

GIA[®]

2023 Education Catalogue

LONDON CAMPUS

Effective January 1, 2023 - December 31, 2023
Published December 19, 2022 Vol. 1.6

London Campus
104 Great Russell Street London, WC1B 3LA, United Kingdom
T +44 20 7813 4321 F +44 20 7813 4331
GIA.edu

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Registered office: c/o Legalinx Limited, Churchill House, Churchill Way, Cardiff, CF10 2HH, UK.



Welcome

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

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

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

With over 155,000 active alumni in 55 chapters globally, the GIA Alumni Collective™ continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

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

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

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



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Mission and History

Mission

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

Educational Philosophy

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

Research

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

Relevance

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

Leadership

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

Accessibility

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

Sustainability

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

History

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

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

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

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

Accreditation

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemmology, jewellery arts and related subjects.

In the United Kingdom, GIA's courses are offered as international qualifications, and have been benchmarked to the United Kingdom education framework by the UK ENIC (formerly UK NARIC).

GIA's campus in London is accredited by the Independent Schools Inspectorate (ISI) and the British Accreditation Council (BAC). On-campus inspections are carried out by these accrediting bodies at specific times during the academic year, and students on campus at these times are encouraged to take part in the process.

Please see our most recent Independent School Inspectorate Report on our website at GIA.edu/gem-education/london-accreditation-and-licensing

All students may access further information about each body by visiting their websites.

ISI (PFE Private Further Education scheme): educationaloversight.co.uk/learners

BAC: the-bac.org/information-for-students

Lab classes offered through the London campus are accredited by Distance Education Accrediting Commission (DEAC).



ISI
CAP House, 9-12 Long Lane,
London
EC1A 9HA, United Kingdom
+44 (0) 20 7710 9908
educationaloversight.co.uk



The BAC
14 Devonshire Square, London,
EC2M 4YT, United Kingdom
+44 (0) 300 3301400
the-bac.org



DEAC
1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
deac.org

Governance and Executive Management

Board of Governors

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

Chair

Lisa A. Locklear
Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

Vice Chair

Stephen F. Kahler
Senior Advisor, Strategic Planning & Business Development for Everidge

Dave Bindra

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

Lake Dai

Seasoned deep tech investor and technology executive
Applied AI Adjunct Professor, Carnegie Mellon University

Barbara Lee Dutrow, Ph.D.

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

Patricia Ann Kikuko 'Kiko' Harvey

Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew 'Andy' Johnson

CEO, Diamond Cellar Holdings, LLC

Lawrence Ma

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

Russell A. Mehta

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

Jeffrey E. Post, Ph.D.

Curator-in-charge, National Gem and Mineral Collection, Smithsonian
National Museum of Natural History

Samantha F. Ravich, Ph.D.

Chair of the Transformative Cyber Innovation Lab
Managing partner of A2 Partners, LLC

Tammy Storino

Experienced global operations and finance leader

Marcus ter Haar

Experienced diamond industry executive

John W. Valley, Ph.D.

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

Susan M. Jacques, *ex-officio*

President and CEO, GIA

Thomas M. Moses, *ex-officio*

Executive Vice President and Chief Laboratory and Research Officer, GIA

Executive Management

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

For the full list of GIA's executive management, please see [GIA.edu/gia-about-mission-governance](https://gia.edu/gia-about-mission-governance)

Education Management and Faculty

Education Management

Mehdi Saadian
School Director, London

Kelsey Pringle
Admissions Manager, London

Francesca Lawley
Senior Manager, Instruction and Accreditation, London

Duncan Pay
Senior Vice President and Chief Academic Officer

Corey Rosso
Vice President, Academic Affairs

Sam Kong
Senior Director, Global Instruction

For a complete listing of education management for GIA's world headquarters, see the GIA Education Catalog found at GIA.edu/gem-education/education-catalog

Faculty

Instructor Qualifications

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve). See qualifications for instructors on GIA.edu/gem-education/london/faculty.

All information is correct as of December 2022.

London Faculty

Shaheen Bandukwalla
Bingham Henderson
Ciara Lennon
Alexander Lind
Miriam Moscicki
Fanny Raponi
Ana Lucia Tres

GIA Education Advisory Boards

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

GIA Education Committee of the Governing Board

Chair

Barbara Lee Dutrow, Ph.D.
Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics
Louisiana State University

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

Patricia Ann Kikuko 'Kiko' Harvey
Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew 'Andy' Johnson
CEO, Diamond Cellar Holdings, LLC

Jeffrey E. Post, Ph.D.
Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

John W. Valley, Ph.D.
Charles R. Van Hise Professor, Department of Geoscience
University of Wisconsin - Madison

Susan M. Jacques, *ex-officio*
President and CEO, GIA

Lisa A. Locklear, *ex-officio*
Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

GIA Program Advisory Committee

Robert C. Aretz
President, Gem Appraisers & Consultants
New York, NY

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

Barry S. Block
President, The Jewelry Judge
Carle Place, NY

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

Wade Clar
Director of Brand Development, Julez Bryant
Carlsbad, CA

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

Rita Famulare
Owner, Famulare Jewelers
Carlsbad, CA

Alexandra Hart
Owner/Metals Artist and Designer Goldsmith, Alexandra Hart
San Diego, CA

Malcolm Koll
Owner, Charles Koll Jewelers
San Diego, CA

Gail Brett Levine
Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

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

Mary Todd McGinnis
Vice President, Ben Bridge Jeweler
Seattle, WA

Ashwani (Sonny) K. Sethi
Owner, Tara & Sons
New York, NY

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

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

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

London Campus

Facilities

GIA's London Campus is located at 104 Great Russell Street, London, WC1B 3LA, United Kingdom. All On Campus programmes and courses are held at the London campus.

Lab classes are held at the London campus, the Assay Office located in Birmingham, United Kingdom or another off site location noted in the course schedule and the student's enrolment agreement. The Birmingham Assay Office is located at AnchorCert Group, 1 Moreton Street, Birmingham, B1 3AX, United Kingdom.

GIA's London location occupies nearly 4,000 square feet and includes four classrooms, a collection of educational media and resources, reception and student lounge, kitchen and administrative offices. Other than the Ground Floor Reception area, the campus building is not accessible to individuals with severe mobility constraints, such as wheelchair users. The building is unfortunately not able to be adapted or altered due to its Grade II listing status. Students are advised to contact us before submitting an application if they have any concerns about accessibility. We will be pleased to discuss individual needs and advise on options for enrolling in GIA courses.

Classrooms and Equipment

Classrooms at the London campus can accommodate up to 15 students. The student workroom available by appointment during scheduled weeks throughout the year by appointment can accommodate between 9 and 15 students. Classrooms at the Birmingham Assay Office can accommodate up to 10 students.

Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each programme description in this catalogue.

Contact Information

Contact GIA in London by phone or email or visit us at [London.GIA.edu](https://www.london.gia.edu)

Phone: +44 20 7813 4321
Email: gialondon@gia.edu

School Calendar and Hours of

2023 Scheduled London Campus Closures

Date	Holiday
Monday, January 02, 2023	New Year's Day
Friday, April 07, 2023	Good Friday
Monday, April 10, 2023	Easter Monday
Monday, May 01, 2023	Early May Bank Holiday
Monday, May 08, 2023	Coronation of King Charles III
Monday, May 29, 2023	Spring Bank Holiday
Monday, August 28, 2023	Summer Bank Holiday
Monday, December 25, 2023 to Friday, December 29, 2023	Winter Break

Hours of Operation

The London facility is open to students from 8:00 a.m. to 4:00 p.m., Monday through Friday.

The campus is closed on weekends and bank holidays. Classrooms are secured and students are required to leave the classroom during morning and lunch breaks, unless otherwise directed by the instructor.

Class Schedules and Classroom Hours

Visit [GIA.edu/gem-education/london/schedule](https://gia.edu/gem-education/london/schedule) for up-to-date schedules.

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

For On Campus programs, orientation is scheduled prior to the class start from 10:00 a.m. to 1:00 p.m.

For Lab classes, normal classroom hours are from 8:15 a.m. to 4:15 p.m.

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.

Contact us at gialondon@gia.edu for more information.

On Campus and Online Education

On Campus Education

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

GEMMOLOGY

[Graduate Gemologist® - Page 12](#)

[Graduate Diamonds - Page 14](#)

[Graduate Colored Stones - Page 16](#)

JEWELLERY ARTS

[Jewelry Design - Page 19](#)

[Comprehensive CAD/CAM for Jewelry - Page 18](#)

Online Education

Students may earn the Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Applied Jewelry Professional™, or Graduate Pearls diploma through GIA Online Education by completing online courses and Lab classes.

- Online courses are offered by GIA's campus in Carlsbad, California. Visit [GIA.edu](https://www.gia.edu) for more information
- Lab classes may be taken at GIA in London as well as other campuses worldwide. [See Lab Classes on page 21](#) for more information descriptions.

As an alternative, students may earn their Applied Jewelry Professional diploma in an instructor-led, accelerated format at the London campus. [See Applied Jewelry Professional™ on page 20](#) for more information.



Graduate Gemologist®

Programme Description

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

What You Will Learn

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

What You Will Earn

GIA Graduate Gemologist Diploma
 GIA Graduate Diamonds Diploma
 GIA Graduate Colored Stones Diploma

Occupations May Include

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

Programme Details

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

Programme Details

Programme Number	GEM 2500
Programme Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Programme Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	£20,650

*Total charges in Pounds Sterling include tuition, books and materials. See [Course Fees](#) on page 24

Schedules and Class Hours

Visit GIA.edu/gem-education/london/schedule for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

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

Graduate Gemologist® (cont.)

Technology Requirements

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

- Computer
 - Windows 8 and higher, macOS 10.12 and higher
 - Recommended Browsers (Desktop): Firefox 78 or later, Chrome 87 or later; Edge 87 or later, Safari 13 or later (macOS only); Internet Explorer is not supported
 - Recommended Browsers (Mobile): Firefox 33 or later, Chrome 33 or later; Edge 46 or later, Safari 12 or later (iOS only)
 - RAM and processing power sufficient to run the supported browsers
 - Screen resolution: 1280 x 720 or above
 - JavaScript enabled, cookies allowed, and pop-up blockers disabled
 - Adobe Reader 11 or higher
- Tablet or Mobile Device
 - Mac iOS 11 and higher or Android 4.2 and higher; devices may not be compatible with videos

JavaScript and Adobe Reader are available as free Internet downloads.



Sapphire rough Courtesy: Bill Larson, Pala International



Graduate Diamonds

Programme Description

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

What You Will Learn

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

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

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

Programme Details

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

Programme Details	
Programme Number	GEM 2200
Programme Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	£5,600

*Total charges in Pounds Sterling include tuition, books and materials. See [Course Fees on page 24](#)

Schedules and Class Hours

Visit GIA.edu/gem-education/london/schedule for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

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

Graduate Diamonds (cont.)

Technology Requirements

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

- Computer
 - Windows 8 and higher, macOS 10.12 and higher
 - Recommended Browsers (Desktop): Firefox 78 or later, Chrome 87 or later; Edge 87 or later, Safari 13 or later (macOS only); Internet Explorer is not supported
 - Recommended Browsers (Mobile): Firefox 33 or later, Chrome 33 or later; Edge 46 or later, Safari 12 or later (iOS only)
 - RAM and processing power sufficient to run the supported browsers
 - Screen resolution: 1280 x 720 or above
 - JavaScript enabled, cookies allowed, and pop-up blockers disabled
 - Adobe Reader 11 or higher
- Tablet or Mobile Device
 - Mac iOS 11 and higher or Android 4.2 and higher; devices may not be compatible with videos

JavaScript and Adobe Reader are available as free Internet downloads.



Rough and polished diamonds.



Graduate Colored Stones

Programme Description

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

What You Will Learn

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

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

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

Programme Details

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

Programme Details	
Programme Number	GEM 2300
Programme Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Programme Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	£15,050

*Total charges in Pounds Sterling include tuition, books and materials. See [Course Fees](#) on page 24

Schedules and Class Hours

Visit GIA.edu/gem-education/london/schedule for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

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

Graduate Colored Stones (cont.)

Technology Requirements

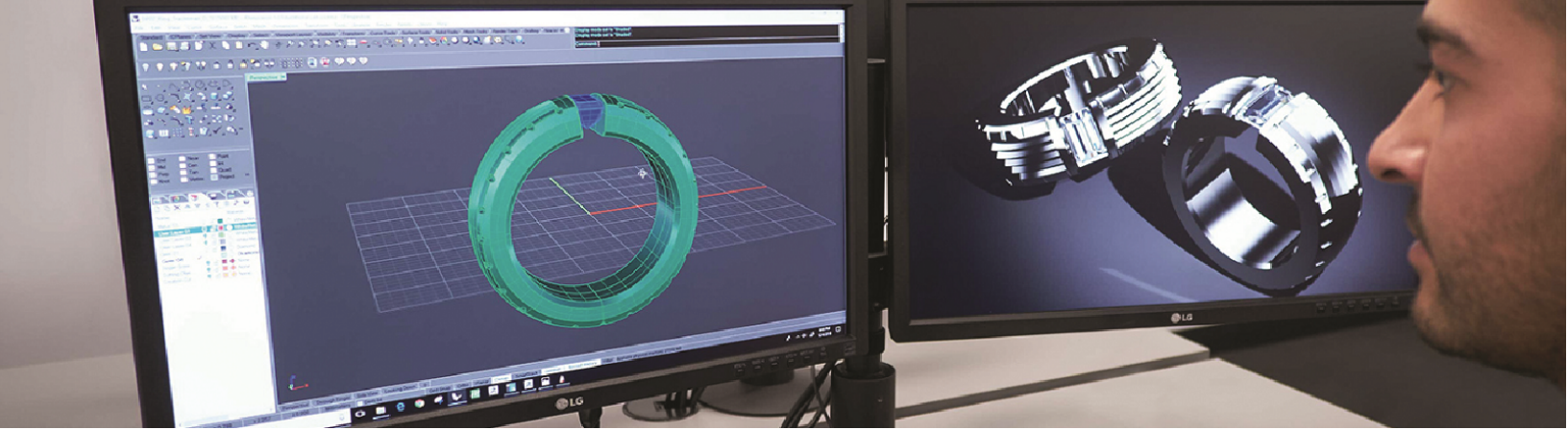
Students are required to have a valid email address and access to a computer, tablet or mobile device with Internet access to complete homework assignments and access online curriculum. Requirements are subject to change; students will be given an advance notice of changes.

- Computer
 - Windows 8 and higher, macOS 10.12 and higher
 - Recommended Browsers (Desktop): Firefox 78 or later, Chrome 87 or later; Edge 87 or later, Safari 13 or later (macOS only); Internet Explorer is not supported
 - Recommended Browsers (Mobile): Firefox 33 or later, Chrome 33 or later; Edge 46 or later, Safari 12 or later (iOS only)
 - RAM and processing power sufficient to run the supported browsers
 - Screen resolution: 1280 x 720 or above
 - JavaScript enabled, cookies allowed, and pop-up blockers disabled
 - Adobe Reader 11 or higher
- Tablet or Mobile Device
 - Mac iOS 11 and higher or Android 4.2 and higher; devices may not be compatible with videos

JavaScript and Adobe Reader are available as free Internet downloads.



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



Comprehensive CAD/CAM for Jewelry

Programme Description

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

What You Will Learn

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

What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

Occupations May Include

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

Programme Details

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

Programme Details	
Programme Number	JMA 400
Programme Title	Comprehensive CAD/CAM for Jewelry
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	£5,230

*Total charges in Pounds Sterling include tuition, books and materials. [See Course Fees on page 24](#)

Schedules and Class Hours

Visit GIA.edu/gem-education/london/schedule for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

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

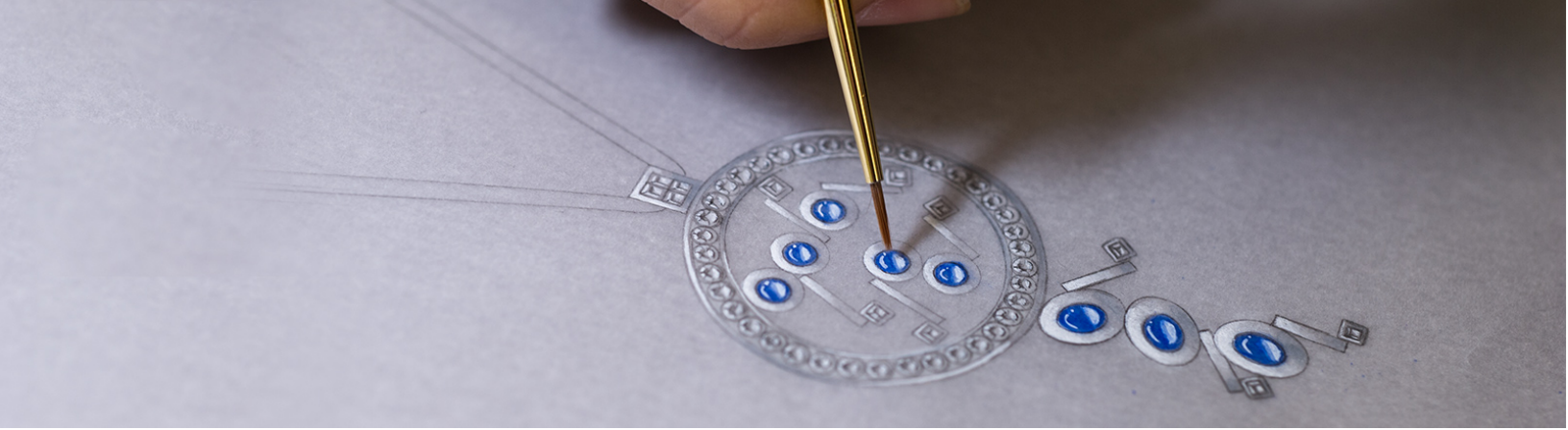
Computer Proficiency

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

Technology Recommendations

It is strongly recommended that students have access to a computer that meets the requirements below to review and practice coursework outside of classroom hours. The estimated average cost to purchase a laptop meeting the recommended specification is £1,200.

- Computer Type
 - Windows-based laptop or desktop computer with mouse and keyboard required.
 - Multiple-button mouse with a scroll wheel recommended
- Processor
 - Minimum: Intel i7 with 2.8 GHz or higher / Recommended: Intel i9, AMD Ryzen 7 or Threadripper
- RAM
 - 8 GB or more is recommended
- Graphics Card (GPU)
 - OpenGL 4.1 capable video card with 4 GB VRAM is recommended
- Operating System
 - 64-bit Intel or AMD processor (Not ARM)
 - Windows 11, 10 or 8.1
- Hard Drive:
 - Minimum: 512GB free main hard drive space
 - Recommended: 1TB HDD or greater (SSD drive highly recommended)
- Monitor Resolution
 - Minimum: 1920×1080 or higher with 32-bit color



Jewelry Design

Programme Description

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

What You Will Learn

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

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

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

Programme Details

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

Programme Details	
Programme Number	JMA 370
Programme Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Programme Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	£6,490

*Total charges in Pounds Sterling include tuition, books and materials. [See Course Fees on page 24](#)

Schedules and Class Hours

Visit [GIA.edu/gem-education/london/schedule](https://www.gia.edu/gem-education/london/schedule) for up-to-date schedules. Normal classroom hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. Class hours will be extended to 4:30 p.m. to accommodate for GIA-observed holidays or special events.

Equipment and Materials

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



Applied Jewelry Professional™

Programme Description

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

What You Will Learn

- Describe how the 4Cs (colour, clarity, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, laboratory-grown and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular coloured gemstones

What You Earn

GIA Applied Jewelry Professional Diploma

Occupations May Include

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

Programme Details

Applied Jewelry Professional™ (Intensive) is offered as an instructor-led, accelerated programme. The programme is offered in-person at the GIA London campus or off-site location.

Programme Details

Programme Number	GEM 1000A
Programme Title	Applied Jewelry Professional (Intensive)
Programme Length (Calendar Duration)	5 Days (35 hours)
Total Charges*	£1,420

*Tuition does not include optional books. For details and payment options, [see Course Fees on page 24](#)

Schedules and Class Hours

Visit GIA.edu/gem-education/london/schedule for up-to-date schedules. Normal class hours are from 8:15 a.m. to 4:15 p.m.

Applied Jewelry Professional courses taught via Online Education is offered only by GIA's campus in Carlsbad. For more information about online classes taught in English, visit GIA.edu

Lab Classes

GIA offers Online Education programmes comprised of online courses and lab classes. Online courses are offered by GIA's campus in Carlsbad, California while lab classes may be taken at GIA London and other campuses worldwide. See [GIA.edu](https://www.gia.edu) for more information.

GEM 230L Diamond Grading Lab

Required for: Graduate Gemologist® and Graduate Diamonds Diplomas

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading Lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practising grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. As part of your course materials, you will receive and keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a colour grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

Required for: Graduate Gemologist® and Graduate Colored Stones Diplomas

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

Class duration: 3 days (21 clock hours)

What you earn: Letter of Completion

GEM 240L Gem Identification Lab

Required for: Graduate Gemologist® and Graduate Colored Stones Diplomas

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

Class duration: 5 days (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. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value and quality in merchandise. Students must pass a two-stone assessment to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or a daylight equivalent light source, and a pearl grading master set with an informational keycard. As part of your course materials, you will receive and keep a gem cloth and a lab manual.

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

Continuing Education

GIA's continuing education offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewellery professionals who wish to further their knowledge or aficionados looking to explore their passion, professional development offerings are a fast way to become familiar with a target topic or issue and stay current with industry research and trends.*

The classes listed here are offered by the London campus. . The GIA Alumni Collective™ also offers continuing education offerings on a variety of gem and jewelry topics. Learn more at [GIA.edu/gia-alumni/continuing-education](https://gia.edu/gia-alumni/continuing-education)

JMA 330L Quick Design

Increase your professionalism by quickly and efficiently learning the basic skills in jewellery design presentations.

Through this hands-on, practical class, you learn to communicate designs effectively with bench jeweller, colleagues and customers. You are guided how to make realistic presentations with coloured pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality.

Class duration: 5 days (30 hours)

What you earn: Letter of Attendance

*GIA's continuing education offerings are considered avocational or recreational in nature and are not intended to prepare individuals for entry-level employment. They are non-credit bearing and do not lead to a GIA academic credential. They are not eligible for state or federal student financial aid programs and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

Admissions Policies and Procedures

Admissions Requirements

Applicants must be at least 18 years of age and have completed compulsory secondary education to be admitted on to GIA courses and programmes.

All classes are taught in English. GIA does not offer English as a second language (ESL) instruction. Applicants must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma or the equivalent. On Campus course applicants who are not U.K. citizens must demonstrate English proficiency by meeting GIA's English language proficiency requirement.

Required Documentation

The GIA campus in London requires the following documents.

All documents must be in English or be accompanied by an official English-language translation. 'Official' means produced and stamped by either an education evaluation service which offers translation services, or by a licensed general translator. GIA accepts scanned copies of documents, but reserves the right to request original documentation.

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

On Campus Programmes

1. Completed application form
2. Copy of the photo page of your passport and a copy of any previous or current U.K. visas
3. Copy of high school, college or university diploma or proof of having completed compulsory secondary education
4. One digital ID photo
5. Proof of English-language proficiency (see below)

Lab Classes

1. Completed application form
2. Copy of the photo page of your passport and a copy of any previous or current U.K. visas
3. Copy of high school, college or university diploma or proof of having completed compulsory secondary education

U.K. Residency / Visa Status

The application form asks for your nationality/nationalities, and whether or not you are a permanent U.K. resident. This information is assessed during the admissions process, so that GIA's London campus may advise you on the subsequent visa process. There are different U.K. student visas according to the length of the GIA course that you intend to take, and more information is provided to you once enrolment is complete.

English Proficiency Requirement; On Campus Programmes

If English is not your first language, or you are not from a majority-English speaking country** as defined by the UKVI department of the U.K. government, you will be required to provide details of your English language proficiency on your application form. If you have not taken an IELTS™ exam at the time of application, you will need to let us know when you intend to do so.

The required minimum score on the IELTS Academic for UKVI is an average of 6.0 and an overall band score of B2.

IELTS™ scores are valid for two years from the date of the examination. You may send your 'Test Report Form' (TRF) number directly to GIA via email at londonadmissions@gia.edu, so that GIA may verify your scores directly with IELTS. Alternatively, a hardcopy of the result is acceptable.

The application form also allows you to inform GIA of any alternative Secure English Language Test that you may have taken, and you may request that GIA assess that, and/or another reason you may have for requesting exemption from the GIA English language requirement.

**Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts & Nevis, St Lucia, St Vincent & the Grenadines, Trinidad & Tobago, USA.

How to Apply and Related Deadlines

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

Enrolments are not confirmed until the London campus has received all of your required documents and assessed them. You receive email updates at each stage of the admissions process, and you are advised on the U.K. student visa process. The appropriate payment is made by you, and then official written confirmation of acceptance on to the course is sent out. No places are confirmed until this point.

On Campus Programs

Applications for On Campus programs must be received no later than two weeks before the class start date. On Campus programs typically reach capacity three to four months in advance, so students are encouraged to apply early. Students are enrolled on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available.

Lab Classes and Accelerated Programmes

Applications for Lab classes and accelerated programmes must be received by GIA no later than one week before the class start date. Lab classes typically reach capacity at least two to three months in advance, so students are encouraged to apply early. Students are enrolled on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available.

Applicant Screening

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

Course Fees

The fees shown for each course offered at GIA in London are shown below and are valid for courses taking place from 1 January to 31 December 2023. Fees are not subject to change at the London campus. Total charges include tuition, books and materials. Books and materials are required. Amounts shown are in Pounds Sterling.

N.B. the term 'tuition' is used to refer to the amount charged for teaching or course instruction excluding any educational texts and materials.

On Campus Programmes

Programme	Tuition	Fees	Total Charges	First Payment*	Final Payment**
GEM 2500 Graduate Gemologist	£18,030	£1,190 (Books) £1,430 (Materials)	£20,650	£2,150	£18,500
GEM 2200 Graduate Diamonds	£5,200	£320 (Books) £80 (Materials)	£5,600	£2,150	£3,450
GEM 2300 Graduate Colored Stones	£12,830	£870 (Books) £1,350 (Materials)	£15,050	£2,150	£12,900
JMA 370 Jewelry Design	£6,080	£140 (Books) £270 (Materials)	£6,490	£2,150	£4,340
JMA 400 Comprehensive CAD/CAM for Jewelry	£4,730	£300 (Books) £200 (Materials)	£5,230	£2,150	£3,080

* First payment is due with application and required for each programme to reserve your place in the class.

** Final payment is due thirty (30) days before the start of the programme.

Lab Classes, Accelerated Programs and Continuing Education

Class	Tuition	Fees	Total Charges*
GEM 1000 Applied Jewelry Professional Intensive	£1,190	£230	£1,420
GEM 230L Diamond Grading Lab	£1,190	£130 (Books) £30 (Materials)	£1,350
GEM 220L Colored Stone Grading Lab	£850	£80 (Books) £30 (Materials)	£960
GEM 240L Gem Identification Lab	£1,190	£170 (Books) £30 (Materials)	£1,390
GEM 149L Pearl Grading Lab	£240	£40 (Books) £10 (Materials)	£290
JMA 330L Quick Design	£1,020	£100	£1,120

* Total charges are due at the time of enrolment.

Course Fees (cont.)

Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Bank transfer fees that the student incurs
- Fees for replacement or optional books and materials
- Shipping and handling fees
- Comprehensive CAD/CAM for Jewelry: Students are not required to do work at home, however it is strongly recommended that students have access to a computer that meets the minimum requirements on [See Technology Recommendations on page 18](#). The estimated cost is approximately £1,200 excluding any applicable shipping, handling, and tax (subject to change).

Additional Fees May Include:

- £35 per half day use of student workroom
- £10 for replacement ID or badge
- £10 for replacement student locker key
- £200 certificate replacement fee
- £200 diploma replacement fee
- Academic transcripts may be purchased centrally from the Carlsbad campus for 10 U.S. dollars each.

Payment Methods / Student Accounts

All payments must be in Pounds Sterling, via the following methods:

- Credit Card: GIA in London accepts VISA and MasterCard
- Cheque: Payable to 'GIA London' and drawn on a U.K. bank only.
- Bank Transfer: Please contact us at +44 20 7813 4321 or gialondon@gia.edu for details. Applicants are responsible for any wire transfer fees that they incur.

Our admissions and administrative team members are available during campus open times to accept payments and to discuss your account.

Students who owe GIA past due monies may not enrol in future courses or programmes until they have reimbursed GIA.

Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide their full name and country of residence on the application for admission and once again at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or the employer will be required to provide the full company name and address or other identifying information at GIA's request.

Scholarships

Scholarships are available for On Campus programmes offered at the London campus. Applicants will be considered for all available scholarships for the programme they indicate on their application.

GIA centrally-administered scholarships are available for On Campus and Online Education (online courses and lab classes) students worldwide. Available scholarships vary per programme, campus, citizenship, and residency.

Details on eligibility, how to apply, and required documents are available at GIA.edu/scholarships

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

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for the London campus are explained in detail in this section and in your enrollment agreement. If you have questions, please contact the campus at +44 20 7813 4321 or email gialondon@gia.edu

Cancellation or Withdrawal of Enrolment

Students may cancel their enrolment at any time before their end date by notifying the admissions and administration team by mail or in person at 104 Great Russell Street, London, WC1B 3LA, UK; by email at londonadmissions@gia.edu; or by phone at +44 20 7813 4321. Students who wish to withdraw after the class has started should notify the school director.

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

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

Refund Policy

Students will receive a full refund of all monies paid if the class is cancelled by GIA. Students receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro rata refund of tuition is calculated based on the percentage of class hours completed by the student.

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

Students are responsible for any bank transfer fees that they incur.

If a student has obtained a loan to pay for an educational programme the student has the responsibility to repay the full amount of the loan, plus interest. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

Processing Refunds

If a refund is due, it will be processed back to the student within 30 days of the date GIA received the notice of cancellation or withdrawal. The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Pro Rata Refund Schedule

Percentage Completed by Student	GIA Retains	Refunded to Student
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

Sample Refund Calculation

A student paid a total tuition of £5,000 for a class with a total of 35 class hours, completed 7 hours and then withdrew prior to the end date of the course. GIA retains £1,250, calculated as follows:

Total Tuition Paid by Student = £5,000
Class Hours = 35; Class Hours Completed = 7
Percentage Completed = 20% (7 / 35 Class Hours)
Refund Percentage = 75% of Tuition
Refund Amount = £3,750 (£5,000 x .75)
GIA Retains = £1,250 (£5,000 x .25)

Student Services and Related Policies

Student Code of Conduct and Standards of Behaviour

GIA's Student Code of Conduct and Standards of Behaviour protects the rights of students and employees and ensures a safe, secure and positive learning environment for all students. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are responsible for reading, understanding and following all GIA student policies. Students are required to follow all instructions given by instructors or other GIA representatives.

Prohibited behaviour includes, but is not limited to:

- Threatening or harassing behaviour, including sexual harassment or misconduct
- Acts of retaliation against another student or GIA staff member
- Acts or threats of violence
- Possession of a firearm or other weapon on campus
- Use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances or alcohol
- Forgery, fraud or dishonesty
- Disruptive, insubordinate or unlawful behaviour
- Academic dishonesty
- Property damage or theft
- Other violation of GIA policy

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

Social Media and Networking

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

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

Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. The student will be afforded the opportunity to be heard. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Sanctions

As a result of the investigation, with sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending upon factors that include the nature and severity of the offence. Sanctions may include verbal warning, written warning or probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend students pending investigation.

Because it is impossible to list all the rules that might cover every situation, GIA will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff and administration.

Equality Statement; Nondiscrimination Policy

In accordance with the Equality Act 2010, it is the policy of GIA in London to recognise the valuable and enriching contribution which people with a range of backgrounds and experiences bring to the life and development of the institution. The London campus aims, in its teaching, administration and support services to promote equality and freedom from discrimination on grounds of age, disability, gender reassignment, pregnancy and parental status, race, religion or belief, sex, and sexual orientation. This commitment applies equally to staff, students, visitors and all campus activities.

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrolment in GIA on the basis of race, colour, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations. This policy on non-discrimination applies to admissions, enrolment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

Student Services and Related Policies

Special Educational Needs and Disabilities (known as 'SEN' or 'SEND' in the U.K.)

In accordance with the Equality Act 2010, GIA makes every effort to provide reasonable adjustments to individuals with diagnosed and documented disabilities, including physical or mental impairment such as but not limited to specific learning difficulties. The Equality Act 2010 ("2010 Act") defines disability as "a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities".

Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is available to discuss these tasks with applicants to allow them to evaluate their potential for success and decision to apply.

Enrolled students who wish to request reasonable adjustments are required to complete the Student Request for Reasonable Adjustments form and submit it along with an Assessment of Needs ('AON') document, which must be issued by an appropriate qualified professional, such as an educational psychologist in cases of Special Educational Needs. For other disabilities, the appropriate person may be a qualified physician or specialist. The AON should be dated within the last three years and provide an outline of the student's condition, assessment history and recommended accommodations.

The form is submitted to the SEN officer, and should be submitted no later than the date of orientation. Information on the reasonable adjustments that can be made will be communicated to the student as quickly as possible.

All information submitted to or developed by the Institute related to the diagnosis, documents, or accommodation of a disability is considered confidential. Information is only accessible to and/or shared with GIA employees who have a need to know in order to determine or implement required accommodations.

Students must continue to meet minimum academic, attendance, and behavioral standards as defined in these policies. If a student requests accommodation after being placed on academic advising or probation or is dismissed, the terms of academic advising, probation or dismissal still stand.

Declaring a Condition

Students are encouraged to declare a disability or other long-term medical or mental health condition so that GIA can support them throughout their studies:

- Students are encouraged to declare their condition at the application stage or during registration.
- Students may also contact the Student Welfare Officer or the School Director directly at any time during their studies to request a confidential one-to-one appointment to discuss their needs.

Preventing Extremism and Radicalisation Policy - GIA London's Duties Regarding 'Prevent'

The reputation of Gemological Institute of America, Inc. ("GIA," the "Institute," or "our") for integrity and ethical business practices is central to its mission of ensuring the public trust in gems and jewellery. GIA's Preventing Extremism and Radicalisation Policy ("Policy") is fundamental to protecting GIA's reputation for integrity and preventing any involvement by GIA with extremism and radicalisation.

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. Extremism is defined as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

There is no such thing as a "typical extremist". Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activities.

Students may become susceptible to radicalisation through a range of social, personal and environmental factors. It is widely known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities.

In order to fulfil the "Prevent Duty", GIA recognises that all employees must be able to identify individuals who may be vulnerable to radicalisation and know how to address concerns once identified.

The [United Kingdom Counter Terrorism and Security Act 2015](#) ("Act") went into effect on July 1, 2015. This Act requires education and training providers to strive to ensure that employees are aware of the risks associated with radicalisation and extremism. GIA's London campus is committed to take due regard to the need to prevent people from being drawn into terrorism.

GIA operates a secure visitor protocol and exercises due diligence to prevent any organisation or speaker from using GIA's facilities to disseminate extremist views or radicalize students or employees.

Employee training on safeguarding against extremism and radicalisation is provided annually with a focus on ensuring GIA's London based employees are fully aware of the warning signs of extremism and radicalisation and the reporting mechanisms that are available to ensure the safety of all students and employees.

At GIA, we provide Gemology and Jewellery Manufacturing Arts curriculum, delivered by skilled instructors, so that our students are enriched, understand and become not only skilled gem and jewellery professionals, but also are tolerant of difference and diversity and also to ensure that they thrive, feel valued and not marginalized.

Student Services and Related Policies

Our curriculum promotes respect, tolerance and diversity. Our students are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others. We will also aim to build students' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. It is important to emphasise that we will not stop students debating controversial issues. On the contrary, we will provide a safe space in which our students and employees can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Although there have not been any known incidents involving radicalisation within GIA to date, it is critical to remain constantly vigilant. GIA believes that it is possible to intervene to protect students who are vulnerable.

Should the actions or expressions of any individual cause concern to any member of the GIA London campus community, the concerned party should notify the London school director immediately.

If the school director is unavailable, the concerned party should notify the Metropolitan Police through their completely confidential telephone helpline: 0800 789 321 (+44 800 789 321 if dialing from a non-U.K. mobile or cellphone). More details about the current "Action Counters Terrorism" media campaign are available on the student noticeboard in the Student Lounge, and at: gov.uk/government/news/action-counters-terrorism

Campus Health & Safety

The Campus Health and Safety Committee (the 'CHSC') has responsibility for monitoring and evaluating health and safety matters on behalf of all staff and students. There is a Health and Safety noticeboard located next to the Student Lounge on the basement floor of the campus. It contains up-to-date information relevant to members of the Campus community. The minutes of the most recent CHSC meeting are displayed on the noticeboard after each meeting. Students are recommended to take the time to review the items displayed, and to raise any questions with the Health and Safety Officer. A hard copy of the full Campus Health and Safety Policy is available in each classroom.

GIA is committed to maintaining a safe and healthy campus. 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 dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

Student Notification of Classroom Chemical Usage

GIA recommends the use of good laboratory practices while using or being exposed to Refractive Index (RI) Liquid, which contains Diiodomethane. RI liquid is used in the Graduate Colored Stones programme, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your doctor for advice.

First Aid Boxes Locations

- Reception
- Basement Kitchen
- Classroom 2A

Emergency Procedures

The Health and Safety at Work Act 1974 imposes on all persons a duty to avoid dangerous practices. GIA's London campus recognises its responsibility as an employer and an education provider and has issued a statement of policy in accordance with the Act.

Students must:

1. Act with due care for the health and safety of themselves and all other persons on School premises.
2. Observe the provisions of the Act whenever applicable to them, on matters within their control.
3. Cooperate with the School to carry out the policy.
4. Act safely at all times and do not put either yourself or others at any risk.

In the very unlikely event of an emergency that closes the school, students should call the GIA main phone number - 020 7813 4321 - and listen to the recorded message for further instructions and information. Management will aim to have a recorded message available by 07:00 on the day of any such incident.

Fire

In the case of a fire alarm, please drop the stone you are working with into the well of the microscope and leave the room immediately, following instructions from GIA staff. Do not use the lift. Once outside please congregate across the street in front of the TUC building so that we may take attendance to ensure that everyone is safe.

Robbery

Please remain calm and composed. Do what robbers ask and don't try to be a hero! Do not try to protect, or prevent from being taken, any personal or GIA property. We hope that you will never experience this misfortune and we urge you to co-operate in order for it to be over as fast as possible without anyone being harmed.

Personal Injury

During lab, should you injure yourself in any way, please let your instructor know. First Aid boxes are available in three locations on campus. Should further medical assistance or treatment be required we will take the necessary action to ensure it is received as soon as possible.

Student Services and Related Policies

GIA's London Campus Safety Statistics and Information

The Gemological Institute of America in London is committed to providing students and staff with a safe environment in which to work and pursue an education.

We are pleased to report that the GIA facilities in London have no reported incidents of any of the following types of criminal offences: murder/non-negligent manslaughter; forcible sex offence; non-forcible sex offence; robbery; aggravated assault; burglary; theft; arson; negligent manslaughter or simple assault. There have been no arrests for liquor law violations, drug law violations or illegal weapons possessions. This report covers the time period of 1 July 2010 to 6 July 2022.

If you observe or are confronted with a situation that you believe is a threat to your personal safety or that of others, or if you observe any activity that is criminal in nature, you must report it immediately to any GIA instructor, supervisor, manager, or campus personnel. GIA will take whatever actions are deemed necessary to resolve the situation.

Additional information on GIA's campus policies can be found on the GIA website at GIA.edu/gem-education-campus-safety-london

Complaint Policy and Procedure

Complaint Policy

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

Student Complaint Procedure

Students are encouraged to try to resolve any problems or concerns they may have by first discussing them with their instructor. If concerns are not resolved, they may then discuss them with the school director or manager of instruction.

A formal complaint must be submitted to the school director in writing. It must contain, at a minimum, the basis of any allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that support the complaint should also be included. Students are required to cooperate with all GIA representatives during any investigation in which GIA believes their statements might provide relevant information. Within 10 days of receiving the complaint, the school director will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 days, the student will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, they may

contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. When contacting the dean of students, the email must include 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 (this information will usually be escalated as a case file and the student is not required to submit the complaint again). Within 10 days of receiving the complaint, the dean of students will respond to the student with a written summary of GIA's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 days, the student will be notified in writing that additional time is needed.

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

Once the student has received GIA's final decision regarding the complaint, if they are not satisfied with the decision, they have the right to submit an appeal to an independent adjudicator. This stage of the process is only available once the complainant has exhausted the institution's complaints procedure. The appeal must be submitted in writing to:

British Accreditation Council (BAC)
14 Devonshire Square
London EC2M 4YT

Upon receiving the complaint, BAC will conduct an investigation, gathering evidence from both the complainant and the institution. BAC will, with agreement of the complainant and the institution, make reasonable attempts to mediate between the two parties to resolve the matter.

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

Student Services and Related Policies

Non-Retaliation Policy

Threats, other forms of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of GIA policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

Student Privacy Notice

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

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

For complete disclosure and updates, please refer to the GIA Privacy Notice at [GIA.edu/privacy-notice](https://gia.edu/privacy-notice) and to the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice)

Student Personal Data Collection, Use and Processing

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

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice), including to facilitate your experience with GIA and provide you with educational services and related products. We may share your Personal Data with our GIA Affiliated Entities at [GIA.edu/affiliated-entities](https://gia.edu/affiliated-entities) and others as described in this Notice.

Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational services and related products you request.

Career Services

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

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

GIA Gem & Jewellery Career Center

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

GIA Jewellery Career Fair - Powered by GIA

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

Job Seeker's Handbook

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

Student Services and Related Policies

Career Preparation Assistance

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

If you have any questions or require further information contact career services in Carlsbad, California at: careerservices@gia.edu or call +1 800 421 7250 ext 4378 or +1 760 603 4000 ext 4378, Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Time. In London, please speak with the student services and events coordinator to arrange services such as CV workshops and mock job interviews. These career services are carried out by appointment

GIA Alumni Collective™

After successfully completing a GIA course, students become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 155,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational, and passionate community that aims to help graduates cultivate a lifetime of success. Our alumni engage with one another through chapter meetups, industry events and the online community at collective.GIA.edu.

GIA alumni are key influencers throughout the gem and jewellery industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewellery professionals and display their credentials in our Alumni Directory. Not only can GIA graduates view and participate in virtual and in-person events in their local areas, they can go beyond their borders and network with alumni from around the world.

GIA Continuing Education seminars offered through the GIA Alumni Collective are developed by our Institute experts and designed for gem and jewellery professionals to continue their professional growth. These online and in-person seminars deliver in-demand knowledge and skills on a variety of topics important to our industry. To explore our current seminars, visit collective.GIA.edu/seminars

The GIA Alumni Collective is here to provide GIA graduates with diverse opportunities, insights, and connections that fuel their development, progress, and passion at every point of their career. For more information, contact us at alumni@gia.edu, or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

For more information on the London Alumni chapter, contact londonchapter.giaalumni@gmail.com

Student Life on the London Campus

Housing

Moving to a new city requires preparation and planning. It may take you a few weeks to find a suitable apartment for rent. Some GIA students find that the solution to this problem is to stay for a while at a local hotel. If you plan to do so, please remember that there are times during the year when it could be difficult to find a vacancy. You will be much happier with your lodging if you reserve a hotel room in advance.

Although GIA does not have dormitory facilities, within close proximity of our school you'll find housing opportunities in a wide range of sizes, amenities, and rental prices. It is wise to start your research 6 to 8 weeks before your arrival.

Current monthly housing costs range from about £850 for modest flat-share arrangements to £1,500 or more for luxury apartments.

Short-term stay hotel arrangements are also available for students attending Lab Classes or Student Workroom, starting at about £70 per night.

Please browse through the housing options on our website at GIA.edu/london-student-housing to find the accommodation that best suits your needs; however, GIA does not screen these listings, nor do we offer a flatmate replacement service.

Student Change of Address

Students must notify reception immediately of any change of home address or telephone number.

Food and Beverage

Students have several choices for snack and lunch needs that can be purchased off-campus from a variety of nearby locations. The student lounge is furnished with tables and chairs and a kitchen with fridge, microwave and utensils is available for those who prefer to bring their own food.

Each student is responsible for observing a few simple rules out of respect towards everybody else:

- Keep the kitchen and common areas clean at all times.
- Please tidy and wash up after yourself, disposing of all refuse in the appropriate bins provided.
- Please don't leave things on the kitchen top/sink or tables in the student lounge.
- If something is broken, missing or malfunctioning please inform Reception as soon as possible.
- The dishwasher is for staff use during events only: please do not use.

Eating is not permitted in GIA classrooms. However, drinks in closed containers are allowed. Alcoholic beverages are prohibited at any GIA location, except when served at official GIA functions. Persons under the age of 18 will not be served alcohol.

Student Lockers

Lockers are issued to students for the duration of the programme. Students are responsible for the locker, the key, and its contents. Should the key be lost, a replacement fee of £10 is charged. It is advisable to keep books for daily use in the locker, along with tools and the Lab Manual, which will be used regularly from the beginning.

Student Property

Students bringing any property onto GIA premises do so at their own risk and the campus shall not be liable for any losses, damages, costs and expenses arising directly or indirectly from such property being lost, damaged or stolen.

Dress Code

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

Drug and Alcohol Abuse Prevention Policy

GIA prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, while using GIA vehicles or equipment, while performing GIA business, or at GIA-sponsored events. Reporting to school under the influence of alcohol, or drugs taken outside the direction of a licensed physician, and using alcohol or such drugs on GIA premises, poses serious safety and health risks. These risks extend beyond the user to all who work or come into contact with the user.

Students or any person in the school community who are aware of the use or existence of any such substances at GIA should notify a staff member immediately. Violation of this Policy will result in disciplinary action up to, and including, student dismissal. In addition to GIA imposed sanctions, students may be subject to federal, state, and local fines and/or prosecution. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

Student Life on the London Campus (cont.)

Smoking

Smoking, including e-cigarettes, or use of tobacco in any other form, is prohibited inside GIA buildings. Please also refrain from smoking in front of the building.

Health Care and Medical Insurance

Health insurance is not provided by GIA. The National Health Service (NHS) is the U.K.'s state health service which provides treatment for U.K. residents through a wide range of health care services. Some of these services are free of charge and some you have to pay for. Students should be aware that it is their responsibility to check whether they qualify for free health care in the U.K. and, for Tier 4 visa students, this is dealt with as a compulsory part of the visa application process. Private health care can be expensive in the United Kingdom and therefore it is very important to arrange medical insurance for the duration of your stay. Further guidance can be found at educationuk.org and on the U.K. Council for International Students website at ukcisa.org.uk

Weapons

Under no circumstances are students or visitors allowed to bring firearms or other weapons to campus. Students found carrying or concealing weapons are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies.

Search and Seizure

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

Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations, and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas). Each facility has signage posted in the locations where video and audio

monitoring is occurring. Please see Student Privacy Notice at GIA.edu/privacy-notice for complete disclosure.

Photo ID Cards and Student Cards

At the beginning of a class, a photo ID card will be issued to all On Campus students. It will give you access to the building and it must be worn and visible at all times while on campus. The swipe card is not transferable to anyone else. There is a fee of £10.00 for lost cards.

You will also be issued a photo student card that you can use outside to claim student discounts.

Image Rights

As stated in the Enrolment Agreement, students authorise GIA to record their name, appearance, likeness, voice, biographical information, and/or statements in any and all manner and media throughout the world in perpetuity. GIA may copyright, publish, and republish, in whole or in part, such recordings, without seeking prior approval. GIA or its designee shall have all ownership rights in any work produced that contains such recordings and may transfer such rights at its sole discretion. Students release GIA and its agents and employees from any claims arising from the making and use of such recordings.

Commercial Activities

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

Visitors On Campus

Visitors to GIA must register with Reception before entering the building and must be prepared to show photographic identification. Students are not allowed to let in guests (whether accompanied or not) without prior arrangement.

Animals on Campus

Pets are prohibited on the campus at all times. Applicants with assistance dogs are advised to contact the campus in advance of application for practical advice.

Gifts

The GIA Code of Conduct, which is adhered to by all GIA employees, provides a set of guidelines that help govern actions with all vendors, clients, students and the public GIA serves. Included in these guidelines is a stipulation that prohibits GIA employees from accepting gifts or gratuities. A PDF copy of GIA's Code of Conduct can be downloaded by clicking on the Code of Conduct link within the Ethics and Compliance page at GIA.edu.

Computer and Internet Access

GIA's London campus has computers available on campus for student use and computer portals and power suppliers to accommodate laptops

Student Life on the London Campus (cont.)

and other portable devices. Wireless Internet access is available at no charge.

Guest Speakers

GIA regularly organises free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewellery industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, and coloured stone controversies. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

Educational Media and Learning Resources - Central and London

GIA's London campus has a small collection of approximately 400 volumes of books and learning resources. The collection offers books on diamonds, coloured stones and jewellery; trade magazines and journals. The campus also subscribes to a variety of science, business, fashion, and jewellery industry magazines. No books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to borrow the books and use the resources, please ask at Reception.

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA World Headquarters and The Robert Mouawad Campus in Carlsbad, California. The Library houses a growing collection of more than 65,000 books, over 1,000 periodical titles in various languages, and more than 2,000 videos and other media. The collections are searchable in the Library's Online Public Access Catalog (OPAC) via the library's section of the GIA website GIA.edu/library or at <https://library.gia.edu>.

All students and alumni have access to the Library's contemporary e-book collection, available through the Libby app from OverDrive, <https://libbyapp.com>. Contact the Library's reference desk, library@gia.edu, for a username and password. The library section of the GIA website also has extensive resources for students, from recommended book lists to listings of gemstone pricing guides and appraisal associations.

Whether in person or by phone or email, the Library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors and the media from around the world. Library representatives are available to provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewelry history and more. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at library@gia.edu, +1 760 603 4046 or +1 800 421 7250 ext 4046.

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 programmes, unless otherwise noted. Policies are subject to change.

Grading System

Final Transcript Grade	Description
P (Pass)	75% and above and must meet the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
INC (Incomplete)	A grade of INC (Incomplete) is a temporary grade and will be converted according to the following standards. Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).
SWD (Student Withdrawal)	Enrolled students withdrawing after the program, course or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.

Grading Policy

Students can access their grades at any time in Student Center at my.GIA.edu. Grades and enrolment history are maintained and available indefinitely. All written assignments, quizzes and final exams are submitted online. Results are immediately available. All practical assignments are submitted in person and typically graded and returned within two business days.

On Campus Orientation

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

Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or lab time. Classes begin promptly at their scheduled starting times. A student may not leave the classroom without advising the class instructor, other than at regularly scheduled break times. Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

- Absence is defined as being out of class for one hour or more during daily scheduled class hours, except during scheduled breaks. Absences are recorded in half-day increments.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours, except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. The maximum allowable absences and tardies are listed in the table below.

On Campus Programmes

For the Graduate Gemologist programme, a maximum of five tardies and three absences may be used in the first seven weeks of the programme. Thereafter, the remaining tardies and absences may be used. For all programmes, students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

Lab Classes

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

Maximum Allowable Tardies and Absences

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

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

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

Academic Policies and Procedures (cont.)

Clock Hours

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

Classroom Policies

GIA is dedicated in its efforts to uphold academic integrity. As such, students are required to adhere to the following:

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in the classroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If approved and allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets, education gemstones and any other materials is strictly prohibited without instructor permission.
- Keycards are the property of GIA and cannot be taken from any classroom.
- Students cannot take blank or completed worksheets, quizzes or exams out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. These devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours.
- Seats are rotated every few weeks at the instructor discretion. The instructor is willing to accept request for special consideration concerning visual or linguistic difficulties. You will be able to choose your first seat.
- Eating is not permitted in classrooms. However, beverages in closed containers are allowed.

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

Testing Policy

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

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Late entrance into the classroom during exams and quizzes may be permitted at the instructor's discretion.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus gemology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

Academic Policies and Procedures (cont.)

Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:

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

Equipment and Materials; Lost Stone Policy

Each student is responsible for the gem materials, instruments and tools available for use in the classroom. Any damage or losses will be covered by the student. Students will not receive any certificate and/or diploma(s) until the outstanding account with GIA is paid in full. Classroom furniture, equipment, library books, and all gemstones are the property of GIA and are loaned to you for the duration of the course. They may be used during class hours only and are not to be taken home at any time, under any circumstances. You will be held accountable for any loss or damage to GIA property you cause. Should a stone or jewellery become misplaced we will do our utmost to retrieve it; however should it not be found by the end of the programme replacement costs will be assessed and requested from you before you receive your diploma.

Students will be charged the replacement value of any diamond, coloured stone or jewellery they lose. If the diamond, coloured stone or jewellery is found at a later date, the amount will be refunded to the student. Students do not have the option of replacing the lost diamond or coloured stone and must pay the replacement fee determined by GIA. The Lost Stone Policy is detailed on the "Acceptance of GIA Policy" document you sign on first day of class.

Student Identity Verification

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

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

Quality Policy

GIA's London campus is committed to providing education, training and associated support services to defined and verifiable standards of quality and continuous improvement.

In order to achieve this, a framework is used which includes as an integral part, the process of self-assessment and the analysis of student feedback.

The School has a strategy for the delivery of education which sets out a common framework for all programmes of study. We aim to meet and exceed the needs of diverse students. However, all programmes must work within the common framework or system, which requires the setting of targets and performance criteria, against which they are monitored, reviewed and evaluated. [See Satisfactory Academic Progress \(SAP\) Policy on page 39](#)

Academic Policies and Procedures (cont.)

Satisfactory Academic Progress (SAP) Policy

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

On Campus (Graduate Gemologist)

SAP is evaluated at the midpoint of the student's program. SAP is evaluated on the following measures:

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

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

All students who fail to meet SAP requirements at the midpoint of the program, as articulated above, are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan are dismissed. Additionally, students receiving federal financial aid who fail to meet SAP requirements are no longer eligible for federal assistance. A student may appeal to re-establish aid eligibility. If the appeal is approved, the student is placed on Financial Aid Probation which is equivalent to Academic Probation. See page 51 for more information about the financial aid appeal process.

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

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

Students are held to academic standards evaluated at benchmarks specified in the program or course syllabus. Each student's homework, projects, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Students must complete their program or course within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours.

Lab Classes

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

Academic Advising and Probation

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

Academic Advising

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

Academic Probation

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

Attendance Probation

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

Behavioural Probation

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

Academic Policies and Procedures (cont.)

Schedule and Student Record Book

On Orientation Day each student will receive a schedule. The schedule is presented in a weekly format. Each box represents one day. Homework due for the day is listed in bold at the top, the lecture subjects and class activities along with any quizzes or tests are noted second, and lastly, stone requirements are noted in the bottom right hand corner. Vacations and holidays have been incorporated and we will add any special events that come up as the course progresses.

Stone Requirements (Gemmology Only)

Most Fridays your lab work for the week will be turned in so that your instructor can ensure that you are meeting and completing the requirements for the course. All required totals for the week and programme to date are listed in your Schedules. Instructors also keep a daily record on the board so that you can be sure you remain on pace. There is ample space in your student record book for you to record all the stone numbers and wheels that you complete to avoid repeating work. Failing to meet the requirements places you on academic probation or advising which could result in dismissal from the programme. You are encouraged to identify as many stones as you can beyond the requirements so that you can sharpen your skills as well as your accuracy.

Extended Lab

Participation in extended lab is limited to students who are not making satisfactory academic progress. Priority is given to students who are nearing the end of their programme; discuss your eligibility with your instructor.

Make-Up Policy

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

Leave of Absence Policy

Students enrolled in lab classes are not eligible for a leave of absence. Students enrolled in On Campus programs may request a leave of absence at any time during their studies with proper cause and supporting documentation. A leave of absence will be approved for a documented family emergency, serious illness, or for active military duty. Under limited circumstances, GIA may approve an LOA for involuntary reasons such as national or state emergency, pandemic, and other unforeseen circumstances that prevent the student from continuing their education.

The LOA request must be submitted in writing to the school director in advance of the leave. Additionally, the written request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request,

GIA may grant the student's request for a leave of absence and collect the written, signed and dated request at a later date.

The maximum length of time for a leave of absence is 180 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. Prior to returning from a leave of absence, a student must request reinstatement from the school director. Reinstatement is based on class availability.

Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the course or program from the beginning at current tuition and fees.

Prior to approving a leave, GIA must determine that there is a reasonable expectation that the student will return, that the request complies with this policy, and there is space availability for the student to return to the program within the maximum allowable length of leave. If the LOA is approved, a Change of Status form is generated.

Students receiving financial aid and international students on Student Visas must meet with the campus manager to evaluate their specific situation before requesting a leave of absence.

Dismissal Policy

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

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

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrolment agreement and GIA's refund policy.

International students dismissed from their course or programme may be in violation of their visa status, and are required to meet with the admissions and administration manager to discuss their visa status.

Academic Policies and Procedures (cont.)

Appeal for Readmission Following Dismissal

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

Appeal Process

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

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

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions. GIA does not currently have an articulation or transfer agreement with any other institution. GIA does not accept transfer credit for experiential or equivalent learning, challenge examinations or achievement tests.

Transferability of GIA Coursework to other GIA Programs or Affiliated Entities

Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location or affiliated entity will be accepted toward the Graduate Gemologist diploma program. Individual online courses and lab classes are not transferable into full-time, On Campus programs.

Student Workroom

Student Workroom is available to complete the practical requirements of the Gem Identification online course, take a supervised exam, or practise on equipment and gemstones.

Student workroom sessions are available Monday through Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. The workroom is available on a first-come, first-served basis for up to four weeks. Please contact us at +44 20 7813 4321 or londonadmissions@gia.edu for availability and to reserve a seat. The fee is £35 per half day use of Student Workroom. There is no fee for exams.

Students who wish to cancel their reservation must notify GIA at least 24 hours in advance. Otherwise, students will be charged for the reservation.

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges.

Academic Policies and Procedures (cont.)

Graduation Requirements

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

Graduation Requirements - On Campus and Accelerated Programmes

Programme	Minimum Requirement	Maximum Number of Attempts During Programme
Graduate Gemologist Diploma		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas		
Graduate Diamonds Diploma		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Diamond Essentials Final Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Graduate Colored Stones Diploma		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5
Applied Jewelry Professional		
Jewelry Essentials Final Exam	75% score	3
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Comprehensive CAD/CAM for Jewelry Certificate		
Assignments and Quizzes	75% cumulative average for all coursework	–
Final Exam	75% score	2
Final CAD Exhibition	Participation required, including all required components	1
Jewelry Design Certificate		
Unit I Design Assignments	100% completed with passing score	N/A**
Unit II Design Assignments	75% completed with passing score	N/A**
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam	Pass each	2
Final Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

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

Academic Policies and Procedures (cont.)

Completion Requirements - Lab Classes

Programme	Minimum Requirement	Maximum Number of Attempts During Programme
Diamond Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Colored Stone Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Gem Identification Lab Class	75% score on Instrumentation Exam	3*
Pearl Grading Lab Class	75% score on 2-Stone Assessment	1

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students have up to 365 days from the end date of the lab class to pass the exam.

Academic Policies and Procedures (cont.)

Academic Records

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

Letters of Good Standing

It is GIA's policy not to issue letters of recommendation. On request, GIA's London campus will issue letters of good standing as proof of student status, typically needed by insurance companies or other agencies as evidence of full-time student status.

Transcripts

Official transcripts are available for 10 USD each. Students who are actively enrolled may order an official transcript through the My GIA Student Portal at <https://education.GIA.edu>. Students who are not actively enrolled may order their transcript directly from our vendor at <https://www.parchment.com/u/registration/individual> or contact student records at records@gia.edu for further instructions.

Diplomas and Certificates

Once all graduation requirements are met and a diploma has been conferred by the student record office, a digital and a hard copy diploma or certificate will be provided to the student. Hard copy diplomas and certificates are mailed directly to the student's address on record. Students may update their shipping address on the My GIA Student Portal at <https://education.GIA.edu> or emailing gialondon@gia.edu. When the diploma or certificate is shipped, the student will receive a second notification with access to their digital diploma or certificate from the credential vendor.

In the event that a student's hard copy diploma or certificate is not received within 10 business days after receiving the confirmation email that it was shipped or is reported in writing that it was damaged or destroyed in transit, our vendor will print and mail a replacement at no charge within 15 business days of receipt of the written notification. Contact GIA London at +44 20 7813 4321 or gialondon@gia.edu

Diploma and Certificate Holds

Diplomas and certificates will be issued only if a student has satisfied all academic and financial obligations. Students will not receive a diploma or certificate until all academic and financial obligations are met.

Replacement Diplomas and Certificates

Reprint diplomas and certificates are £200. Reprint diplomas and certificates are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact Parchment at <https://parchmentsupport.force.com> or GIA London at +44 20 7813 4321 or gialondon@gia.edu

Diploma or Certificate Name

The student's name will appear based on the student's legal first, middle and last name in their record. Students may not remove the legal first or last name that appears on their record unless an official change of name was submitted to the student records office. Students may request to not display their middle name on their credential by contacting the records department.

Change of Name

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

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

Preferred Name and Pronouns

GIA recognizes that many students use a first name other than their legal first name to identify themselves. Members of the GIA community respect each other by using the personal pronouns individuals identify for themselves. Students may provide a preferred first name and pronouns at the time of admission or anytime thereafter via the My GIA Student Portal.

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. A student's preferred name will be displayed on class rosters, in the learning management system (Blackboard), and in the My GIA Student Portal.

Education Verification

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

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at [GIA.edu/doc/GIA_Education_Verification-Request.pdf](https://gia.edu/doc/GIA_Education_Verification-Request.pdf).

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).

Academic Policies and Procedures (cont.)

Usage Guidelines for Academic Credentials

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

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

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

General Usage

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

Only the 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) and Applied Jewelry Professional™ (AJP®) diplomas:

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP

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

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

Employment Citations

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

Names, Trademarks and Copyrights

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

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

Unauthorized Usage

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

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

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

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewellery, 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

Copyright Infringement

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

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GIA Locations



GIA Campus Locations

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

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

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

MUMBAI
GIA India Laboratory Private Limited
10th Floor, Trade Centre
Bandra Kurla Complex
Bandra (East)
Mumbai 400 098 India
T +1 800 41 999 14
T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

BANGKOK
GIA (International) Company Ltd.
MitrTown Office Tower, 19th Floor
944 Rama IV Road
Wangmai, Pathumwan
Bangkok, 10330 Thailand
T +66 2779 6100
giabkkedu@gia.edu
Bangkok.GIA.edu

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

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

Satellite Locations

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

GIA Laboratory and Research Locations

LABORATORIES

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

RESEARCH CENTERS

Bangkok
Carlsbad
New York

