colored Stones *** (Prerequisite: GEM 120)	\$1,520.00	\$152.00 x 10 months	\$1.00	\$225.00	11
GEM 240	Gem Identification *** (Prerequisite: GEM 120, GEM 220)	\$1,655.00	\$165.50 x 10 months	\$1.00	\$225.00	12
GEM 149	Pearls	\$570.00	\$142.50 x 4 months	\$0.50	\$100.00	12

Amounts shown are in U.S. dollars.

- * California residents are required to pay a non-refundable fee to the State of California Student Tuition Recovery Fund. See below for a complete description.
- ** Books are available for your Gemology Distance Education eLearning courses, but are not required for successful completion. Upon confirmation of your enrollment (when you receive your user name and password), books may be purchased online by logging on to my.gia.edu. Various S&H options are available. Additional S&H charges apply to Distance Education students outside the U.S. and Canada.
- *** Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to various international locations. Customs regulations may also extend the time it takes GIA to deliver international stone sets to students.

Student Tuition Recovery Fund (STRF)

You **must** pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans; and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You **are not eligible** for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.



Tanzanite Foundation™

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You **may be eligible** for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

"Residency Program" means an educational course or program offered by an institution that has approval to operate in California, when the instruction occurs in California directly (face-to-face) between the student and the faculty member(s). *Example:* An individual who resides outside of California and enrolls in a course that requires him/her to be physically present in California to complete the course is required to pay STRF.

Carlsbad Lab Classes – Gemology and Jewelry Manufacturing Arts

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit Due with Application)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)	Catalog Page
GEM 230L	Diamond Grading Lab	\$1,390.00	\$70.00 (B&M) \$5.60 (CA Sales Tax) \$0.50 (STRF)	\$1,466.10	\$139.00	\$1,327.10	12
GEM 220L	Colored Stone Grading Lab	\$1,020.00	\$60.00 (B&M) \$4.80 (CA Sales Tax) \$0.50 (STRF)	\$1,085.30	\$102.00	\$983.30	12
GEM 240L	Gem Identification Lab	\$1,360.00	\$100.00 (B&M) \$8.00 (CA Sales Tax) \$0.50 (STRF)	\$1,468.50	\$136.00	\$1,332.50	12
GEM 149L	Pearl Grading Lab	\$280.00	\$15.00 (B&M) \$1.20 (CA Sales Tax) \$0.50 (STRF)	\$296.70	\$28.00	\$268.70	12
JMA 320L	Basic Repair and Setting Lab	\$925.00	\$40.00 (B&M) \$3.20 (CA Sales Tax) \$0.50 (STRF)	\$968.70	\$92.50	\$876.20	15
JMA 340L	Intermediate Repair and Setting Lab	\$925.00	\$40.00 (B&M) \$3.20 (CA Sales Tax) \$0.50 (STRF)	\$968.70	\$92.50	\$876.20	15

New York and Other Cities Lab Classes – Gemology and Jewelry Manufacturing Arts

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit Due with Application)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)	Catalog Page
GEM 230L	Diamond Grading Lab	\$1,390.00 (NY)	\$70.00 (B&M)	\$1,460.00 (NY)	\$139.00 (NY)	\$1,321.00 (NY)	12
GEM 220L	Colored Stone Grading Lab	\$1,020.00 (NY) \$1,120.00 (TUC)	\$60.00 (B&M, NY, TUC) \$5.46 (TUC Sales Tax)	\$1,080.00 (NY) \$1,185.46 (TUC)	\$102.00 (NY) \$112.00 (TUC)	\$978.00 (NY) \$1,073.46 (TUC)	12
GEM 240L	Gem Identification Lab	\$1,360.00 (NY)	\$100.00 (B&M)	\$1,460.00 (NY)	\$136.00 (NY)	\$1,324.00 (NY)	12
GEM 149L	Pearl Grading Lab	\$280.00 (NY) \$305.00 (TUC)	\$15.00 (B&M, NY, TUC) \$1.37 (TUC Sales Tax)	\$295.00 (NY) \$321.37 (TUC)	\$28.00 (NY) \$30.50 (TUC)	\$267.00 (NY) \$290.87 (TUC)	12

Amounts shown are in U.S. dollars.

CB = Carlsbad; NY = New York; TUC = Tucson

* Total charges shown include tuition, books and materials, STRF, and applicable sales tax. Students enrolling in Carlsbad Lab classes are required to pay a non-refundable fee to the State of California Student Tuition Recovery Fund. See page 44 for a complete description. The balance is due 30 days prior to start of class. Failure to pay balance will result in lost seat in class.

ARKANSAS

“I don’t know how anyone can succeed in this industry without an education from GIA. You must know what you’re selling so your customers know what they’re buying. You need that foundation of knowledge – and that foundation comes from GIA.”

John W. Mays, III, GIA Gemologist
President
John Mays Jewelers



Tuition and Fees (cont.)

Schedule of Student Charges

Carlsbad On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Number	Program Title	Tuition	Fees	Total Charges*	First Payment (Due with Application (Refundable Deposit))	Second Payment (Due by Orientation Day)	Final Payment (Due Date Varies)****	Catalog Page
GEM 2500	Graduate Gemologist	\$19,475.00	\$1,600.00 (B&M) \$128.00 (CA Sales Tax) \$9.50 (STRF)	\$21,212.50	\$1,947.50	\$12,448.75**	\$6,816.25	8
GEM 2200	Graduate Diamonds	\$6,150.00	\$320.00 (B&M) \$25.60 (CA Sales Tax) \$3.00 (STRF)	\$6,498.60	\$615.00	\$5,883.60	N/A	8
GEM 2300	Graduate Colored Stones	\$13,475.00	\$1,280.00 (B&M) \$102.40 (CA Sales Tax) \$6.50 (STRF)	\$14,863.90	\$1,347.50	\$8,800.15**	\$4,716.25	9
JMA 3300	Graduate Jeweler	\$17,640.00	\$2,290.00 (B&M) \$183.20 (CA Sales Tax) \$9.00 (STRF)	\$20,122.20	\$1,764.00	\$12,184.20**	\$6,174.00	14
JMA 3400	Jewelry Design & Technology	\$18,155.00	\$565.00 (B&M) \$45.20 (CA Sales Tax) \$9.00 (STRF)	\$18,774.20	\$1,815.50	\$10,604.45**	\$6,354.25	14
JMA 370	Jewelry Design	\$5,780.00	\$320.00 (B&M) \$25.60 (CA Sales Tax) \$3.00 (STRF)	\$6,128.60	\$578.00	\$5,550.60	N/A	15
JMA 400	Comprehensive CAD/CAM for Jewelry	\$4,835.00	\$65.00 (B&M) \$5.20 (CA Sales Tax) \$2.50 (STRF)	\$4,907.70	\$483.50	\$4,424.20	N/A	15

New York On-Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts

Program Number	Program Title	Tuition	Books & Materials	Total Charges***	First Payment (Due with Application (Refundable Deposit))	Final Payment (Due on Orientation Day)	Catalog Page
GEM 2500	Graduate Gemologist	\$19,475.00	\$1,600.00	\$21,075.00	\$1,947.50	\$19,127.50	8
GEM 2200	Graduate Diamonds	\$6,150.00	\$320.00	\$6,470.00	\$615.00	\$5,855.00	8
GEM 2300	Graduate Colored Stones	\$13,475.00	\$1,280.00	\$14,755.00	\$1,347.50	\$13,407.50	9
JMA 370	Jewelry Design	\$5,780.00	\$320.00	\$6,100.00	\$578.00	\$5,522.00	15
JMA 400	Comprehensive CAD/CAM for Jewelry	\$4,835.00	\$65.00	\$4,900.00	\$483.50	\$4,416.50	15

Amounts shown are in U.S. dollars.

B&M = Books & Materials; STRF = Student Tuition Recovery Fund

* Total charges shown include tuition, books and materials and applicable sales tax, and the State of California Student Tuition Recovery Fund. Students are required to pay a non-refundable fee to the State of California Student Tuition Recovery Fund. See page 44 for a complete description.

** Amount = Refundable deposit + books, materials, fees, sales tax + partial tuition.

*** Total charges include tuition, books and materials.

**** Final payment is due when 51% of the program lasting longer than 17 weeks is complete; the due date is specified in the enrollment agreement.

2014 U.S. Class Schedules

U.S. ON-CAMPUS PROGRAMS

Unless otherwise noted, all classes are held at GIA facilities at the address shown on the back cover of this GIA Education Catalog.

The start date shown for on-campus courses and programs is the mandatory orientation date.

CARLSBAD, CA

GEMOLOGY

GEM 2500 Graduate Gemologist

Jan 16-Jul 18
Feb 6-Aug 8
Feb 27-Aug 29
Mar 20-Sep 19
Apr 24-Oct 24
May 8-Nov 7
May 22-Nov 21
Sep 18, 2014-Apr 3, 2015
Oct 30, 2014-May 15, 2015

GEM 2200 Graduate Diamonds

Jan 16-Mar 7*
Jan 23-Mar 14
Feb 6-Mar 28*
Feb 27-Apr 18*
Mar 20-May 9*
Apr 24-Jun 13*
May 8-Jun 27*
May 22-Jul 11*
Sep 4-Oct 24
Sep 18-Nov 7*
Oct 30-Dec 19*

GEM 2300 Graduate Colored Stones

Jan 6-May 16*
Mar 10-Jul 18*
Mar 31-Aug 8*
Apr 21-Aug 29*
May 12-Sep 19*
Jun 16-Oct 24*
Jun 30-Nov 7*
Jul 14-Nov 21*
Nov 10, 2014-Apr 3, 2015

JEWELRY MANUFACTURING ARTS

JMA 3300 Graduate Jeweler

Jan 23-Jul 25
May 8-Nov 7
Sep 18, 2014-Apr 3, 2015

JMA 3400 Jewelry Design & Technology

Jan 9-Jul 11
Apr 17-Oct 17
Sep 4, 2014-Mar 20, 2015
Nov 6, 2014-May 22, 2015

JMA 370 Jewelry Design

Apr 10-Jun 13
Oct 16-Dec 19

JMA 400 Comprehensive CAD/CAM for Jewelry

Feb 13-Apr 4
Aug 21-Oct 10

NEW YORK, NY

GEMOLOGY

GEM 2500 Graduate Gemologist

Jan 9-Jul 18
Mar 27-Oct 3
May 29-Nov 28
Jul 24, 2014-Feb 6, 2015
Sep 11, 2014-Mar 27, 2015
Oct 30, 2014-May 15, 2015

GEM 2200 Graduate Diamonds

Jan 9-Feb 28*
Mar 27-May 16*
May 29-July 18*
Jun 19-Aug 8
Jul 3-Aug 22
July 24-Sep 12*
Aug 21-Oct 10
Sep 11-Oct 31*
Oct 16-Dec 5
Oct 30-Dec 19*

GEM 2300 Graduate Colored Stones

Jan 6-May 16*
Mar 3-Jul 18*
May 26-Oct 3*
Jul 21-Nov 28*
Sep 15, 2014-Feb 6, 2015*
Nov 3, 2014-Mar 27, 2015*

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Mar 13-May 16
Jul 31-Oct 3
Oct 16-Dec 19

JMA 400 Comprehensive CAD/CAM for Jewelry

May 29-Jul 18
Aug 7-Sep 26
Oct 23-Dec 12

U.S. LAB CLASS AND WORKROOM SCHEDULE

CARLSBAD, CA

GEMOLOGY

GEM 220L Colored Stone Grading

Jan 27-29
Mar 10-12
Apr 14-16
Aug 25-27
Sep 22-24
Nov 10-12

GEM 230L Diamond Grading

Jan 13-17
Feb 24-28
Mar 31-Apr 4
Aug 11-15
Sep 8-12
Oct 27-31

GEM 240L Gem Identification

Jan 20-24
Mar 3-7
Apr 7-11
Aug 18-22
Sep 15-19
Nov 3-7

GEM 149L Pearl Grading

Jan 30
Mar 13
Apr 17
Aug 28
Sep 25
Nov 13

STUDENT WORKROOM

Available daily, Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m., on a first-come, first-served basis for up to eight students. Fees are \$35 for half day and \$70 for full day. No fees for exams. For a complete list of Student Workroom prerequisites, services, and additional details, visit www.gia.edu. To reserve a seat, call 800 421 7250 ext 4404, or outside the U.S. call 760 603 4000 ext 4404, or email lessons@gia.edu

JEWELRY MANUFACTURING ARTS

JMA 320L Basic Repair and Setting

Apr 21-25
Aug 4-8

JMA 340L Intermediate Repair and Setting

Apr 28-May 2
Aug 11-15

NEW YORK, NY

GEMOLOGY

GEM 220L Colored Stone Grading

Jan 27-29
Mar 10-12
Apr 14-16
Apr 14-22 (N)
Jun 9-11
Jul 21-23
Aug 11-13
Sep 22-24
Nov 1-15 (S)
Nov 10-12
Dec 15-17

GEM 230L Diamond Grading

Jan 13-17
Jan 20-Feb 4 (N)
Feb 3-7
Feb 24-28
Mar 1-29 (S)
Mar 17-21
Mar 31-Apr 4
Apr 28-May 2
May 5-9
Jun 2-6
Jun 23-27
Jul 7-11
Jul 28-Aug 1
Aug 25-29
Sep 8-12
Sep 13-Oct 11 (S)
Oct 6-10
Oct 13-17
Oct 27-31
Nov 3-18 (N)
Dec 1-5

GEM 240L Gem Identification

Jan 20-24
Mar 3-7
Mar 3-18 (N)
Apr 7-11
Apr 12-May 10 (S)
Jun 16-20
Jul 14-18
Aug 4-8
Sep 15-19
Nov 3-7
Dec 8-12

GEM 149L Pearl Grading

Jan 30
Feb 15 (S)
Mar 13
Apr 17
May 5-6 (N)
Jun 12
Jun 23-24 (N)
Jul 24
Aug 14
Sept 8-9 (N)
Sep 25
Nov 13
Dec 18

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

Schedules are subject to change without notice. For a current schedule, visit www.gia.edu/schedules. Contact GIA Admissions in Carlsbad or New York to confirm availability and for additional information and details. (N) = Nighttime; (S) = Saturday; (W) = Weekend

2014 U.S. Class Schedules (cont.)

NEW YORK, NY (CONTINUED)

STUDENT WORKROOM

Available daily, Monday – Friday, 8:00 – 11:00 a.m. and 12:00 – 3:00 p.m. Fees are \$35 for half day and \$70 for full day. No fees for exams. For a complete list of Student Workroom prerequisites, services, and additional details, visit www.gia.edu. To reserve a seat, call 800 366 8519 ext 3063, or outside the U.S. call 212 944 5900 ext 3063, or email nyworkroom@gia.edu

Available dates:

Jan 6-10
Feb 10-14
Feb 18-21
Mar 24-28
Apr 21-25
May 12-16

LAS VEGAS, NV

To register, and for class location call American Gem Society at 702 255 6500 ext 1034. Fees and enrollment details vary.

GEMOLOGY

GEM 220L Colored Stone Grading

Sep 10-12

GEM 230L Diamond Grading

Feb 24-28

Sep 15-19

GEM 240L Gem Identification

Mar 3-7

LAS VEGAS, NV

Seminar offerings during JCK shows to be announced.

GEM 275L Gemology Seminars

May 29

TUCSON, AZ

Fees and enrollment details vary. Tucson classes are held at the Tucson Convention Center, 260 South Church, Tucson, AZ 86701.

GEMOLOGY

GEM 220L Colored Stone Grading

Feb 4-6

GEM 149L Pearl Grading

Feb 7

GEM 275L Identifying Synthetic Diamonds

Feb 8 (S)

GEM 275L Identifying Diamond Treatments

Feb 8 (S)

LAB CLASS HOURS

Day Classes

Carlsbad and New York:
8:00 a.m. – 4:00 p.m.
Other Cities: 9:00 a.m. – 5:00 p.m.

Night Classes

New York:
Monday – Thursday
6:00 – 9:30 p.m.

EXCEPTIONS TO LAB CLASS HOURS

Pearl Grading

Carlsbad:
8:00 a.m. – 3:00 p.m.
New York
8:00 a.m. – 3:00 p.m. or
6:00 – 9:00 p.m. (N)

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

Schedules are subject to change without notice. For a current schedule, visit www.gia.edu/schedules. Contact GIA Admissions in Carlsbad or New York to confirm availability and for additional information and details. (N) = Nighttime; (S) = Saturday; (W) = Weekend



Courtesy of Omi Privé



NEW JERSEY

“A GIA credential is the most important credential someone in my company and in this industry can have. GIA ensures that you have the resources and knowledge base to stay up to date and confident in this extremely dynamic profession.”

Hank B. Siegel, GIA GG
President and CEO
Hamilton Co. Jewelers

2014 International Class Schedules

INTERNATIONAL ON-CAMPUS PROGRAMS

Unless otherwise noted, all classes are held at GIA facilities at the address shown on the back cover of this GIA Education Catalog.

The start date shown for on-campus courses and programs is the mandatory Orientation date.

Unless otherwise noted, all on-campus courses are taught in English.

BANGALORE WWW.GIAINDIA.IN

GEMOLOGY

GEM 2200 Graduate Diamonds

Jul 31-Sep 19

BANGKOK WWW.GIATHAI.NET

GEMOLOGY

GEM 2500 Graduate Gemologist

Jun 19-Dec 19

GEM 2200 Graduate Diamonds

Feb 20-Apr 11

Jun 19-Aug 8

Aug 28-Oct 17 (Thai)

GEM 2300 Graduate Colored Stones

Jan 9-May 30

Aug 7-Dec 19

Oct 22, 2014-Mar 20, 2015 (Thai)

Accredited Jewelry Professional (Intensive)

May 26-30 (Thai)

Nov 24-28

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Apr 17-Jun 20

Jun 19-Aug 22 (Thai)

BEIJING WWW.GIATAIWAN.COM.TW

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Jan 6-Mar 14 (Chinese)

Jul 28-Sep 26 (Chinese)

CHENNAI WWW.GIAINDIA.IN

GEMOLOGY

GEM 2200 Graduate Diamonds

Feb 13-Apr 4

DELHI WWW.GIAINDIA.IN

GEMOLOGY

GEM 2200 Graduate Diamonds

Mar 20-May 9

Nov 6-Dec 26

DUBAI

giaeducationmiddleeast@gia.edu

Classes will be held at the Dubai Airport Free Zone Authorities (DAFZA).

GEMOLOGY

Accredited Jewelry Professional (Intensive)

Jan 12-16

Feb 16-20

May 25-29

Jul 6-10

Aug 17-21

Oct 12-16

HONG KONG WWW.GIAHONGKONG.COM

GEMOLOGY

GEM 2500 Graduate Gemologist

Jan 3-Jul 25

Apr 11-Nov 14

GEM 2200 Graduate Diamonds

Jan 3-Feb 28

Apr 11-Jun 6

Jul 25-Sep 12 (Cantonese)

Oct 30-Dec 19

GEM 2300 Graduate Colored Stones

Mar 7-Jul 25

Jun 13-Nov 14

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Apr 7-Jun 6

Oct 13-Dec 12

JAIPUR WWW.GIAINDIA.IN

GEMOLOGY

GEM 2200 Graduate Diamonds

Jan 9-Feb 28

Aug 28-Oct 17

JOHANNESBURG

giaeducationafrica@gia.edu

GEMOLOGY

Accredited Jewelry Professional (Intensive)

Jun 2-6

LONDON WWW.GIALONDON.CO.UK

GEMOLOGY

GEM 2500 Graduate Gemologist

Feb 6-Aug 15

Sep 11, 2014-Mar 27, 2015

GEM 2200 Graduate Diamonds

Feb 6-Mar 28*

Apr 3-May 23

Jun 12-Aug 1

Sep 4-Oct 24

Sep 11-Oct 31*

Oct 30-Dec 19

GEM 2300 Graduate Colored Stones

Mar 26-Aug 15*

Oct 29, 2014-Mar 27, 2015*

LONDON

(CONTINUED)

Accredited Jewelry Professional (Intensive)

Jan 6-10

Mar 3-7

Apr 7-11

Jun 2-6

Sep 1-5

Oct 20-24

Nov 17-21

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Sep 19-Nov 21

MUMBAI WWW.GIAINDIA.IN

GEMOLOGY

GEM 2500 Graduate Gemologist

Jan 9-Jul 11

Mar 27-Sep 26

May 29-Dec 5

Sep 4, 2014-Mar 13, 2015

GEM 2200 Graduate Diamonds

Jan 9-Feb 28

Jan 30-Mar 21

Feb 20-Apr 11

Mar 27-May 16

Apr 10-May 30

May 29-Jul 18

Jul 17-Sep 5

Sep 4-Oct 24

Oct 2-Nov 28

Nov 27, 2014-Jan 16, 2015

Dec 11, 2014-Jan 30, 2015

GEM 2300 Graduate Colored Stones

Feb 27-Jul 11

May 15-Sep 26

Jul 17-Dec 5

Oct 30, 2014-Mar 13, 2015

Accredited Jewelry Professional (Intensive)

Mar 24-28

Jun 23-27

Sep 15-19

Dec 22-26

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Mar 6-May 9

May 22-Jul 25

Aug 14-Oct 17

Nov 13, 2014-Jan 16, 2015

OSAKA WWW.GIAJPN.GR.JP

GEMOLOGY

Accredited Jewelry Professional (Intensive)

Jun 9-13 (Japanese)

SEOUL WWW.GIAKOREA.CO.KR

GEMOLOGY

GEM 2200 Graduate Diamonds

Oct 24-Dec 12 (Korean)

SHANGHAI WWW.GIATAIWAN.COM.TW

GEMOLOGY

GEM 2500 Graduate Gemologist

Feb 21-Aug 7 (Chinese)

Aug 15, 2014-Feb 5, 2015 (Chinese)

GEM 2200 Graduate Diamonds

Feb 21-Apr 4 (Chinese)

Aug 15-Sep 26 (Chinese)

GEM 2300 Graduate Colored Stones

Apr 4-Aug 7* (Chinese)

Sep 26, 2014-Feb 5, 2015* (Chinese)

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

May 19-Jul 18 (Chinese)

Oct 20-Dec 19 (Chinese)

SURAT WWW.GIAINDIA.IN

GEMOLOGY

GEM 2200 Graduate Diamonds

May 1-Jun 20

Nov 27, 2014-Jan 16, 2015

TAIWAN WWW.GIATAIWAN.COM.TW

GEMOLOGY

GEM 2500 Graduate Gemologist

Jan 3-Jul 17 (Chinese)

Apr 18-Oct 23 (Chinese)

Aug 1, 2014-Feb 5, 2015 (Chinese)

Dec 26, 2014-Jul 9, 2015 (Chinese)

GEM 2200 Graduate Diamonds

Jan 3-Mar 7 (Chinese)

Apr 18-Jun 6 (Chinese)

Aug 1-Sep 19 (Chinese)

Dec 26, 2014-Feb 13, 2015 (Chinese)

GEM 2300 Graduate Colored Stones

Mar 5-Jul 17 (Chinese)

Jun 4-Oct 23 (Chinese)

Sep 17, 2014-Feb 5, 2015 (Chinese)

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Mar 10-May 9 (Chinese)

Aug 4-Oct 3 (Chinese)

Oct 27-Dec 26 (Chinese)

TOKYO WWW.GIAJPN.GR.JP

GEMOLOGY

GEM 2500 Graduate Gemologist

Mar 27-Sep 26 (Japanese)

Sep 25, 2014-Mar 27, 2015 (Japanese)

Accredited Jewelry Professional (Intensive)

May 10-24 (Japanese) (W)

Sep 1-5 (Japanese)

JEWELRY MANUFACTURING ARTS

JMA 370 Jewelry Design

Oct 2-Dec 5 (Japanese)

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

Schedules are subject to change without notice. For a current schedule, visit www.gia.edu/schedules. (N) = Nighttime; (S) = Saturday; (W) = Weekend; (H) = Holiday

2014 International Class Schedules (cont.)

INTERNATIONAL LAB CLASSES AND STUDENT WORKROOMS

Unless otherwise noted all lab classes are taught in English.

BANGKOK WWW.GIATHAI.NET

GEMOLOGY

GEM 220L Colored Stone Grading

Feb 17-19
Jun 16-18

GEM 230L Diamond Grading

Feb 3-7
Jun 2-6

GEM 240L Gem Identification

Feb 10-14
Jun 9-13

GEM 149L Pearl Grading

Feb 20
Jun 19

JEWELRY MANUFACTURING ARTS

JMA 330L Quick Design

Jan 27-31 (Thai)
Aug 25-29

BEIJING WWW.GIATAIWAN.COM.TW

GEMOLOGY

GEM 220L Colored Stone Grading

Mar 28-30 (Chinese) (W)

GEM 230L Diamond Grading

Mar 17-21 (Chinese)
Jul 21-25 (Chinese)
Nov 23-27 (Chinese) (W)

GEM 240L Gem Identification

Mar 23-27 (Chinese) (W)
Nov 17-21 (Chinese)

BOTSWANA

giaeducationafrica@gia.edu

GEMOLOGY

GEM 230L Diamond Grading

Jun 16-20
Jun 23-27

DUBAI

giaeducationmiddleeast@gia.edu

Classes will be held at the Dubai Airport Free Zone Authorities (DAFZA).

GEMOLOGY

GEM 220L Colored Stone Grading

Jan 26-28
Mar 2-4
Jun 8-10
Jul 20-22
Aug 31-Sep 2
Oct 26-28

GEM 230L Diamond Grading

Jan 5-9
Jan 19-23
Feb 23-27
Jun 1-5
Jul 13-17
Aug 24-28
Oct 19-23

GEM 240L Gem Identification

Feb 2-6
Mar 9-13
Jun 15-19
Aug 3-7
Sep 7-11
Nov 2-6

GEM 149L Pearl Grading

Jan 29
May 3
Jun 11
Jul 23
Sep 3
Oct 29

HONG KONG WWW.GIAHONGKONG.COM

GEMOLOGY

GEM 220L Colored Stone Grading

Oct 6-8

GEM 230L Diamond Grading

Jan 2-28
Jan 14-Feb 18 (Cantonese) (N)
Feb 24-28
May 17-Jun 14 (S)
Jul 21-Aug 14 (Cantonese) (N)
Sep 22-26
Oct 18-Nov 15 (S)
Nov 24-Dec 18

GEM 240L Gem Identification

Oct 13-17

GEM 149L Pearl Grading

Feb 12-14 (Cantonese) (N)
Feb 19-21 (N)
Jul 23-25 (Cantonese) (N)
Jul 30-Aug 1 (N)
Oct 22-24 (Cantonese) (N)
Oct 29-31 (N)

JEWELRY MANUFACTURING ARTS

JMA 400L Comprehensive

CAD/CAM for Jewelry

Jul 28-Sep 12

JMA 330L Quick Design

May 8-Jun 5 (N)
Nov 3-27 (N)

JOHANNESBURG

To register, call the Harry Oppenheimer Diamond Training School at +27 11 334 9003 and +27 11 334 8420, or email diamond.school@diamond.co.za. Fees and enrollment details vary.

GEMOLOGY

GEM 230L Diamond Grading

To be determined.

LONDON WWW.GIALONDON.CO.UK

GEMOLOGY

GEM 220L Colored Stone Grading

Jan 20-22
May 6-8
Jun 9-11
Aug 26-28

GEM 230L Diamond Grading

Jan 13-17
Mar 10-14
Apr 28-May 2
Jun 16-20
Jul 28-Aug 1
Sep 1-5
Sep 8-12
Nov 3-7
Nov 10-14
Dec 1-5

GEM 240L Gem Identification

Jan 27-31
May 12-16
Jun 23-27
Sep 15-19
Dec 8-12

GEM 149L Pearl Grading

Jan 23
Jun 12
Aug 29

JEWELRY MANUFACTURING ARTS

JMA 330L Quick Design

Sep 8-12
Dec 1-5

STUDENT WORKROOM

Please call for availability.

Feb 3-28
Jun 30-Jul 25
Sep 22-Oct 17

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

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MOSCOW WWW.GIGIA.RU**GEMOLOGY****GEM 240L Gem Identification**

To be determined.

MUMBAI WWW.GIAINDIA.IN**GEMOLOGY****GEM 220L Colored Stone Grading**

Jan 20-22
Apr 21-23
Jul 21-23
Nov 17-19
Dec 15-17

GEM 230L Diamond Grading

Jan 13-17
Feb 10-14
Mar 10-14
Apr 14-18
May 12-16
Jun 9-13
Jul 14-18
Aug 11-15
Sep 8-12
Oct 13-17
Nov 10-14
Dec 8-12

GEM 240L Gem Identification

Jan 27-31
Apr 28-May 2
Jul 28-Aug 1
Nov 24-28

GEM 149L Pearl Grading

Jan 23
Apr 24
Jul 24
Nov 20
Dec 18

STUDENT WORKROOM

By Appointment

JEWELRY MANUFACTURING ARTS**JMA 375L Swift Jewelry Design**

Jan 28-Feb 1
Apr 8-12
Jun 24-28
Sep 2-6
Sep 9-13
Dec 2-6

OSAKA WWW.GIAJPN.GR.JP**GEMOLOGY****GEM 220L Colored Stone Grading**

Mar 11-13 (Japanese)
Oct 11-13 (Japanese) (W, H)

GEM 230L Diamond Grading

Feb 15-Mar 1 (Japanese) (W, H)
Jul 7-11 (Japanese)

GEM 240L Gem Identification

May 17-31 (Japanese) (W, H)
Sep 8-12 (Japanese)
Dec 1-5 (Japanese)

OSAKA (CONTINUED)**GEM 149L Pearl Grading**

Nov 11 (Japanese)

SEOUL WWW.GIAKOREA.CO.KR**GEMOLOGY****GEM 220L Colored Stone Grading**

Jan 13-23 (Korean)
Mar 3-13 (Korean)
Aug 4-14 (Korean)
Sep 22-Oct 9 (Korean) (N)
Sep 29-Oct 29 (Korean)

GEM 230L Diamond Grading

Mar 24-Apr 24 (Korean) (N)
Apr 14-May 1 (Korean)
Apr 19-May 24 (Korean) (S)
Jun 9-26 (Korean)

GEM 240L Gem Identification

Jan 8-23 (Korean)
Jun 2-19 (Korean)
Jun 9-Jul 10 (Korean) (N)
Aug 4-21 (Korean)
Oct 11-Nov 15 (Korean) (S)

STUDENT WORKROOM

By Appointment

JEWELRY MANUFACTURING ARTS**JMA 330L Quick Design**

Jan 13-Feb 27 (Korean)
Aug 18-Sep 2 (Korean)

SHANGHAI WWW.GIATAIWAN.COM.TW**GEMOLOGY****GEM 220L Colored Stone Grading**

May 21-23 (Chinese)

GEM 230L Diamond Grading

May 10-14 (Chinese) (W)
Nov 1-5 (Chinese) (W)

GEM 240L Gem Identification

May 16-20 (Chinese) (W)
Nov 7-11 (Chinese) (W)

SINGAPORE WWW.GIAHONGKONG.COM**GEMOLOGY****GEM 220L Colored Stone Grading**

Nov 19-21

GEM 230L Diamond Grading

May 26-30
Dec 1-5

GEM 240L Gem Identification

Nov 24-28

TAIWAN WWW.GIATAIWAN.COM.TW**GEMOLOGY****GEM 220L Colored Stone Grading**

May 5-9 (Chinese)
Aug 11-15 (Chinese) (N)
Nov 24-28 (Chinese)

GEM 230L Diamond Grading

Feb 10-14 (Chinese)
Mar 3-28 (Chinese) (N)
May 10-Jun 7 (Chinese) (S)
Jun 2-6 (Chinese)
Aug 18-Sep 12 (Chinese) (N)
Sep 22-26 (Chinese)
Oct 25-Nov 22 (S)

GEM 240L Gem Identification

Feb 17-21 (Chinese)
Jun 9-13 (Chinese)
Oct 27-31 (Chinese)

GEM 149L Pearl Grading

Apr 26 (Chinese) (S)
Oct 25 (Chinese) (S)

STUDENT WORKROOM

By Appointment

JEWELRY MANUFACTURING ARTS**JMA 330L Quick Design**

Oct 13-17 (Chinese)

JMA 345L Working with Wax

Feb 24-Mar 7 (Chinese)
Jul 21-Aug 1 (Chinese)
Dec 29, 2014-Jan 9, 2015 (Chinese)

TOKYO WWW.GIAJPN.GR.JP**GEMOLOGY****GEM 220L Colored Stone Grading**

Feb 8-11 (Japanese) (W)
Jul 19-21 (Japanese) (W, H)
Dec 16-18 (Japanese)

GEM 230L Diamond Grading

Mar 24-28 (Japanese)
Jun 7-21 (Japanese) (W)
Dec 8-12 (Japanese)

GEM 240L Gem Identification

Mar 1-15 (Japanese) (W)
Jun 23-27 (Japanese)
Oct 11-19 (Japanese) (W)

GEM 149L Pearl Grading

Nov 5 (Japanese)
Nov 15 (Japanese) (S)

STUDENT WORKROOM

By Appointment

Attending a GIA Campus Outside the U.S.

To enroll in a program or lab class at a GIA location outside the U.S., contact the respective campus directly.

GIA program and lab class curricula are standard worldwide, but schedules and specific offerings may vary by location.

To enroll in distance education courses where materials are written in English, submit your application to GIA in Carlsbad. To enroll in a distance education course where materials are written in any other language, please contact the respective GIA campus.

Contact information for GIA campuses can be found on the back cover of this catalog or on the GIA website at www.gia.edu/locations

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

Schedules are subject to change without notice. For a current schedule, visit www.gia.edu/schedules. (N) = Nighttime; (S) = Saturday; (W) = Weekend; (H) = Holiday

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Lux Bond & Green

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President and Chief Executive Officer (Jan 2014)
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Chief Executive Officer/Managing Director
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Current as of November, 2013

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 Jennifer Kim, Campus Manager, New York
 Kimberly Overlin, Dean of Students
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 Mark Maxwell, Manager, Jewelry Manufacturing Arts
 Michelle DeVore, Manager, Distance Education Gemology Instruction
 Sam Kong, Director, New York Education
 Susan Elliott, Director, Education Resources
 Theresa Mogavero, Director, Global Education Instruction

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 Client Relations
 South Africa
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 Campus Manager, London
 Christine Chen
 Manager, Administration
 Taiwan
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 Japan Licensee
 Edward Johnson
 Director, Education
 London
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 Korea Licensee
 Stella Lee
 Director, Education
 Hong Kong
 Seung-Hae Moon
 Managing Director
 Asia Pacific
 Mehdi Saadian
 Manager, Instruction
 London
 Ken Scarratt
 Managing Director
 Southeast Asia;
 Director, Laboratory, Bangkok
 Manoj Singhania
 Director, Education
 India and Middle East

Faculty for All Locations

INSTRUCTOR QUALIFICATIONS

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education. Instructors have at least three years of work experience in their field of instruction.

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

Julia Solodova
 Moscow Licensee

David Tsao
 Manager, Education
 Taiwan

Waralee Vanasantakul
 Campus Manager
 Bangkok

Vivian Wang
 Director, Education
 Taiwan

INTERNATIONAL FACULTY

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 Annie Ng
 Joyce Ng
 Stiff Chan

Mumbai
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 Arjun Pansari
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 Jamsheed Dastoor
 Kanchan Kulkarni
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 Vidhya Mazumdar
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 Kazuataka Tajika
 Hajime Moriya
 Michie Kinoshita
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 Tokio Yamamoto

Seoul
 Yong Ho Choi
 Joo Youn Kim
 Seong Ki Kim
 Kum Ri Moon
 Chang Beom Shon

London
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 Francesca Lawley
 Giulia Nisoli

Dubai
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 Spock Wu
 Sharon Liu
 Anfen Kuo
 Mark Mai

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 Chuck Chaiyakul
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 Ninnate Plumkratoke
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Contacts

Carlsbad Contacts	Telephone	Toll Free Telephone	Fax	Web and Email Addresses
CARLSBAD (Main School)	760 603 4000	800 421 7250	760 603 4003	www.gia.edu admissions@gia.edu
Admissions and Enrollments	760 603 4001	800 421 7250 ext 4001	760 603 4003	admissions@gia.edu
Alumni Association	760 603 4145	800 421 7250 ext 4145	760 603 4199	alumni@gia.edu
Career Fair	760 603 4100	800 421 7250 ext 4100	760 603 4080	careerfair@gia.edu
Career Services	760 603 4000 ext 7303	800 421 7250 ext 7303	760 603 4153	careerservices@gia.edu
Certificates and Diplomas	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603 4091	records@gia.edu
Dean of Students	760 603 4093	800 421 7250 ext 4093	760 603 4153	deanstudents@gia.edu
Distance Education Student Support	760 603 4404	800 421 7250 ext 4404	760 603 4091	lessons@gia.edu
Financial Assistance	760 603 4005 760 603 4175	800 421 7250 ext 4005 or 4175	760 603 4153	financialaid@gia.edu
Gems & Gemology Subscriptions	760 603 4000 ext 7142	800 421 7250 ext 7142	760 603 4595	www.gia.edu/gems-gemology gandg@gia.edu
GIA Instruments and Books	760 603 4200	800 421 8161	760 603 4262	www.store.gia.edu giastore@gia.edu giastoreorders@gia.edu
Housing Assistance	760 603 4000 ext 7304	800 421 7250 ext 7304	760 603 4153	housing@gia.edu
International Student Advisor	760 603 4195	800 421 7250 ext 4195	760 603 4153	intladvisor@gia.edu
Library – Richard T. Liddicoat Gemological Library and Information Center	760 603 4046 760 603 4068	800 421 7250 ext 4046 or 4068	760 603 4256	library@gia.edu
My GIA and Online Support	760 603 4000 ext 7459	800 421 7250 ext 7459	760 603 4003	onlinesupport@gia.edu
Records and Transcripts	760 603 4000 ext 7312	800 421 7250 ext 7312	760 603 4091	records@gia.edu
Scholarships	760 603 4131	800 421 7250 ext 4131	760 603 4153	scholarship@gia.edu
Student Accounts	760 603 4470	800 421 7250 ext 4470	760 603 4153	acctsrec@gia.edu
Student Services	760 603 4000 ext 7300	800 421 7250 ext 7300	760 603 4153	studentservices@gia.edu
Student Workroom	760 603 4404	800 421 7250 ext 4404	760 603 4091	lessons@gia.edu
New York Contacts	Telephone	Toll Free Telephone	Fax	Web and Email Addresses
NEW YORK (Branch School)	212 944 5900	800 366 8519	212 719 9563	www.gia.edu nyedu@gia.edu
Admissions – On Campus	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyadmissions@gia.edu
Admissions – Lab Classes	212 944 5900 ext 3577	800 366 8519 ext 3577	212 719 9563	nyadmissions@gia.edu
Campus Manager	917 286 3662	800 366 8519 ext 3662	212 719 9563	nycampusmanager@gia.edu
Career Services	212 944 5900 ext 3529	800 366 8519 ext 3529	212 719 9563	nycareerservices@gia.edu
International Student Advisor	917 286 3663	800 366 8519 ext 3663	212 719 9563	nyintladvisor@gia.edu
Library – New York Branch	212 944 5900	800 366 8519	212 719 9563	nylibrary@gia.edu
School Director	212 286 3528	800 366 8519 ext 3528	212 719 9563	nyedudirector@gia.edu
Student Accounts	917 286 3527	800 366 8519 ext 3527	212 719 9563	nyedu@gia.edu
Student Workroom	212 944 5900 ext 3063	800 366 8519 ext 3063	212 719 9563	nyworkroom@gia.edu

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GIA World Headquarters and The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, CA 92008

GIA New York Education, 270 Madison Avenue, 2nd Floor, New York, New York 10016-0601

In Spring 2014, the New York campus will be located at:
50 W 47th Street, New York, New York 10036

Catalog and policies effective January 1, 2014 through December 31, 2014.

Visit www.gia.edu for the most current information.



GIA®

Campuses

CARLSBAD

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