



GIA®

# 2019 Education Catalog

Reach Across the Globe With World-Class  
Credentials in Gems and Jewelry



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Gemological Institute of America The Robert Mouawad Campus 5345 Armada Drive, Carlsbad, California 92008 USA T +1 760 603 4000 F +1 760 603 4003 GIA.edu

# A World of Possibilities.

GIA Diploma Programs prepare you for a wide-range of careers in the gem and jewelry industry

## BUYER

Track industry and consumer trends, analyze the competitive landscape, seek out gems and finished jewelry that will please your customers.



## BENCH JEWELER

Drive the production flow with expert craftsmanship, a steady hand and a concentrated eye.



## APPRAISER

Meticulous, detail-oriented and curious. Evaluate antique and contemporary jewelry and fine watches and write accurate and engaging descriptions.



## DESIGNER

Dare to share your ideas with the world – inspire, visualize, create. Then, see your creation in a fashion jewelry display in-store or online.

## AUCTION SPECIALIST

Engage in one of the jewelry industry's oldest traditions, facilitating eager buyers as they compete for privately owned, one-of-a-kind jewelry pieces.

## FASHION

Stay up to date on the latest trends in contemporary style – inspire what people wear, what people love and what people buy.

### ON THE COVER

Left to right - Top - Earn your GIA credential and find your ideal career. / Bottom - GIA World Headquarters in Carlsbad, California. / Pearl strands. / Diamond Grading lab class. / Center diamond image - © Harry Winston emerald-cut diamond. / Colored gemstones.

### ON THIS PAGE

Top row - Image for Appraiser - Courtesy: the Dwight D. Eisenhower Library & Museum.  
Bottom row - Image for Auction Specialist - photo by Tino Hammid/GIA. / Image for Fashion - Courtesy: Emma Quist Jewelry.

## GEMOLOGIST

Expertly and objectively determine gemstone quality to ensure the integrity of gems and jewelry.



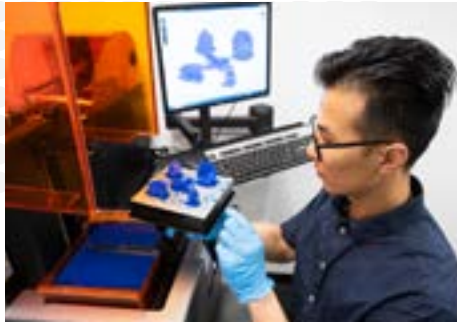
## RETAIL SALES

Share your customers' happiest life moments or inspire your team members to achieve their greatest potential in a fast-paced and rewarding retail career.



## WHOLESALER

Import and supply diamonds, colored stones, watches, cultured pearls and finished jewelry from jewelry centers or exotic places around the globe.



## RESEARCHER

In the field and in the laboratory, investigate new gem finds, new treatments and new methods of detection.

## MANUFACTURER

Build an international team that will transform a great idea into a product cherished by consumers everywhere.

## MARKETING

Product placement, promotion and public relations – find new and interesting ways to communicate the value of your merchandise.

Discover.





Everywhere.

# GIA®

This very moment, somewhere in the world, someone like you is learning a skill, expanding abilities and moving forward through GIA's incomparable educational programs. Someone else is turning to a GIA-trained jewelry professional to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA report to determine a gemstone's quality.

For more than 85 years, GIA has been the world's foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments and research set the professional standards for the global gem and jewelry industry. We at GIA are honored that you have chosen us for your education and we are proud to offer you the knowledge and credentials you need to reach across the world.

# About the Education Catalog

The GIA Education Catalog serves as an important source of information regarding GIA's mission and governance as well as in-depth descriptions of GIA's educational programs, courses and classes offered at our GIA campuses and locations worldwide. It also contains important details about admissions, student services, academics and life as a student at GIA's Carlsbad campus.

For information on course offerings, admissions, student services and life as a student at other GIA school locations, please refer to the location-specific catalog listed below.

Location	Web Address
London	<a href="http://GIA.edu/gem-education/london">GIA.edu/gem-education/london</a>
Bangkok	<a href="http://GIA.edu/gem-education/bangkok">GIA.edu/gem-education/bangkok</a> ; <a href="http://GIAtai.net">GIAtai.net</a>
Dubai	<a href="http://GIA.edu/gem-education/off-campus-dubai">GIA.edu/gem-education/off-campus-dubai</a> ; <a href="http://GIAmideast.com">GIAmideast.com</a>
Mumbai / Surat	<a href="http://GIA/gem-education/mumbai">GIA/gem-education/mumbai</a> ; <a href="http://GIAindia.in">GIAindia.in</a>
Hong Kong	<a href="http://GIAhongkong.com">GIAhongkong.com</a>
New York	<a href="http://GIA.edu/gem-education/new-york">GIA.edu/gem-education/new-york</a>
Taipei	<a href="http://GIA.edu/gem-education/taipei">GIA.edu/gem-education/taipei</a> ; <a href="http://GIAtaiwan.com">GIAtaiwan.com</a>
Tokyo	<a href="http://GIA.edu/gem-education/off-campus-japan">GIA.edu/gem-education/off-campus-japan</a>

Texas residents wishing to enroll in Distance Education courses should refer to the Texas Education Catalog found at [GIA.edu/gem-education/texas-residents](http://GIA.edu/gem-education/texas-residents)



Courtesy: Bill Larson

# Table of Contents

## Programs

<b>GG</b>	<b>Graduate Gemologist® Diploma</b> The professional credential that opens doors in the gem and jewelry industry. ....	22
<b>GD</b>	<b>Graduate Diamonds Diploma</b> The tremendous, treasured and timeless diamond . . . .	24
<b>GCS</b>	<b>Graduate Colored Stones Diploma</b> Countless colors, limitless possibilities . . . . .	26
<b>GP</b>	<b>Graduate Pearls Diploma</b> Timely knowledge for timeless treasures . . . . .	28
<b>JDT</b>	<b>Jewelry Design &amp; Technology Diploma</b> Skills for today and tomorrow . . . . .	34
<b>GJ</b>	<b>Graduate Jeweler Diploma</b> Create jewelry with a confident hand and an expert eye . . . . .	36
<b>CCC</b>	<b>Comprehensive CAD/CAM for Jewelry Certificate</b> The driving force in jewelry design and manufacturing technology. . . . .	38
<b>JD</b>	<b>Jewelry Design Certificate</b> Illustrate your way to a successful future. . . . .	39

## Professional Development

<b>AJP</b>	<b>Applied Jewelry Professional™</b> Fundamental education for gem and jewelry professionals. . .	30
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## Contents

Accreditation and Licensing . . . . .	09
What Is GIA? . . . . .	10
Known Across the World . . . . .	12
Carlsbad . . . . .	15
Campuses Around the Globe . . . . .	16
Distance Education . . . . .	18
eLearning Course Descriptions . . . . .	40
Lab Class Descriptions . . . . .	44
Admissions . . . . .	45
Financial Assistance and Scholarships . . . . .	49
Student Services . . . . .	52
Student Life and Related Policies . . . . .	55
Academic Policies and Procedures . . . . .	58
Cancellation, Withdrawal and Refund Policies . . . . .	71
Tuition and Fees . . . . .	74
2019 Carlsbad Class Schedule . . . . .	80
2019 Global Class Schedules . . . . .	81
Governance and Executive Management . . . . .	84
Education Administration . . . . .	85
Faculty . . . . .	85
GIA Education Advisory Boards . . . . .	86
Contacts . . . . .	87

# 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 – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings.

GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion. From gemology to jewelry design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewelry education. Many of these alumni now hold influential positions all along the industry pipeline, and with a GIA diploma, you can take your place beside them. As a student and alumnus, you'll become a member of the GIA family – a global network of industry professionals who share your passion and commitment to excellence.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to embrace a whole new world of opportunities.

We look forward to helping you on your professional journey.



Susan M. Jacques, GIA GG  
President and CEO



# Accreditation and Licensing

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

GIA's campus in Carlsbad is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). GIA's campus in New York is accredited by the ACCSC as a branch of GIA's campus in Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus education only. GIA's Distance Education courses and lab classes do not fall within the purview of GIA's institutional accreditation by the ACCSC.

GIA's eLearning courses are accredited by the Distance Education Accrediting Commission (DEAC). GIA's lab classes do not fall within the purview of DEAC or ACCSC accreditation.

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

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833 USA, [bppe.ca.gov](http://bppe.ca.gov), toll-free telephone number +1 888 370 7589, or by fax +1 916 263 1897. As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). The BPPE approves educational programs that lead to the award of a recognized credential such as a certificate or diploma. GIA's professional development and continuing education lab classes and seminars do not fall within the purview of GIA's institutional approval by the CA BPPE.

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

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

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

GIA is authorized by Texas Workforce Commission (TWC) to offer eLearning and lab courses to residents of Texas. GIA's TWC assigned school number is S3437. GIA Applied Jewelry Professional™ (AJP®) program is exempt from regulation under Texas Education Code, section 132.002 (a)(3). Texas residents enrolling in eLearning or lab courses should refer to GIA's Texas Education Catalog found at [GIA.edu/gem-education/texas-residents](http://GIA.edu/gem-education/texas-residents)

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

GIA's continuing education and professional development programs do not fall within the scope of ACCSC or DEAC accreditation.

GIA's campus in London is accredited by the Independent Schools Inspectorate (ISI) and the British Accreditation Council (BAC).

GIA's Dubai location is registered with Dubai Multi Commodities Centre (DMCC); Dubai courses are registered with KHDA (Knowledge & Human Development Authority, Dubai).

GIA's campus in Bangkok is registered with the Office of the Private Education Commission, Ministry of Education in Thailand.

The Graduate Gemologist program offered through GIA's Hong Kong campus is registered with the Hong Kong Education Bureau (EDB).

GIA's campus in Taiwan is registered with the Department of Education, Taipei City Government.

## ACCSC

Accrediting Commission of Career Schools and Colleges

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## DEAC

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## BPPE

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[www.opec.go.th](http://www.opec.go.th)

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[edb.gov.hk](http://edb.gov.hk)

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[doe.gov.taipei](http://doe.gov.taipei)

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

The Standard Occupational Classification  
code for all of GIA's classes, courses and  
programs is 51.9071

# What Is GIA?

## 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.

## 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.



Top - The Robert Mouawad Campus at GIA World Headquarters, Carlsbad, CA.

## 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.

*To learn more about GIA history, visit [GIA.edu](http://GIA.edu)*

# GIA History

The World's Foremost Authority in Gemology Since 1931™



1931: GIA Founder Robert M. Shipley professionalizes the jewelry industry through gemological education.



1940s and '50s: GIA develops the 4Cs and the International Diamond Grading System™ to objectively compare and evaluate diamonds. GIA is first to detect laboratory-irradiated, color-enhanced yellow diamonds.



1934: GIA registers loupe with triple aplanatic lens, thereby creating the modern professional jeweler's loupe. Shown is a 1997 model.



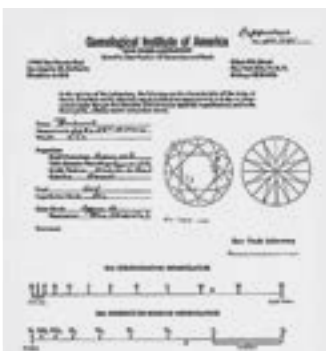
1987: Richard T. Liddicoat Gemological Library and Information Center acquires world's largest collection of gemological books.



1938: GIA introduces the first microscope to combine darkfield illumination with binocular magnification.



2011: GIA Distance Education gemology correspondence courses are available online via eLearning.



1955: GIA Gem Laboratory issues the first diamond grading report.



2017: GIA introduced the iD100™ Gem Testing Device, a sophisticated and easy-to-operate desktop instrument that distinguishes natural diamonds from synthetics and diamond simulants.

# Known Across the World

GIA Diplomas – Emblems of Credibility

GIA credentials represent the highest standard of education in the fields of gemology, jewelry design and jewelry manufacturing. We teach using the latest research, technology and time-tested skills, while instilling the importance of professional integrity in our students. A true mark of global distinction, a GIA diploma is a symbol of knowledge and trust.



Our graduates fill key positions at Tiffany & Co., Ben Bridge Jeweler, Cartier, David Yurman, Green Lake Jewelry Works, Helzberg Diamonds, Jewelry Television (JTV), Christie's and Sotheby's – just to name a few.



*Courtesy: Stuller*

Above, left to right - Riches in the Rocks exhibit. Mining operations at the Anahi mine in Bolivia. / Buyer at Tahiti Perles Auction, Kobe, Japan. / Diamond Grading lab class.

# Known Across the World

GIA Diplomas – Emblems of Credibility



GIA graduates are united by the common bonds of prestige and credibility. Our graduates fill key positions at Tiffany & Co., Ben Bridge Jeweler, Cartier, David Yurman, Green Lake Jewelry Works, Helzberg Diamonds, Jewelry Television (JTV), Christie's and Sotheby's – just to name a few.

To employers all over the world, a GIA diploma shows your commitment to a career in gems and jewelry. And to

customers all over the world, it is the badge of a trusted expert – an emblem of credibility across the world of gems and jewelry.

For more than 85 years, GIA has been the starting point for the world's top gemologists, jewelry business owners, successful designers, bench jewelers and leading retail sales professionals. Our credentials are respected across the globe. Earning a GIA diploma gives you the expertise and confidence that

can help you create the career of your dreams.

When you complete your GIA education, you not only empower yourself with the knowledge you need for a successful career, but you'll also become part of a worldwide network of GIA alumni who share your passion for gems and jewelry – alums who can help you forge your own career.

Above, left to right - Basic Repair and Setting lab class. / Find your passion and do what you love. / GIA Graduate Jeweler graduation.



# Study with GIA

Where Gem and Jewelry Dreams Become Real

You might be feeling different emotions when you step onto a GIA campus. You may be excited. You may be a little nervous. It may have been some time since you were last in a classroom – or maybe you recently graduated and are eager to get ahead in your career. No matter where your heart is, you'll soon be glad it brought you here.



## At the crossroads of gemology and jewelry arts

GIA campuses are places where aspiring professionals come to study with leaders in their fields of expertise.

Studying on a GIA campus is a unique experience. You'll study with top-notch instructors where you'll receive individual attention. You'll be immersed in the subject matter. You'll make lasting friends and build a global business network.

When you graduate, you'll be ready to chart your professional course.

## Learn from some of the most respected professionals in the field

Some GIA specialists are experienced diamond graders, some are well-versed in colored stones and some are talented designers. Others are seasoned craftspeople, longtime retailers or entrepreneurs. Each one brings a unique perspective to the classroom.

## Champions for your success

We offer a variety of student services at the Carlsbad campus.

- **Career planning** – We'll help you find the career that's right for you. We can assist you in writing a resume, fine-tuning your interviewing skills and finding job opportunities. GIA's Gem & Jewelry Career Center is your online destination to search for top companies, with features that can speed up your search. Simply create your profile and begin searching for careers and companies that match your interests.
- **Annual Career Fair** – Each year, GIA hosts the largest jewelry-specific recruiting events in the industry. Students meet industry leaders, interview for open positions and participate in career coaching sessions with industry experts.
- **Financing** – Federal and alternative financial assistance, including GIA scholarships for most On Campus programs, are available for those who qualify. Our expert staff can find the best financial solutions for you and help you secure funds.
- **Housing** – We help students from around the world find local housing.

For more information about student services offered at other campus locations, contact the campus directly.

# Carlsbad

Welcome to One of the Most Beautiful Gems of the West Coast



## Learn in the Heart of It All

Step onto GIA World Headquarters at The Robert Mouawad Campus in Carlsbad, and you'll know you've come to a special place. Overlooking the Pacific Ocean, the campus is a modern facility on 18 acres of beautifully manicured grounds – humming with the activity of students learning their craft and friendly professionals who are powering the gem and jewelry industry.

The largest of GIA's campuses, Carlsbad has the broadest range of GIA programs and courses, and is a hub of creativity, energy and networking opportunities. You will study with like-minded students who are as passionate about gems and jewelry as you are. And you'll be part of an international student body, which gives you a global perspective on the gem and jewelry industry and makes for a multicultural experience.

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

As at all GIA campuses, you'll learn in modern classrooms using professional-grade equipment, instruments and software used in the trade. You'll enjoy fascinating displays at the GIA museum and have access to the world's largest gemological library.

The city of Carlsbad is a beautiful place to learn – and a great place to relax after class. From surfing and sailing to hiking and golfing, there's an array of activities that let you experience the Southern California lifestyle. San Diego and Mexico are less than an hour away, while Los Angeles is in easy reach.



## Tours and events

On Campus students can participate in a variety of Institute and student-led activities and events. These include GIA SummerFest, guest lectures, GIA Jewelry Career Fair, job skills discussions and special events.

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

**Gemology Students Mine Tour** – Take a tour available to the Stewart Lithia mine in Pala, California. A working mine, the Stewart Lithia mine produces high-quality tourmaline, quartz and spodumene.

**Los Angeles Museum of Natural History Gem Hall Tour** – A trip to the Gem Hall at the Los Angeles Museum of Natural History is an opportunity to see one of the world's finest gem and mineral exhibits.

**Jewelry Design Students Museum Tour** – Students meet at Balboa Park and go to the Spreckels Organ Pavilion, the Mengei Museum and the Orchid Pavilion. Each destination was picked to represent a theme (architecture, human culture and botanical, respectively), and the visits are meant to fire the imagination.

**Manufacturing Tour** – Jewelry Design & Technology students (JD&T) get to see innovative CAD manufacturing processes in action. A tour of the factory and design offices floor comes courtesy of a leading specialty metals manufacturer, and demonstrations include laser metal sintering, CAD design, and applications involving precious metals and colors.

**Jewelry Manufacturing Arts On Campus Production Room:** Jewelry Design & Technology, Graduate Jeweler and Comprehensive CAD/CAM for Jewelry students visit GIA's production room and learn how fine jewelry is made. The experience includes seeing the printing of resin models, model processing, spruing and treeing, investing, burnout and the casting process.

Top left - GIA's Carlsbad campus is just minutes away from the Pacific Ocean. / Top right - On Campus students tour a southern California mine.

 HOW TO LEARN

# Campuses Around the Globe

A GIA Education Is Always Within Reach



## Like GIA's grading standards, our education is universal, too

With schools in major gem and jewelry centers around the world, GIA campuses are exciting learning environments. From the bustle of Mumbai's diamond trading center to the colored stone markets of Bangkok, GIA campuses reflect the lifestyles and cultures of their surroundings. But no matter where you choose to study, you'll find some things remain the same.



## Quality education delivered consistently worldwide

Just as GIA has set standards for grading and identification practices used around the world, GIA also set the standard for professional training in gems and jewelry. How we deliver your education is just as important as what we deliver. All GIA campuses feature classrooms equipped with the latest tools and equipment, small classes conducive to personalized instruction, and caring and attentive staff dedicated to your success. You'll learn by doing, working with expert instructors ready to provide guidance and answer questions, and you'll collaborate with fellow students who share your passion for gemstones.



## Professional credentials recognized everywhere

With a GIA diploma on your wall or credential next to your name, you instantly advertise your expertise, credibility and ethics to consumers and employers everywhere. So, wherever your career may take you – from the manufacturing centers of Surat, to the diamond houses of Antwerp, to your own retail store in your hometown – the knowledge you've learned and the credential you've earned travel with you.

Left to right: London, United Kingdom. / Wat Arun, Bangkok. / Hong Kong, China. / Taipei, Taiwan. / Mumbai, India.



# Campuses Around the Globe (cont.)

A GIA Education Is Always Within Reach



## Bangkok

Bangkok has been the political, social and economic center of not only Thailand but also of Southeast Asia and Indochina. Bangkok – home to GIA's campus – is the world's ruby and sapphire capital, and is a major gem cutting and jewelry manufacturing center.

## Hong Kong

Hong Kong is a vibrant fusion of cultures and traditions. As the gateway to mainland China and one of the world's most important financial centers, Hong Kong plays a central role in the gem and jewelry industry.

## London

Located in Bloomsbury, one of central London's most vibrant and accessible neighborhoods, GIA in London puts you in the heart of this diverse and exciting city.



## Mumbai

Mumbai is at the center of the country's gem and jewelry industry. A state-of-the-art educational facility, GIA in India is walking distance from the Bharat Diamond Bourse, the world's largest diamond trading hub, and the headquarters of dozens of leading corporations.

## New York

New York is a city of endless opportunities. This promise has drawn a constant stream of ambitious individuals dreaming of success. New York's jewelry industry has a special allure: the vast majority of diamonds entering the United States pass through it and virtually all luxury brands have a retail and design presence. Manhattan's famed Diamond District is the center of this glittering industry, and GIA in New York is right in the heart of it.



## Taipei

Taiwan has one of the fastest growing economies in the world, and Taipei is a main beneficiary of this explosion of wealth. This modern, bustling city is a high-tech hub with world-class transportation, medical, and social services.

In addition to seven campus locations worldwide, GIA offers classes in Beijing, Birmingham, New Delhi, Dubai, Shanghai, Surat, Tokyo and other locales.

 HOW TO LEARN

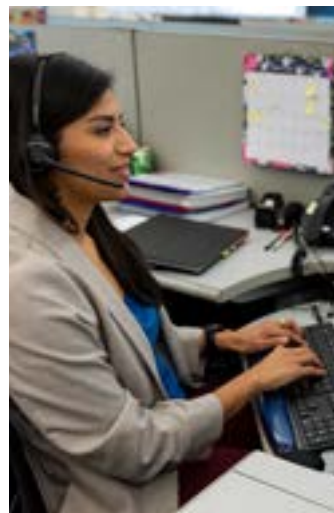
# Distance Education

Experience an Education That Reaches Across Your Life

Your life is full. You have your career, a family, relationships and friends. You raise your children. Perhaps you're involved in volunteer or civic groups. You may be a leader in your business or trade organization. You go to the gym. You read.

No matter what you do with your day, GIA knows that life can't stop. It can't stop moving, expanding and growing.

Welcome to GIA Distance Education.



Clockwise from top: GIA eLearning empowers you to learn anywhere with Internet access. / Gems are delivered to your home or office as part of the Gem Identification course. / Distance Education instructors are only a phone call or email away.

# Distance Education

## Program Requirements

GIA DISTANCE EDUCATION HAS TWO PARTS:  
eLEARNING COURSES AND LAB CLASSES

eLearning, the online component of your program, is a fun and engaging learning environment that features text, videos, animation and slide shows. All lessons, questionnaires and exams are online, with the exception of the Gem Identification stone work and final exam. You can study and increase your knowledge at your convenience.

Students may contact their instructor or other staff during regular business hours. GIA's campus in Carlsbad is open 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, excluding holidays. See page 55 for the 2019 Scheduled School Closures and contact information.

Lab classes are where you gain hands-on experience by grading diamonds and identifying gemstones under the watchful eye of a GIA instructor. In the process, you will learn to use professional gemological equipment. Lab classes can be taken at GIA campuses worldwide.

Below is a summary of requirements for Distance Education programs.

PROGRAM REQUIREMENTS	Applied Jewelry Professional™	Graduate Diamonds	Graduate Colored Stones	Graduate Gemologist®	Graduate Pearls
<b>eLEARNING COURSES</b>					
GEM 110 – Jewelry Essentials	X				
GEM 120 – Colored Stone Essentials	X		X	X	
GEM 130 – Diamond Essentials	X	X		X	
GEM 230 – Diamonds & Diamond Grading		X		X	
GEM 220 – Colored Stones			X	X	
GEM 240 – Gem Identification			X	X	
GEM 149 – Pearls					X
<b>LAB CLASSES</b>					
GEM 230L – Diamond Grading Lab		X		X	
GEM 220L – Colored Stone Grading Lab			X	X	
GEM 240L – Gem Identification Lab			X	X	
GEM 149L – Pearl Grading Lab					X

## Distance Education at a Glance

### HOW IT WORKS

- eLearning courses have scheduled starts every Monday. See pages 41-42 for more details.
- eLearning materials are delivered right to your desktop.
- Your dedicated Distance Education instructor is available by email or phone to answer questions and provide support.
- You submit your eLearning assignments online, anytime, day or night.
- Generous completion times allow you to study at a pace that fits your schedule.
- See it all come together with practical, hands-on lab classes.
- Each course has a completion date which reflects the maximum allowed time to complete all course requirements. Your start date triggers the start of your course (not the first time you access your course).

### ONLINE ACCESS WITH MY GIA

With Internet access from home, the library or any other location, you can enjoy the convenience of GIA's online student portal, My GIA, your single point of entry to an array of Web-based services and information. Log on anytime.

Through My GIA, access your eLearning courses, answer assignment questions online and get immediate results. You can also update your contact information, review completed answer sheets for future study, track completed assignments, monitor your course and program progress, access student resources and more.

### GEMS AT YOUR HOME OR OFFICE

When you enroll in Gem Identification, we loan you gems so you can study them at your home or office. We also provide guidance and instruction on how to set up your workstation so you get the most out of your gem identification experience.

### STUDENT WORKROOMS

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. This self-study room is also available if you are preparing for your 20-stone final exam, taking a supervised exam, or practicing on equipment and gemstones. GIA Student Workrooms are available at GIA campuses worldwide. Student workrooms are available by appointment during specified sessions. Visit [gia.edu/gem-education/student-workroom](http://gia.edu/gem-education/student-workroom) for more information.

### MY GIA AND eLEARNING SYSTEM REQUIREMENTS

Online support is available for assistance with your user name, password or any technical questions at [onlinesupport@gia.edu](mailto:onlinesupport@gia.edu) or +1 800 421 7250 ext 7459 or +1 760 603 4000 ext 7459, 8:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday.

Students are required to have a valid email address and access to a personal computer, tablet or mobile device with Internet access to complete online courses.

#### Personal Computer:

- Windows 7 and higher, Mac OSX 10.8 and higher
- Recommended Browsers: Firefox 48 and later, Chrome 49 and later
- Other Supported Browsers: Safari 9 and later (Mac only), Internet Explorer 11 and later, Edge 20 and later
- Screen resolution: 1024 x 768 or above
- JavaScript enabled, cookies allowed, and pop-up blockers disabled
- Adobe Reader 9 or higher
- Adobe Flash Player 10 or later (may be required to view some videos)

#### Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

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

Note that requirements may change at any time.

## DIPLOMA PROGRAMS AND PROFESSIONAL DEVELOPMENT

# Gemology

CIP Code: 50.0713

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



## Welcome to the World of Gemstones

Graduates of GIA's gemology diploma programs and certificate courses begin careers in a variety of positions, such as assistant buyer, assistant store manager, customer service representative, diamond grader, gemologist, inventory control specialist, outside sales representative, diamond sales representative, wholesale sales representative, quality control professional, retail sales associate and stone sorter. Professionals currently in the gem and jewelry industry can grow and hone their knowledge through GIA professional development courses.

Programs taken On Campus are full-time. Students can satisfy Distance Education requirements by completing all required eLearning courses and lab classes required for each program. eLearning courses and lab classes can be taken as stand-alone classes that develop and refine vital skills or to fulfill program requirements. Lab classes are offered at GIA campuses worldwide.



Above - Earn your GIA credential and find your ideal career.

# Gemology

## DIPLOMA PROGRAMS

GG

### Graduate Gemologist®

Immerse yourself in the world of diamonds and colored stones to gain the knowledge and practical skills to help you start a career in the gem and jewelry industry, either On Campus or via Distance Education.



GD

### Graduate Diamonds

You'll learn from the creators of the 4Cs of diamonds in this diploma program. Delve into the treasured beauty of diamonds, either On Campus or via Distance Education.



GCS

### Graduate Colored Stones

The possibilities are endless with this diploma program – just like the variety of gemstones out there. This program can be taken On Campus or via Distance Education.



GP

### Graduate Pearls

The Graduate Pearls program will teach you about the beautiful world of cultured and natural pearls via Distance Education.



## PROFESSIONAL DEVELOPMENT

AJP

### Applied Jewelry Professional™

The AJP® program provides fundamental education for professionals in the gem and jewelry industry. Learn and explore online via Distance Education.





DIPLOMA PROGRAM

# Graduate Gemologist®

## GIA Graduate Gemologists often choose these careers:

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  
 Lab and Research Professional  
 Merchandiser  
 Pawnbroker  
 Retailer  
 Sales Associate  
 Wholesaler

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

## The Professional Credential That Opens Doors in the Gem and Jewelry Industry

The GIA Graduate Gemologist® diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated and synthetic gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, lab manuals and printed course materials.

### What you will learn:

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

### WHAT YOU EARN

GIA Graduate Gemologist® Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma

### INDIA

*"My life changed after I earned my GG. GIA was my biggest supporter, and I will cherish the experience forever."*

**Mohit Pincha, GIA GG  
 Owner  
 M.P. FINE JEWELLERY**

*Gem courtesy: Ramiro Rivero & Metals del Oriente S.R.L.  
 Crystal courtesy: Michael Evans.*



Left - Diamonds in many shapes and sizes. / Right - GIA DLScope Professional with rough and polished amethyst.

# How to Earn Your Graduate Gemologist® Diploma

## Distance Education

Earn the Graduate Gemologist® diploma by taking five online eLearning courses and three lab classes.

Some eLearning courses have prerequisites listed below. For those eLearning courses and lab classes that do not have prerequisites, you may take these eLearning courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives. We strongly recommend taking the Gem Identification Lab Class prior to the Gem Identification eLearning course to give you a strong foundation in the use of gemological instruments for required gem testing.

Completion times for courses are listed below.

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

### RECOMMENDED SEQUENCE\*

- GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

### eLEARNING COURSES

Course Number	Course Title	Maximum Completion Time	Tuition in U.S. Dollars**
GEM 130	Diamond Essentials	3 months	\$250.00
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	\$1,670.00
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	\$1,850.00
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	24 months	\$2,040.00

\*\*For payment plans, and required equipment for Gem Identification, see page 76

### LAB CLASSES – CARLSBAD

Class Number	Class Title	Class Duration	Tuition in U.S. Dollars
GEM 230L	Diamond Grading Lab	5 days (35 clock hours)	\$1,500.00 <sup>†</sup>
GEM 220L	Colored Stone Grading Lab	3 days (21 clock hours)	\$1,000.00 <sup>†</sup>
GEM 240L	Gem Identification Lab	5 days (35 clock hours)	\$1,500.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### ADDITIONAL LOCATIONS

The lab classes needed to complete this program are also offered in:

- Bangkok, Birmingham, Dubai, Hong Kong, London, Mumbai, New Delhi, New York, Surat, and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

\*In addition to required prerequisites

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 77 for details.

## On Campus

OR

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### CARLSBAD

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours/Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$21,000.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### TECHNOLOGY REQUIREMENTS

Students are required to have a valid email address and access to a personal computer, tablet or mobile device with Internet access to complete homework assignments and access online curriculum.

#### Personal Computer:

- Windows 7 and higher, Mac OSX 10.7 and higher
- Recommended Browsers: Firefox 24 and later, Chrome 30 and later
- Other Supported Browsers: Safari 6 and later (Mac only), Internet Explorer 9 and later
- Screen resolution: 1024 x 768 or above
- JavaScript enabled, cookies allowed, and pop-up blockers disabled
- Adobe Reader 9 or higher
- Adobe Flash Player 10 or later (may be required to view some videos)

#### Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

### ADDITIONAL LOCATIONS

This On Campus diploma program is also offered in:

- Bangkok, Hong Kong, London, Mumbai, New Delhi, New York, Shanghai and Taipei

### GAINFUL EMPLOYMENT INFORMATION

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program, and other important information is included in the Gainful Employment (GE) Information Sheet found at [GIA.edu/gainful-employment-info-sheet](http://GIA.edu/gainful-employment-info-sheet)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.



DIPLOMA PROGRAM

# Graduate Diamonds

GIA Graduate Diamonds graduates often choose these careers:

Auction House Jewelry Specialist  
Diamond Buyer  
Diamond Sorter/Grader  
Jewelry Business Owner  
Retailer  
Wholesaler

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

## The Tremendous, Treasured and Timeless Diamond

The Graduate Diamonds diploma program examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma program explores the GIA diamond grading procedures to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond’s quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, synthetic diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, and the role cut plays in the marketplace and important sectors of the diamond industry, including dealers, cutters and manufacturers. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

What you will learn:

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

### WHAT YOU EARN

GIA Graduate Diamonds Diploma

### CONNECTICUT

*“Even though our family has five generations in the jewelry business, we know that just being born in this industry isn’t enough. You need the best gemology education, and what better place to learn than the world’s foremost authority?”*

John A. Green, GIA GG, CG, CGA  
President & CEO  
*Lux Bond & Green*



Left - Students develop an eye for examining diamonds.  
/ Right - Rough and polished diamonds.

# How to Earn Your Graduate Diamonds Diploma

## Distance Education

Earn the Graduate Diamonds diploma by taking two eLearning courses and one lab class.

Some eLearning courses have prerequisites listed below. For those eLearning courses and lab classes that do not have prerequisites, you may take these eLearning courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives.

Completion times for courses are listed below.

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

### RECOMMENDED SEQUENCE

- GEM 130, GEM 230, GEM 230L

### eLEARNING COURSES

Course Number	Course Title	Maximum Completion Time	Tuition in U.S. Dollars**
GEM 130	Diamond Essentials	3 months	\$250.00
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	\$1,670.00

\*\*For payment plans, see page 76

### LAB CLASS – CARLSBAD

Class Number	Class Title	Class Duration	Tuition in U.S. Dollars
GEM 230L	Diamond Grading Lab	5 days (35 clock hours)	\$1,500.00†

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### ADDITIONAL CAMPUSES

The lab class needed to complete this program is also offered in:

- Bangkok, Birmingham, Dubai, Hong Kong, Mumbai, New Delhi, New York, Surat, Taipei, and Tokyo

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

\*In addition to required prerequisites

† Tuition does not include books, materials or sales tax (if applicable). See page 77 for details.



Student workstations feature current geological testing equipment

## On Campus

OR

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### CARLSBAD

Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$6,600.00†

### SCHEDULES

Please see the schedules starting on page 80 or specific dates and location offerings.

### TECHNOLOGY REQUIREMENTS

Students are required to have a valid email address and access to a personal computer, tablet or mobile device with Internet access to complete homework assignments and access online curriculum.

#### Personal Computer:

- Windows 7 and higher, Mac OSX 10.7 and higher
- Recommended Browsers: Firefox 24 and later, Chrome 30 and later
- Other Supported Browsers: Safari 6 and later (Mac only), Internet Explorer 9 and later
- Screen resolution: 1024 x 768 or above
- JavaScript enabled, cookies allowed, and pop-up blockers disabled
- Adobe Reader 9 or higher
- Adobe Flash Player 10 or later (may be required to view some videos)

#### Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

### ADDITIONAL LOCATIONS

This On Campus diploma program is also offered in:

- Bangkok, Dubai, Hong Kong, London, Mumbai, New Delhi, New York, Shanghai, Surat, and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

† Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.



Rough and polished diamonds.



DIPLOMA PROGRAM

# Graduate Colored Stones

GIA Graduate Colored Stones graduates often choose these careers:

Appraiser  
 Auction House Jewelry Specialist  
 Colored Stone Buyer  
 Estate Jewelry Dealer  
 Jewelry Business Owner  
 Jewelry Buyer  
 Pawnbroker  
 Retailer  
 Wholesaler

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

## Countless Colors, Limitless Possibilities

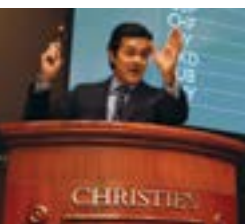
The Graduate Colored Stones diploma program explores the identification of common and unusual gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated and synthetic gemstones. The program also examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability. This program also includes the study of more than 60 species of gemstones, and how illumination techniques can facilitate the identification process. When studying on campus, you will receive a polariscope, a dichroscope, a handheld spectroscope, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a pinpoint incandescent light source, lab manuals and printed course materials.

What you will learn:

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

## WHAT YOU EARN

GIA Graduate Colored Stones Diploma



### NEW YORK

*"This exciting industry has taken me all over the world in search of great gemstones and jewels. Each day brings a new deal and a new client, and my time spent at GIA helps me make the most of these opportunities."*

Rahul Kadakia, GIA GG  
 Senior Vice President, International Head of Jewelry  
 Christie's

Above - Student using a loupe to examine a gemstone.



# How to Earn Your Graduate Colored Stones Diploma

## Distance Education

Earn the Graduate Colored Stones diploma by taking three eLearning courses and two lab classes.

Some eLearning courses have prerequisites listed below. For those eLearning courses and lab classes that do not have prerequisites, you may take these eLearning courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives. We strongly recommend taking the Gem Identification Lab Class prior to the Gem Identification eLearning course to give you a strong foundation in the use of gemological instruments for required gem testing.

Completion times for courses are listed below.

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

### RECOMMENDED SEQUENCE

- GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

### eLEARNING COURSES

Course Number	Course Title	Maximum Completion Time	Tuition in U.S. Dollars**
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	\$1,850.00
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	24 months	\$2,040.00

\*\*For payment plans, and required equipment for Gem Identification, see page 76

### LAB CLASSES – CARLSBAD

Class Number	Class Title	Class Duration	Tuition in U.S. Dollars
GEM 220L	Colored Stone Grading Lab	3 days or 6 nights (21 clock hours)	\$1,000.00 <sup>†</sup>
GEM 240L	Gem Identification Lab	5 days or 10 nights (35 clock hours)	\$1,500.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### ADDITIONAL LOCATIONS

The lab class needed to complete this program is also offered in:

- Bangkok, Birmingham, Dubai, Hong Kong, London, Mumbai, New Delhi, New York, Surat and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

\*In addition to required prerequisites

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 77 for details.

## On Campus

OR

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### CARLSBAD

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours/Instructional Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$14,400.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### TECHNOLOGY REQUIREMENTS

Students are required to have a valid email address and access to a personal computer, tablet or mobile device with Internet access to complete homework assignments and access online curriculum.

#### Personal Computer:

- Windows 7 and higher, Mac OSX 10.7 and higher
- Recommended Browsers: Firefox 24 and later, Chrome 30 and later
- Other Supported Browsers: Safari 6 and later (Mac only), Internet Explorer 9 and later
- Screen resolution: 1024 x 768 or above
- JavaScript enabled, cookies allowed, and pop-up blockers disabled
- Adobe Reader 9 or higher
- Adobe Flash Player 10 or later (may be required to view some videos)

#### Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

### ADDITIONAL LOCATIONS

This On Campus diploma program is also offered in:

- Bangkok, Hong Kong, London, Mumbai, New Delhi, New York, Shanghai and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.



*Emerald crystal in white and smoky calcite  
Crystal courtesy: Bill Larson*



DIPLOMA PROGRAM

# Graduate Pearls

GIA Graduate Pearls graduates often choose these careers:

Jewelry Business Owner

Pearl Buyer

Pearl Sorter/Grader

Retailer

Wholesaler

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

## Timely Knowledge for Timeless Treasures

The Graduate Pearls diploma program provides the product knowledge and grading skills to effectively buy inventory and build confidence when buying and selling akoya, South Sea, Tahitian and freshwater pearls. You will be taught GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching – the essential criteria for assessing the value and beauty of pearls. Topics covered include post-harvest treatments, imitation pearls and pearl testing. Students will get hands-on training and practice testing pearls for authenticity and post-harvest treatments. Each student will receive a gem cloth and a lab manual.

What you will learn:

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

### WHAT YOU EARN

GIA Graduate Pearls Diploma

### BRITISH COLUMBIA

*"If this is the field you want to be in, GIA is a great place to start your career. If you work hard, you can come away with an education that will be indispensable to your future."*

Edit Simon, GIA GG, AJP, Pearls Graduate Owner  
*Edit Simon Jewelry Design*



Multicolor Black South Sea cultured pearl necklace - Courtesy: MIKIMOTO

Above- Pearl Grading lab class.

# How to Earn Your Graduate Pearls Diploma

## Distance Education

Earn the Graduate Pearls diploma by taking one eLearning course and one lab class.

See course and class descriptions on pages 41-42.

Completion time for course is listed below.

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

### RECOMMENDED SEQUENCE

- GEM 149, GEM 149L

### eLEARNING COURSES

Course Number	Course Title	Maximum Completion Time	Tuition in U.S. Dollars*
GEM 149	Pearls	6 months	\$600.00

\*For payment plans, see page 76

### LAB CLASS – CARLSBAD

Class Number	Class Title	Class Duration	Tuition in U.S. Dollars
GEM 149L	Pearl Grading Lab	1 day (7 clock hours)	\$300.00†

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### ADDITIONAL LOCATIONS

The lab class needed to complete this program is also offered in:

- Bangkok, Birmingham, Dubai, Hong Kong, Mumbai, New York and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

† Tuition does not include books, materials or sales tax (if applicable). See page 77 for details.



Top right - Australian South Sea pearls, -courtesy Paspaley. / Bottom right - Pearl necklaces, -courtesy Armand Asher Pearls, New York.



Courtesy: Janet Mavec





PROFESSIONAL DEVELOPMENT PROGRAM

# Applied Jewelry Professional™

GIA Applied Jewelry Professional program provides fundamental education for professionals in careers like these:

Jewelry Assistant Manager  
Jewelry Sales Professional  
Television Shopping Host  
Pawnbroker

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

## The Front Line of the Jewelry Industry

The Applied Jewelry Professional™ (AJP®) 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 (color, clarity, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, synthetic and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

### WHAT YOU EARN

GIA Applied Jewelry Professional™ Diploma

### WASHINGTON

*"My family always taught me the value of a GIA education. And although I arrived at GIA with a good base of knowledge, I soon realized how much more there was to learn to become a successful jewelry professional."*

**Lisa Bridge, GIA GG, AJP, CG**  
Vice President of Education  
*Ben Bridge Jeweler*

Above - The Applied Jewelry Professional program will help you turn browsers into buyers.



Courtesy:  
Ronald Ringsrud Co.

Note: The AJP® program does not fall within the scope of ACCSC or DEAC accreditation

# How to Complete the Applied Jewelry Professional™ Program

## Distance Education

Complete the Applied Jewelry Professional™ program by taking three eLearning courses.

See course descriptions on pages 41-42.

Completion times for courses are listed below.

Distance Education students who exceed the allowed completion time receive a final grade of Not Pass (NP) on their final transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore schedule your enrollments with this in mind.

### eLEARNING COURSES

Course Number	Course Title	Maximum Completion Time	Tuition in U.S. Dollars
GEM 110	Jewelry Essentials	3 months	\$250.00
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 130	Diamond Essentials	3 months	\$250.00



Courtesy: Bill Larson, Pala International


Top right - Earn your GIA AJP® diploma online. / Bottom right - The AJP® provides fundamental education throughout your career.

DIPLOMA PROGRAMS AND CERTIFICATE COURSES

# Jewelry Manufacturing Arts

CIP Code: 50.0713

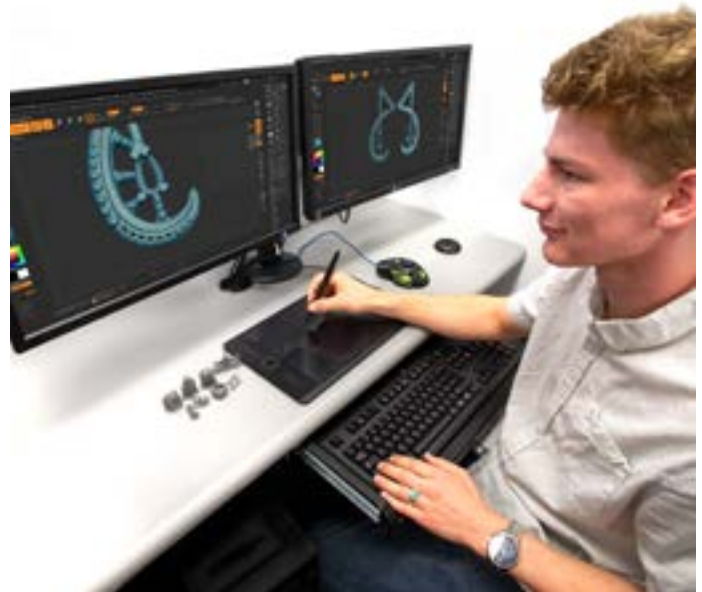
Creativity and creation are the heart and soul of Jewelry Manufacturing Arts. These classes delve into the world of jewelry design and production. Through hands-on, action-oriented coursework, you'll work with professional equipment and gemstones as you learn to turn inspired jewelry ideas into polished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



## Welcome to the World of Jewelry Design and Manufacturing

GIA's Jewelry Manufacturing Arts programs and courses prepare you to begin a career in a variety of positions, including: bench jeweler, stone setter, jewelry designer, CAD designer or technician, or product developer.

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



Above - Exploring the design process in the Jewelry Design & Technology diploma program. Left - Tanzanite ring by Michelle Loon, JDT Graduate.

# Jewelry Manufacturing Arts

## DIPLOMA PROGRAMS AND CERTIFICATE COURSES

JDT

### Jewelry Design & Technology

This On Campus diploma program is offered at the Carlsbad and New York campuses. Find your inspiration and make it a reality through 3D computer modeling. Create a portfolio of your own jewelry designs, prototype your ideas on a 3D printer and learn what makes a design manufacturable.



GJ

### Graduate Jeweler

You'll receive hands-on bench experience working with gemstones and precious metals in this On Campus diploma program. Get your hands dirty and make something beautiful.



CCC

### Comprehensive CAD/CAM for Jewelry

This On Campus course covers the driving force behind jewelry design and manufacturing. Immerse yourself in this exciting technology.



JD

### Jewelry Design

Hand illustrations of custom jewelry pieces are timeless, and so is this On Campus course where you'll explore this craft.





DIPLOMA PROGRAM

# Jewelry Design & Technology

GIA Jewelry Design & Technology graduates often choose these careers:

CAD Designer

Jewelry Designer

CAM Operator

Product Developer

Quality Assurance Specialist

CAD/CAM Service Bureau Technician

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

## Skills from Concept to Counter

The Jewelry Design & Technology diploma program covers topics essential to becoming a jewelry designer and CAD (computer-aided design) technician, including being able to build a CAD model of jewelry to engineering specifications and understanding the challenges that come with its manufacturing. Instructors teach design elements and principles and concept sketching to create attractive jewelry designs to present to a client prior to building the CAD model. Other topics covered include: important jewelry design eras, understanding and applying motifs to jewelry, and jewelry manufacturing methods. You will receive student licenses for Rhinoceros and ZBrush software, an external hard drive, a 10x loupe, digital calipers and a graphic tablet with pen.

What you will learn:

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

### CALIFORNIA

*"I needed to incorporate CAD/CAM into my line of designs in order to bring to life the pieces that I had envisioned. As a previous GIA student, I knew that I would get an in-depth education with GIA's JDT program. The instructors are very knowledgeable and always willing to help you on your creative path."*

Sasha Bravo,  
 GIA GG, JDT, AJP, Pearls Graduate  
 Owner/Designer  
 Sasha Bravo Fine Art Jewelry

### WHAT YOU EARN

GIA Jewelry Design & Technology Diploma



*Pendant design and CAD rendering by Jieqing Ding, JDT graduate*

# How to Earn Your Jewelry Design & Technology Diploma

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

CARLSBAD	
Program Number	JMA 3400
Program Title	Jewelry Design & Technology
Clock Hours/Instructional Weeks	780 clock hours/ 26 instructional weeks
Program Length (Calendar duration)	27+ calendar weeks Program length (calendar duration) may vary based on holidays or other scheduled breaks
Tuition in U.S. Dollars	\$19,900.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80.

### ADDITIONAL LOCATIONS

This On Campus diploma program is also offered in New York.

### GAINFUL EMPLOYMENT INFORMATION

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program and other important information is included in the Gainful Employment (GE) Information Sheet found at [GIA.edu/gainful-employment-info-sheet](http://GIA.edu/gainful-employment-info-sheet)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.

### 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 REQUIREMENTS

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

Prior to the first day of class, students are required to have access to a personal computer that meets the minimum requirements specified below to complete their homework. See page 75 for the estimated average cost to purchase this computer.

- **Computer Type**
  - Windows-based laptop or desktop computer system, with mouse and keyboard, is the only computer system that is recommended.
- **Processor**
  - Minimum: Intel i5 with 2.8 GHz or higher / Recommended: Intel i7 or AMD equivalent
- **RAM**
  - Minimum: 8 GB / Recommended: 16 GB or more
- **Graphics Card (GPU)**
  - OpenGL 4.1 capable video card with 2 GB VRAM
  - Recommended: NVIDIA GeForce 1000 Series (GTX 1050, 1060, 1070) or better
- **Operating System**
  - (64-bit) Windows 7 SP1; (64-bit) Windows 8/8.1; (64-bit) Windows 10
- **Hard Drive**
  - Minimum: 120GB free main hard drive space / Recommended: 512GB SSD with 1TB HDD
- **Monitor Resolution**
  - Minimum: 1920 x 1080 or higher with 32-bit color



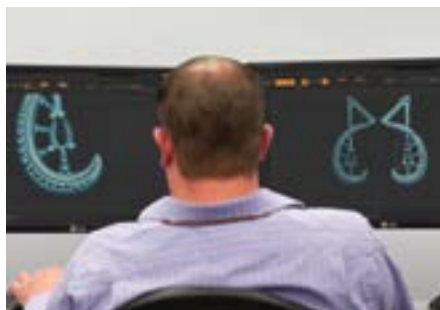
Create a mood board to capture your inspirational ideas as you're taught to apply the elements and principles of design to your creations.

Design



Bring your ideas into 3D with the power of Computer-Aided Design. Use multiple types of 3D modeling software to create collections of jewelry.

CAD Modeling



You will be taught how to make jewelry that will endure the course of normal wear, by applying GIA CAD Engineering parameters to your designs.

Product Engineering



Showcase your designs, prototypes and castings to fellow students and industry guests in a design exhibition at the culmination of the program.

JDT Design Show



DIPLOMA PROGRAM

# Graduate Jeweler

GIA Graduate Jewelers often choose these careers:

Bench Jeweler  
 Business Owner  
 Custom Order Jeweler  
 Jewelry Repair Technician  
 Manufacturing Executive  
 Jewelry Buyer  
 Quality Assurance Specialist  
 Stone Setter

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

## Create Jewelry with a Confident Hand and an Expert Eye

The Graduate Jeweler diploma program offers a hands-on learning experience in a professional environment that will prepare you for a career as a bench jeweler. The course covers skills valuable for jewelry designers, CAD modelers, and sales professionals. You will make and repair jewelry in a safe and sustainable manner within a clean, modern, well-equipped classroom that includes a laser welder. At your own workbench—equipped with a torch, micromotor, and essential toolkit—you will develop core skills with progressively challenging projects. You will work with gemstones and precious metals, taking projects from castings to finished, set, and polished pieces. You will keep your hand tools and digital course content, which includes technical illustrations, instructional videos and a bench reference guide.

What you will learn:

- Use laser-welding technology for gold, silver and platinum
- Develop essential skills, including polishing, filing, texturing, sawing, fabrication and forging techniques, stone setting and general torch skills
- Set a variety of stone shapes, including princess-cut stones, in mounting styles such as channel setting, bezel setting, and prong setting, in base metals, silver, white gold, yellow gold and platinum
- Perform the most common jewelry repairs, including sizing rings, replacing prongs, repairing broken chains and installing new settings
- Apply both textured and polished finishes to jewelry surfaces on a variety of different metals
- Evaluate and improve workmanship using GIA Quality Assurance Benchmarks

### WHAT YOU EARN

GIA Graduate Jeweler Diploma

#### ARKANSAS

*"The hands-on, one-on-one training of the Graduate Jeweler program was one of the best and one of my favorite parts of my GIA education."*

Kevin R. Mays, GIA GG, GJ, AJP,  
 Pearls Graduate  
 Co-owner  
 John Mays Jewelers

Above - Student soldering at her own workbench in the Graduate Jeweler diploma program.

*Halo Ring project, Graduate Jeweler, 2017. This project features an oval center stone in a six-prong setting surrounded by round, precision-cut stones in a halo setting with common prongs. This project is completed in sterling silver and two-tone white and yellow 14k gold.*



# How to Earn Your Graduate Jeweler Diploma

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from expert instructors and meet future friends and business associates.

CARLSBAD	
Program Number	JMA 3300
Program Title	Graduate Jeweler
Clock Hours/Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$21,400.00 <sup>†</sup>

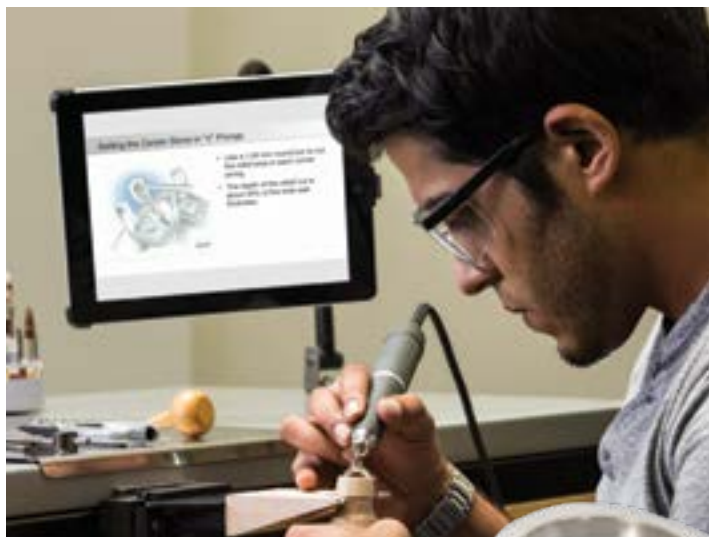
### SCHEDULES

Please see the schedules starting on page 80.

### GAINFUL EMPLOYMENT INFORMATION

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program and other important information is included in the Gainful Employment (GE) Information Sheet, found at [GIA.edu/gainful-employment-info-sheet](http://GIA.edu/gainful-employment-info-sheet)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.



## Skill Development

Course materials are at your fingertips with a digital device loaded with videos, technical illustrations and step-by-step instructions that reinforce class lectures and demonstrations. In this project, you use a variety of setting techniques to set princess cut stones in 14K white gold.



## Quality Assurance Benchmarks

You will be taught quality craftsmanship on an ergonomic workbench equipped with the latest tools, such as the micromotor this student is using to prepare a mounting for stone setting.



## High-Quality Equipment

This program will cover creative approaches to problem solving using the latest technology, such as laser welders, as you complete projects using precious metals and precision-cut stones.


**CERTIFICATE COURSE**

# Comprehensive CAD/CAM for Jewelry

GIA Comprehensive CAD/CAM graduates often choose these careers:

CAD Service Bureau Technician  
Jewelry CAD Technician  
Product Developer

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

## The Driving Force in Jewelry Design and Manufacturing Technology

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, subtractive and additive CAM (Computer-Aided Manufacturing) machines, jewelry manufacturing techniques, and jewelry-engineering fundamentals. You will receive a student license for Rhinoceros software and an external hard drive.

What you will learn:

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

### WHAT YOU EARN

GIA Comprehensive CAD/CAM for Jewelry Certificate

## How to Earn Your Certificate

### On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

#### WASHINGTON

*"GIA's CAD/CAM course complemented my background as a bench jeweler and architectural drafter. My GIA education allowed me to excel as a professional CAD modeler and provided me with great core training, which I use to troubleshoot models and advise other CAD modelers."*

**Charles Herner, GIA GJ, AJA**  
AGTA Spectrum Award winner  
and Co-Founder  
*Herner and Dunn*

Above - Students will have many opportunities for one-on-one interaction with instructors.

#### CARLSBAD

Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$5,750.00 <sup>†</sup>

#### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

#### 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 REQUIREMENTS

Although a computer is not required for this course, it is strongly recommended.

A student license for Rhinoceros is included in the Books and Materials fee. If you decide to purchase a computer to work on at home, refer to the computer requirements on page 35. Please note that you will also be provided with a hard drive containing all course materials. A computer will make it easier to review and practice outside of class.

#### ADDITIONAL LOCATIONS

This On Campus certificate course is also offered in London and New York.

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.



CERTIFICATE COURSE

# Jewelry Design

GIA Jewelry Design graduates often choose these careers:

Custom Designer  
Hand Renderer  
Jewelry Business Owner  
Jewelry Designer  
Sales Associate

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

## Illustrate Your Way to a Successful Future

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

What you will learn:

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

### WHAT YOU EARN

GIA Jewelry Design Certificate

## How to Earn Your Certificate

### HONG KONG

*"Through my On Campus gemology and jewelry design education at GIA, I defined and enhanced the skills and abilities I needed in order to start a successful career. Now, as a member of the GIA Alumni Association, I am able to stay up to date on the industry through the continuing education program, foster friendships with fellow members, and effectively expand my business network."*

Irene Leung Wing Yan  
GIA GG, Jewelry Design Diploma  
General Manager  
Bossa Jewelry Ltd.  
President, GIA Alumni Association –  
Hong Kong Chapter

Above - Hand rendered design by  
Carlsbad Jewelry Design course  
graduate Shuangzhu Meng

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

CARLSBAD	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours/Instructional Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar duration)	9+ calendar weeks (program length may vary based on holidays and other scheduled breaks)
Tuition in U.S. Dollars	\$6,000.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 80 for specific dates and location offerings.

### ADDITIONAL LOCATIONS

This On Campus certificate course is also offered in:

- Bangkok, Hong Kong, London, Mumbai, New York and Taipei

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 75 for fee details.

COURSE DESCRIPTIONS

# eLearning

Discover Which Courses Are Right for You and How You Can Take Them All Online

Distance Education has two parts: online courses and On Campus lab classes. While lab classes are a hands-on learning experience, eLearning courses cover vital information in an engaging online environment.



Above - All gemology eLearning courses are offered online, so you can access your materials 24/7/365.

# eLearning Course Descriptions

## GEM 110 JEWELRY ESSENTIALS – eLEARNING

*Required for: Applied Jewelry Professional™ Credential*

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

**Self-paced; maximum completion time:** 3 months

**Number of lessons:** 6

**What you earn:** Jewelry Essentials Certificate

## GEM 120 COLORED STONE ESSENTIALS – eLEARNING

*Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas and Applied Jewelry Professional™ Credential*

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. Reference material includes the *GIA Essential Colored Stone Reference Guide* PDF, which contains important and interesting facts about today's most popular gemstones. The final exam is online, open book and does not require a proctor. Prior to the course end date, you may download and keep a copy of the Colored Stone Essentials PDF.

**Self-paced; maximum completion time:** 3 months

**Number of lessons:** 8

**What you earn:** Colored Stone Essentials Certificate

## GEM 130 DIAMOND ESSENTIALS – eLEARNING

*Required for: Graduate Gemologist®, Graduate Diamonds and Applied Jewelry Professional™ Credential*

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

**Self-paced; maximum completion time:** 3 months

**Number of lessons:** 7

**What you earn:** Diamond Essentials Certificate

## GEM 230 DIAMONDS & DIAMOND GRADING – eLEARNING

*Required for: Graduate Gemologist®, Graduate Diamonds Diplomas*

*Prerequisite: GEM 130*

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, synthetics and simulants; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is online, closed book and proctored; see pages 62-63 for details. Prior to the course end date, you may download and keep a copy of the Diamond Grading Lab Manual and Diamonds & Diamond Grading PDF.

**Self-paced; maximum completion time:** 15 months

**Number of lessons:** 20

**What you earn:** Diamonds & Diamond Grading Certificate

## GEM 220 COLORED STONES – eLEARNING

*Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas*

*Prerequisite: GEM 120*

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is online, closed book and proctored; see pages 62-63 for details. Prior to the course end date, you may download and keep a copy of the Colored Stone Grading Lab Manual, Gem Identification Lab Manual and Colored Stones PDF.

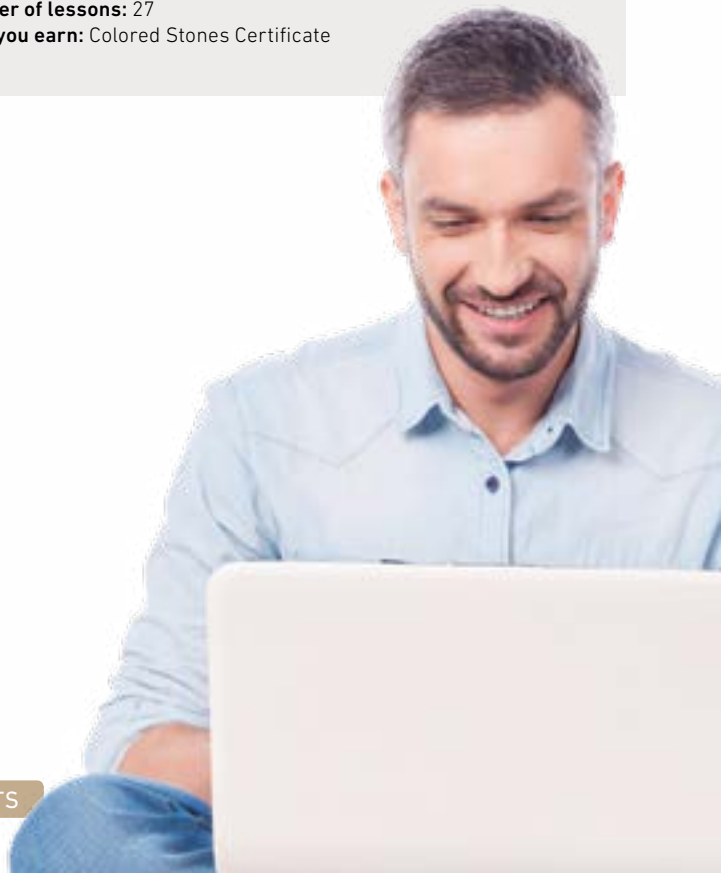
For students continuing on to the Gem Identification eLearning course:

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to some international locations.
- Customs regulations may also affect the time it takes GIA to deliver stone sets to international locations.

**Self-paced; maximum completion time:** 18 months

**Number of lessons:** 27

**What you earn:** Colored Stones Certificate



# eLearning Course Descriptions

## GEM 240 GEM IDENTIFICATION – eLEARNING

*Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas*  
*Prerequisites: GEM 120, GEM 220*

Practice identifying more than 60 species of gemstones, distinguishing natural gems from synthetics and detecting gem treatments. You will carry out testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, the course covers how – and when – to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. Prior to the course end date, you may download and keep a copy of the Gem Identification Lab Manual and Gem Identification PDF. The final practical exam is open book and proctored; see page 62-63 for details.

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to some international locations.
- Customs regulations may also affect the time it takes GIA to deliver stone sets to international locations.
- Stones are shipped pursuant to international customs regulations and other applicable requirements. You may not transport any stones over international borders (outside country of receipt and when returning to GIA, as applicable). Students not abiding by this requirement may be subject to local and or international customs laws, regulations and penalties.
- Prior to registering for Gem Identification, students must confirm their access to required equipment and have a conversation with their primary instructor to discuss course details.
- We strongly recommend taking the Gem Identification Lab Class prior to the Gem Identification eLearning course to give you a strong foundation in the use of gemological instruments for required gem testing.

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

- |   |  |
|---|--|
| • Gem tweezers (non-locking)  | • Refractometer with removable magnification piece, white light source and polarizing filter |
| • Daylight-equivalent light source (5500k - 6500k)                              | • Refractive index (RI) liquid 1.81  |
| • Pinpoint incandescent light source  | • Optic figure sphere  |
| • Monochromatic light source  | • Dichroscope (calcite preferred)  |
| • Gemological binocular microscope minimum 10x and 30x (darkfield illumination) | • Polariscope  |
| • Gem cloth   | • Spectroscope   |

This equipment is not included with the course. If you do not have access to this equipment, you may purchase the Gem Identification Student Package at [store.GIA.edu](http://store.GIA.edu). As an alternative, you can complete your assignments in a fully equipped GIA Student Workroom.

**Self-paced; maximum completion time:** 24 months  
**Number of lessons:** 44 (19 written and 25 practical)  
**What you earn:** Gem Identification Certificate

## GEM 149 PEARLS – eLEARNING

*Required for: Graduate Pearls Diploma*

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

**Self-paced; maximum completion time:** 6 months  
**Number of lessons:** 8  
**What you earn:** Pearls Certificate

## GIA STUDENT WORKROOMS

GIA Student Workrooms give you affordable access to all the equipment and gemstones you need to complete the practical requirements of your eLearning Gem Identification course. These self-study rooms are also available if you need to prepare for your 20-stone final exam, take a proctored exam, or practice on equipment and gemstones. Student Workrooms are offered at GIA campus locations worldwide.

Carlsbad Student Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Pacific Time. U.S. fees are \$35 for half day and \$70 for full day. Call to register and reserve a seat for Carlsbad at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404. For a complete list of Student Workroom schedules and availability at other GIA locations, visit [GIA.edu/student-workroom](http://GIA.edu/student-workroom)

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

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

Reservations are not guaranteed for students who arrive late.

## PLAN NOW TO START YOUR eLEARNING COURSE

eLearning courses have scheduled start dates every Monday. Paper applications must be received by 12:00 p.m. Pacific Time the Friday before the selected start date. Students applying online must register prior to midnight the Sunday before the class starts. Due to 2019 holiday closures on Mondays, there will be Tuesday start dates on February 19, May 26 and September 3. If you would like to plan ahead and enroll for a future start date, contact GIA admissions at +1 800 421 7250 ext 4001, +1 760 603 4001 or [admissions@gia.edu](mailto:admissions@gia.edu)



CLASS DESCRIPTIONS

# Lab Classes

The Ideal Blend of Classroom Instruction and Hands-on Learning

If you want to learn about diamonds, colored stones, how to grade and identify stones, or how to repair jewelry, your lab class can be a transformative experience.

GIA lab classes provide you with hands-on learning and may fulfill requirements for earning a GIA diploma via Distance Education. You can also take lab classes to simply brush up on skills.

Lab classes are offered at GIA campuses and other locations worldwide.



Top - Identify the characteristics of gemstones. / Bottom - Learn proper stone setting techniques in the Intermediate Repair and Setting lab class.

## Lab Class Descriptions

### Gemology Lab Classes

#### GEM 220L COLORED STONE GRADING LAB

*Required for: Graduate Gemologist®, 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 colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. You will receive a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

**Class duration:** 3 days (21 clock hours)

**What you earn:** Letter of Completion

#### GEM 240L GEM IDENTIFICATION LAB

*Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas*

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Tools used include a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 58.) Students must pass an instrumentation exam to complete the class successfully. You will receive a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion

#### GEM 149L PEARL GRADING LAB

*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. You will receive a gem cloth and a lab manual.

**Class duration:** 1 day (7 clock hours)

**What you earn:** Letter of Completion

#### GEM 230L DIAMOND GRADING LAB

*Required for: Graduate Gemologist®, 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 practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. You will receive a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion

### Jewelry Manufacturing Arts Lab Classes

#### JMA 320L BASIC REPAIR AND SETTING LAB

This class teaches basic repair and setting skills through hands-on training at your own fully equipped workbench. Instructors cover how to identify and set basic four and six-prong settings with round stones, size rings, tighten stones, assemble and solder settings and shanks, work with sterling silver and karat golds, and recognize and evaluate quality craftsmanship using GIA's Quality Assurance Benchmarks. Class content also includes efficient methods for finishing pieces produced with computer-aided manufacturing (CAM) technology, polishing skills for specific metals, basic laser-welding techniques, and supplemental information about working with stones and contemporary metals. GIA provides all tools and materials for you to work with, and upon completing the class you will keep digital course materials for future reference.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion

#### JMA 340L INTERMEDIATE REPAIR AND SETTING LAB

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

This class teaches intermediate repair and gemstone setting techniques through personalized instruction, integrated video, and exercises in precious metals at your own fully-equipped workbench. Instruction covers techniques for setting faceted stones in a variety of settings such as bezels, multiple prong styles, and channels. You will learn how to set graduated round stones, assemble mountings, remount stones, replace prongs, and perform basic soldering and fabrication techniques. Class content also includes chain repair, laser-welding techniques, efficient finishing methods for precious metals, applying rhodium plating, and supplemental information on ring sizing. GIA provides all tools and materials for you to work with, including white and yellow karat gold and sterling silver. Upon completing the class, you will keep digital course materials for future reference.

**Class duration:** 5 days (35 clock hours)

**What you earn:** Letter of Completion

# Admissions

The information in this section applies to the Carlsbad campus only. Students wishing to apply for admission at another GIA location should refer to the location-specific catalog listed on page 6, or contact the campus directly.

## Admissions Requirements - Carlsbad

Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs. On Campus and Lab class applicants must be at least 18 years of age prior to attending orientation and any class. GIA accepts Distance Education eLearning applications from individuals who are at least 16 years of age and have a high school diploma or the equivalent. Applicants younger than 18 must have a parent or legal guardian sign their applications and submit a letter of approval from a parent or guardian. GIA does not accept applications from individuals younger than 16.

All classes are taught in English unless otherwise indicated. 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 applicants who are not U.S. citizens must demonstrate English proficiency by meeting GIA's English proficiency requirement. See item 3 on page 46 under On Campus Admission for Non-U.S. Citizens.

In addition to a completed enrollment application, the following documents are required for admission. All documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by a translation service. GIA accepts copies, but may request original documentation.

1. Copy of valid government-issued photo ID or passport identifying your full name, birth date, citizenship and country of birth.
2. Copy of diploma or an official transcript showing the graduation date.
  - Copy of high school diploma; or
  - Copy of high school equivalency diploma; or
  - Official high school transcript showing graduation date; or
  - Copy of associate's, bachelor's, master's or doctorate degree from an accredited college or university or official transcript indicating the same; or
  - Copy of diploma, transcript or a state-issued secondary school completion credential for home-schooled high school graduates

Applicants completing high school in a country where a language other than English is the official language, must have the transcript and/or diploma translated into English by an education evaluation service that offers translation services.

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.

Additional documentation is required for non-U.S. citizens, including proof of financial support, financial responsibility, and English-language proficiency. See pages 46-47 for detailed admissions and visa requirements.

### Prior Criminal Offenses

GIA is committed to maintaining a safe and supportive learning community for all students. Certain prior criminal convictions may result in challenges for securing employment and ineligibility for certain forms of federal financial aid. All applicants are asked to provide general information regarding prior convictions. Any falsification or omission of data may result in denial of admission or disciplinary action, up to and including dismissal. An affirmative response to being convicted of a felony will not automatically prevent admission but will require that the applicant submit the following documents to be reviewed by the Admissions Committee:

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

In the process of reviewing the applicant's request for admission, multiple considerations are made. GIA reserves the right to deny an applicant's request for admission if, for example, a prior felony conviction may be a safety concern, or could prevent the applicant from successfully securing employment within the industry or completing the program. GIA will respond to the student within 10 business days upon receiving the application.

## How to Apply and Related Deadlines

Apply online or download an application form at [GIA.edu/gem-education/admissions](http://GIA.edu/gem-education/admissions). If using the downloadable form, submit the form and all required documents to the address provided on the application or email [admissions@gia.edu](mailto:admissions@gia.edu).

Your admission is not confirmed until GIA has received a completed application, any required documents, payment, and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

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

### On Campus Classes

Applications for On Campus programs must be received no later than 12:00 p.m. Pacific Time the Wednesday before the scheduled Orientation 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

Applications for lab classes must either be received by GIA or submitted online no later than 3:00 p.m. Pacific Time the Friday before the scheduled 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.

### Distance Education eLearning Courses

eLearning courses are scheduled to start every Monday. Due to 2019 holiday closures on Mondays, there will be Tuesday start dates on February 19, May 28 and September 3.

Paper applications must be received by 12:00 p.m. Pacific Time the Friday before the selected start date. Students applying online must register before midnight Pacific Time the Sunday before the course start date. Failure to accept the terms of the enrollment agreement within 14 days of the selected start date will result in cancellation of the course registration.

Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to various international locations. Therefore, GIA may be unable to accept Gem Identification eLearning enrollments from applicants in certain countries. Customs regulations may also impact the time it takes GIA to deliver international stone sets to students. Contact GIA admissions if you have any questions about such conditions.

# Admissions (cont.)

Applicants wishing to enroll in the Gem Identification eLearning course must complete a pre-registration interview prior to registering for the course. A GIA instructor will contact the student to ensure that the student understands the course requirements and has access to the gemological equipment required to complete the course.

## 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.

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

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

In addition to the admission requirements listed on page 45, the following documents are required for non-U.S. citizens. U.S. Permanent Residents must provide a copy of their U.S. permanent residency card.

All documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by a translation service. GIA accepts copies, but may request original documentation.

1. Proof of financial support: Documentation verifying that you or your sponsor has sufficient liquid assets to cover all tuition and estimated living expenses for the duration of your U.S. study at GIA. Estimated living expenses are at least \$2,094 USD per month of study at GIA in Carlsbad.
  - Personal, relative, non-relative, business or corporate funding financial support requirements: Please submit a copy of a bank statement or financial institution letter. The bank statement or financial institution letter must have the name of the account holder, business or corporation, be dated within the last six months, and have specific available funds and denomination of currency. Financial institution bank letters must include the bank stamp, be on official letterhead and signed by the bank manager.
  - Private scholarships, bank loans, government sponsorship or other similar financial support requirements: Please submit a copy of a letter from the organization, government or financial institution. This letter must be from the organization, government or financial institution, on their official letterhead, signed and dated within the last six months by the official responsible for funds distribution, include the student's full legal name, sponsorship type, amount and duration of the sponsorship. The amount must show specific available funds and denomination of currency.

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

2. Letter of financial responsibility from your sponsor. If you did not submit proof of personal financial support, your sponsor must submit a copy of a letter of financial responsibility with his or her financial documents. The financial responsibility letter must be a dated document, which includes the student's name and signature, sponsor's name and signature, relationship to the student, sponsorship duration and amount. Please request the financial responsibility letter from GIA admissions or the international student advisor. The letter of financial responsibility is not required for U.S. permanent residents.
3. Documentation of your English proficiency is required by providing evidence of one of the following (please read the specific requirements for each carefully):
  - International English Language Testing System (IELTS™)\* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. [ielts.org](http://ielts.org)

- Test of English as a Foreign Language (TOEFL®)\*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The TOEFL institutional code is 9144 for GIA in Carlsbad. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](http://ets.org/toefl)
- International Test of English Proficiency (iTEP Academic-Plus)\*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [itepexam.com](http://itepexam.com)
- Pearson Test of English Academic (PTE)\*: Achieve a score of 43 or higher on the PTE Academic test. [pearsonpte.com/PTEAcademic](http://pearsonpte.com/PTEAcademic)
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the First (FCE), Advanced (CAE) or Proficiency (CPE) [cambridgeenglish.org/exams/first/](http://cambridgeenglish.org/exams/first/)
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. [els.edu](http://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language: Submit documentation of your graduation following the guidelines on page 45 under Admissions Requirements – U.S. Locations.
  - If you graduated from a school in a country where English is not the official language: Submit a letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
  - If you attended, but did not graduate, you must have a combined total of at least three years of English medium instruction and documentation evidencing that you have successfully completed a minimum of three years at a school where English was the medium of instruction. Submitted documentation must be on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

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

## Nonimmigrant Visa Requirements

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

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

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

# Admissions (cont.)

## Dependents

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

## SEVIS and Your I-20MN

GIA's international student advisor will issue your I-20MN within 10 business days after you receive your enrollment confirmation. It is important to review your personal details prior to applying for your nonimmigrant visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. Contact the international student advisor regarding any changes to your I-20MN. Information about the Student and Exchange Visitor System (SEVIS), what to expect at your visa interview, port of entry requirements, the SEVIS I-901 fee and more is on their website at [studyinthestates.dhs.gov/students](http://studyinthestates.dhs.gov/students). If you have any questions regarding your student visa or the requirements for enrollment of students from outside the United States, please contact the GIA international student advisor in Carlsbad at +1 800 421 7250 ext 7306, +1 760 603 4000 ext 7306, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## SEVIS I-901 Fee Information

The U.S. Immigration and Customs Enforcement (ICE) requires nonimmigrant students to pay a SEVIS I-901 fee prior to applying for the M-1 visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$200 and is paid electronically or by mail. The Student and Exchange Visitor Program (SEVP) requires receipt of your payment at least three business days prior to your visa interview at the U.S. Consulate, or for Canadians and Bermudians, at least three business days prior to your arrival at the U.S. port of entry. Learn more about the I-901 fee payment at [fmjfee.com](http://fmjfee.com) and view the tutorial at [studyinthestates.dhs.gov/i-901-tutorial](http://studyinthestates.dhs.gov/i-901-tutorial)

## Applying for Your Nonimmigrant Visa

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

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

## Special Information for Canadians and Bermudians

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

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

## Nonimmigrant Student Resources

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

Additional resources:

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

## U.S. Arrival and Departure

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

As a reminder, please do not travel to the United States until you have the I-20MN and the applicable nonimmigrant student visa stamp (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status.

Please contact an international student advisor for additional information about studying in the U.S. or with questions about the above requirements. For Carlsbad contact us at +1 800 421 7250 ext 7306 or +1 760 603 4000 ext 7306, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu). Learn more at [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov)

# Admissions (cont.)

## Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programs. GIA will make efforts to accommodate each prospective candidate with special requirements or needs by granting reasonable accommodations where appropriate.

GIA will make reasonable, appropriate and effective modifications in policies, practices, and procedures for Qualified Individuals with Disabilities in accordance with Section 504 of the U.S. Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state and local laws. Each circumstance will be considered on an individual basis according to the means, limits and experience of GIA and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in GIA's education programs and services. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with the applicant to evaluate the applicant's potential for success and decision to apply.

Students requesting reasonable accommodation must provide documentation of the reported disability along with the Reasonable Accommodation Request Form to the office of the dean of students. Documentation must be from a professional who is qualified in the testing of the disability. GIA will review the request and inform the student or applicant of its decision in writing.

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

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

GIA's 504 Coordinator monitors and oversees the Institute's efforts to comply with and carry out its responsibilities under Section 504 of the U.S. Rehabilitation Act and related regulations. Students, applicants, instructors, administrators or others who participate in GIA's education programs and activities with questions or concerns related to the application of this policy or complaints about discrimination on the basis of a disability are encouraged to contact the 504 Coordinator.

Kimberly Overlin, Dean of Students, 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
 +1 760 603 4093  
 The Robert Mouawad Campus  
 Mailstop #15  
 5345 Armada Drive  
 Carlsbad, California 92008 USA

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

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

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

## 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.

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## GIA Transfer Credit Policy

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

GIA will evaluate prior credit for students receiving VA and DOD (Department of Defense) benefits, grant credit as appropriate (if applicable), notify the student of the evaluation, and adjust the program hours accordingly (if applicable). Students should contact GIA at [VABenefits@gia.edu](mailto:VABenefits@gia.edu) more information.

Credit for individual GIA Distance Education eLearning courses or lab classes are not transferable into full-time On Campus programs. Students who have completed the Graduate Diamonds or Graduate Colored Stones program via Distance Education can earn the Graduate Gemologist diploma by completing the companion program on campus. For example, a student who completes the Graduate Diamonds program via Distance Education and completes the Graduate Colored Stones program on campus will earn the Graduate Gemologist diploma.

Credit for lab classes successfully completed at any GIA location will be accepted toward applicable Distance Education programs. Credit for coursework successfully completed through an On Campus program will be accepted towards Distance Education courses or lab classes as applicable. Students should contact the office of the dean of students for more information.

## Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrollment in GIA on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, medical condition, creed, pregnancy or parental status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded to or made available to all students of the school.

# Admissions (cont.)

## Retaliation

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.

## Title IX Compliance

Title IX is a federal law that prohibits discrimination based on sex in institutions that receive federal financial assistance. Examples of programs and activities that are subject to Title IX include admissions, recruitment, financial aid, academic programs and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault and sexual coercion.

GIA's Title IX Coordinator monitors and oversees GIA's compliance with Title IX and related laws in the prevention of sexual harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff or others who participate in GIA's education programs and activities and who have questions, concerns, or complaints about sex discrimination, harassment or sexual misconduct are encouraged to contact the Title IX Coordinator.

Vusala Arango, Manager, Global Education Accreditation & Regulatory Affairs, Title IX Coordinator

[varanjo@gia.edu](mailto:varanjo@gia.edu)

[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)

+1 760 603 4000 ext 7776

The Robert Mouawad Campus

Mailstop #1

5345 Armada Drive

Carlsbad, California 92008 USA

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

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100 USA

Telephone +1 800 421 3481

F +1 202 453 6012; TDD +1 800 877 8339

[OCR@ed.gov](mailto:OCR@ed.gov)



*Mohican Pearl and Diamond ring  
courtesy: Andrew Geoghegan*

# Financial Assistance and Scholarships

This section applies to the Carlsbad campus only. For information on financial assistance and scholarships available at other GIA locations, please refer to the location-specific catalog listed on page 6 or contact the campus directly.

## Financial Assistance

GIA is pleased to offer a number of financial assistance options to help you finance your education. Each program has specific eligibility requirements and not all students will qualify. Please see below for additional information about these funding options.

### Federal Student Aid (FSA)

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

### FSA Citizenship Requirements

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

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

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

### FSA Application Deadlines

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

### Federal Grant Information

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

### Federal Loan Information

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

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

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

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

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

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** – Direct PLUS Loans are loans available to parents of dependent undergraduate students to help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Check with the GIA office of student financial assistance for directions on how to complete a Direct PLUS Loan Request and Master Promissory Note. Approval is based on parent's credit rating.

### Cost of Attendance/Student Budget and Family Contribution

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

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

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

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

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

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

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

# Financial Assistance and Scholarships (cont.)

## Financial Aid Academic Requirements

Students must maintain Satisfactory Academic Progress (SAP) to receive federal financial aid. Satisfactory Academic Progress is reviewed at the midpoint of the program which corresponds to the end of the first payment period. A student's continued eligibility for financial aid in a subsequent payment period shall be dependent upon his/her academic record as of the end of the previous payment period. Federal regulations require that all institutions participating in Title IV federal student aid programs establish academic standards to ensure students make satisfactory progress. GIA's SAP Policy is found on page 63.

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

## Financial Aid Appeals

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

## VA – Veterans Administration Education Benefits

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

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

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

## Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs administered by the Veterans Administration, individual state agencies or private agencies authorize students to enroll and study at GIA, either On Campus or through the Distance Education programs. For more information, contact [financialaid@gia.edu](mailto:financialaid@gia.edu) or visit: [GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure](http://GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure)

## Private Loans

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

## Award Notification

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

## Financial Aid Entrance and Exit Counseling

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

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

## How Financial Aid Is Disbursed

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

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. Please see the Return of Title IV Funds policy on page 73 for additional details.

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

## Over-Awards

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

## Gainful Employment Information Sheet

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program and other important

# Financial Assistance and Scholarships (cont.)

information is included in the Gainful Employment (GE) Information Sheet available on GIA's website at [GIA.edu/gainful-employment-info-sheet](http://GIA.edu/gainful-employment-info-sheet). For additional information please contact us at [financialaid@gia.edu](mailto:financialaid@gia.edu)

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

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

[GIA.edu/gem-education/notice-federal-financial-aid-penalties](http://GIA.edu/gem-education/notice-federal-financial-aid-penalties)

## Net Price Calculator

The Net Price Calculator is a tool to help you estimate the cost of the program in which you choose to enroll and is available at

[GIA.edu/net-price-calculator](http://GIA.edu/net-price-calculator)

## Consumer Information

Additional Student Consumer Information may be found at our website

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

## Scholarships

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GIA-administered scholarships are available for On Campus and Distance Education (eLearning and lab class) students. Applicants will be considered for all available scholarships for the program they indicate on their application. Applications must be submitted online during the following application periods:

- Apply between August 1 and September 30 for a scholarship to be used for new enrollments that start the following year.
- Apply between February 1 and March 31 for a scholarship to be used for new enrollments starting the current year.

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

Additional details on eligibility, how to apply, and required documents are available at [GIA.edu/scholarships](http://GIA.edu/scholarships)



Courtesy:  
Cenki Thomas

# Student Services

GIA student services in Carlsbad is dedicated to making your experience as a GIA student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas, including career services, medical services and financial services. For information on student services and related policies at other GIA locations, please refer to the location-specific catalog listed on page 6 or contact the campus directly.

## About GIA Career Services

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

Career services offers career advising appointments to assist students and alumni in developing educational and career goals, as well as assistance in searching for part-time, internships and/or full-time opportunities in the gem and jewelry industry. Career services actively promotes and supports effective professional relationships between GIA and organizations within the industry and encourages students to take advantage of these services offered. You will need to meet the legal requirements of working in any prospective employer's country. Career services brings together employers looking to hire GIA-trained students and alumni through the GIA Gem & Jewelry Career Center. As you enter the larger community of the gem and jewelry industry, be assured that you will always remain a part of GIA's extended family.

## GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is a free, global service for those searching for a career and looking to recruit candidates. Employers from every sector of the gem and jewelry industry list positions with us, including wholesalers, department stores, jewelry designers, auction houses, gem laboratories and many others. As a job seeker, you will be able to create a dynamic portfolio, search for careers that will help you take the next step and find companies that match your interests. New and exciting careers are listed each week; search often as there are always updated postings to consider. Create your profile so you can begin your career search at [GIA.edu/gem-job](http://GIA.edu/gem-job)

## GIA Jewelry Career Fair

GIA hosts an annual Jewelry Career Fair. As the jewelry industry's largest job fair, Career Fair attracts the industry's top retailers, manufacturers, laboratories and wholesalers. Whether you're in the middle of a career change or new to the working world, Career Fair gives you the chance to explore everything the fine jewelry industry has to offer. Plan to spend the day speaking with a number of recruiters, collecting job leads and networking. In addition, sign up for one-on-one sessions with industry career coaches who will mentor you. Career Fairs are held annually in Carlsbad and other GIA locations. For the latest Jewelry Career Fair information visit [GIA.edu/career-fair](http://GIA.edu/career-fair)

## Job Seeker's Handbook

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

## Career Preparation Assistance

The GIA career services team is eager to help you make your job search easier. We have invaluable resources that will empower you to create a long and successful career. As a GIA student or alumnus, career services offers career preparation, including tips on how to create a resume that touts your experience and a cover letter that opens doors, as well as 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 among the crowd and impress potential employers.

If you have any questions or require further information contact career services staff in Carlsbad at [careerservices@gia.edu](mailto:careerservices@gia.edu) or call +1 800 421 7250 ext 4378 or +1 760 603 4000 ext 4378.

## GIA Alumni Association

Did you know that you qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or program? GIA will automatically recognize you as an alumnus and your membership is free. However, it is up to you to manage your GIA Alumni Membership in order to receive all the alumni benefits offered.

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the GIA Alumni Online Directory, a public search tool on GIA.edu that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the GIA Alumni Association, which is more than 130,000 members strong, with more than 70 chapters worldwide - you become part of an ever-growing global community of fellow GIA graduates who offer educational, networking, and mentorship opportunities that support you throughout your career. For more information contact us at [alumni@gia.edu](mailto:alumni@gia.edu) or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

You can also visit the alumni section of the GIA website at [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) to manage your alumni membership, request to receive your GIA Alumni Association Member logo for use digitally and in print, sign up for alumni communications, find GIA alumni, obtain a list of our alumni chapters around the world and catch up on alumni news and events.

## International Student Advisors

GIA's international student advisors provide specialized support to international students by helping them prepare for and adjust to living and studying in the U.S. Our advisors help new and returning students get oriented to campus and provide information about important immigration-related issues. An international student advisor can also provide assistance or advise in other areas such as travel, insurance, health care, housing, and obtaining a driver's license. Advisors provide specific assistance with the visa application process and any other applicable immigration applications. An international student advisor is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Pacific Standard Time at +1 760 603 4000 ext 7306 or by email at [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

# Student Services (cont.)

## Guest Speakers

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

## GIA Museum

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

## Library and Learning Resources

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 57,000 books, 700 periodicals, and 1,800 videos and other media. The library's Online Public Access Catalog (OPAC) allows searchable access to the Library's collection. The OPAC can be searched via the library's section of the GIA website: [GIA.edu/library](http://GIA.edu/library). Through the OPAC, there is also free access to a growing collection of digitized, out-of-copyright books via Internet Archive, available directly at [archive.org/details/gialibrary](http://archive.org/details/gialibrary). The library section of the GIA website also has extensive resources for students from recommended book lists to industry price guides.



Above top - Helpful library staff are ready to answer your questions at the Richard T. Liddicoat Gemological Library and Information Center. / Above bottom - The Cartier Rare Book Repository and Archives is home to precious rare books dating from 1496 to the present.

Bibliographies on a variety of gem topics are added on a continuing basis. Students can also consult specialized databases, including LIRN for general academic references and EBSCO GeoRef for references to geoscience information. Students can access LIRN and EBSCO GeoRef online at [my.GIA.edu](http://my.GIA.edu). There is no fee to use these services.

Whether in person or by phone, email, or fax, the library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at [library@gia.edu](mailto:library@gia.edu), or +1 800 421 7250 ext 4046 or +1 760 603 4046. On Campus students have check-out privileges.

## Computer and Internet Access

GIA's Carlsbad campus has computers available in the library for student use. Wireless Internet access is available at no charge.



Above - Research the latest gem treatments, synthetics, jewelry history, and the science of gemstones at the world's largest gemological library.

# Student Services (cont.)

## Housing

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

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

Current monthly housing costs for the Carlsbad campus ranges from about \$750 for modest home-stay arrangements to \$2,100 or more for apartments. Long-term and short-term-stay hotel arrangements are also available. Long-term stays start at \$2,100 per month. Short-term-stay hotel rates average \$80 to \$250 per night depending on the season, location and rating. Prices do not include taxes and other fees.

Public transportation to the Carlsbad campus is limited. Although bicycles are an alternative, a car is recommended.

Contact GIA's student services coordinator in Carlsbad at +1 800 421 7250 ext 7304, +1 760 603 4000 ext 7304 or [housing@gia.edu](mailto:housing@gia.edu) for additional details about apartments, hotels, other homestays and car rentals.

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

## Health Care and Medical Insurance

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

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

## On Campus Facilities and Hours of Operation

The Carlsbad campus' 18 acres of land includes 16 classrooms; a library containing more than 57,000 books, 700 periodicals, and 1,000 videos, and other media; a museum gallery; a student lounge; outdoor basketball and volleyball courts; a gemological research laboratory; administrative offices; and a parking lot for more than 1,000 vehicles. Most Gemology and Jewelry Manufacturing Arts classrooms hold up to 24 students. The Student Workroom holds 11 students.

### Hours of Operation

The Carlsbad facility is open from 7:00 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. In Carlsbad, the Richard T. Liddicoat Gemological Library and Information Center has computers with Internet access available weekdays between 7:30 a.m. and 5:00 p.m. Pacific Time. The Student Services office is open from 7:30 a.m. to 5:00 p.m. Pacific Time.

### Class Schedules and Hours

Class schedules are listed on page 80; see GIA.edu for the most current class schedules.

Standard classroom hours for On Campus programs and courses are 8:00 a.m. to 3:00 p.m. Pacific Time. For programs or courses that are scheduled over GIA-observed holidays will be extended to 4:00 p.m. or 4:15 p.m. to accommodate the holiday breaks or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for all scheduled extended hours.

Lab classes are scheduled from 8:00 a.m. to 4:00 p.m. Pacific Time.

## 2019 Scheduled Carlsbad Campus Closures

Date	Holiday
December 17, 2018 (Monday) through January 4, 2019 (Friday)	Winter Holiday
January 7 (Monday)	Classes Resume
February 18 (Monday)	President's Day
May 27 (Monday)	Memorial Day
July 4 (Thursday)	Independence Day
September 2 (Monday)	Labor Day
November 25 (Monday) through November 29 (Friday)	Thanksgiving Break
December 23, 2019 (Monday) through January 3, 2020 (Friday)	Winter Holiday
January 6, 2020 (Monday)	Classes Resume

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

# Student Services (cont.)

## Classroom Equipment – Gemology

### Colored Stone Grading Lab Class

Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. Each student keeps a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

### Diamond Grading Lab Class

Classrooms contain a GIA DiamondDock™ and UV lamp and 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. Each student keeps a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card, and a color grading card.

### Gem Identification Lab Class

Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet and a utility 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. Each student keeps a lab manual, a gem cloth, a color grading card and a pinpoint incandescent light source.

### Graduate Colored Stones

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, a diffuser plate and utility lamp. Each On Campus student keeps a polariscope, an optic figure sphere, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a gem cloth, lab manuals and printed course materials.

### Graduate Diamonds

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

### Graduate Gemologist

See Graduate Diamonds and Graduate Colored Stones.

### Pearl Grading Lab Class

Classrooms contain a pearl gauge and other 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. Each student keeps a lab manual and a gem cloth.

### Student Workroom

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

## Classroom Equipment – Jewelry Manufacturing Arts

### Basic Repair and Setting and the Intermediate Repair and Setting Lab Classes

Classrooms have a laser welder, a plating station, a steam cleaner, an ultrasonic cleaner, and grinding and polishing stations that students share. Each student workbench includes a torch; a saw blade frame; a micromotor with power hand tools, a bench block; an Optivisor; and a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, saw blades and burs. Each student keeps an 8 GB thumb drive to store course materials.

### Comprehensive CAD/CAM for Jewelry

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. Each student is provided with a student license for Rhinoceros software. Students are also provided with a 1 TB USB external hard drive to store course materials.

### Graduate Jeweler

Classrooms have a laser welder, a plating station, a steam cleaner, an ultrasonic cleaner, and grinding and polishing stations that students share. Each student workbench includes a torch, a micromotor and other accessories. Each student keeps a tablet containing course content and a tool kit, which contains a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, a bench block, various burs and saw blades.

### Jewelry Design

Student workstations are equipped with a drafting board and two flat-screen monitors for close-up viewing of live instructor demonstrations. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, other art tools and printed course materials.

### Jewelry Design & Technology

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

# Student Life and Related Policies

This section describes the life of a student on the Carlsbad campus and includes a collection of student conduct standards, policies, and procedures that describe the responsibilities of students as individuals, members of the community, and representatives of the institution, as well as the rights, protections, and privileges that come with being part of the GIA family. For information on student life and related policies at other GIA locations, please refer to the location-specific catalog listed on page 6 or contact the campus directly.

## Student Code of Conduct and Standards of Behavior

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

Prohibited behavior includes, but is not limited to:

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

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

### Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. 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 offense. Sanctions may include verbal warning, written warning or probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend students pending investigation.



Top - Students collaborate and exchange ideas not only in, but also outside, the classroom. / Center - Enjoy volleyball tournaments at the Carlsbad campus. / Bottom - Annual Career Fairs provide students with the opportunity to meet with employers hiring for open positions.

# Student Life and Related Policies (cont.)

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

## Drug and Alcohol Abuse Prevention Policy

GIA 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.

As part of GIA's efforts to ensure safety and to promote an alcohol and drug free environment, reasonable suspicion drug or alcohol testing may be conducted when GIA has a reasonable suspicion of violation of this Policy. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use, may be dismissed from school and/or be subject to additional sanctions as set out in this Policy. Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a positive test and may result in dismissal.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the office of the dean of students. GIA also offers LifeWorks, a comprehensive source to help with life's everyday challenges.

For more information on GIA disciplinary procedures and sanctions, federal and state laws and sanctions and the health risks associated with alcohol abuse and use of certain drugs, see GIA's complete Drug and Alcohol Abuse Prevention Policy at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Dress Code

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

In Graduate Jeweler and Jewelry Manufacturing Arts lab classes, hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety. Students must avoid wearing loose clothing or clothing that leaves skin exposed, open-toed shoes and dangling accessories such as bracelets or long chains. Additionally, students with shoulder-length or longer hair must tie it back.

## Food and Beverage

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

## Search and Seizure

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

## Smoking

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

## Safety and Security

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

The Annual Campus Safety and Security Report includes statistics on reported crimes that occurred on campus and on public property within or immediately adjacent to and accessible from the campus for the previous three years. The report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, hate crimes and other matters. You can obtain a copy of this report at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

GIA has safety policies applicable to diploma programs and lab classes in Jewelry Manufacturing Arts (JMA), where hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety.

Graduate Jeweler (GJ) or JMA lab class students with shoulder-length or longer hair must tie it back. GJ or JMA lab class students must avoid wearing loose clothing or clothing that leaves skin exposed, open-toed shoes and dangling accessories such as bracelets or long chains. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow all safety policies, guidelines and their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

## Student Notification of Classroom Chemical Usage

The American Chemical Society's (ACS) Committee on Chemical Safety (CCS) promotes and facilitates safe practices in chemical activities and provides guidance for academic institutions. Such guidance includes asking institutions to promote awareness to individuals who may be exposed

# Student Life and Related Policies (cont.)

to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

## Timely Warning and Emergency Notification

GIA will issue a timely warning in the event of a Clery Act crime that occurs on or near GIA's campus that has been reported to a GIA campus security authority or local police agencies and is considered by GIA to represent a serious or continuing threat to students and employees. Timely warnings are issued in a manner that is timely, includes information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. Depending on the circumstances, timely warnings may be distributed to students and employees as an emergency text, email alert, or voice message. GIA emergency evacuation alarms and procedures may also be activated. Employee and student notification information is uploaded daily to the emergency notification system's database to ensure accuracy of message delivery. The system is tested at least once each year.

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency. Additionally, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](http://GIA.edu) or call +1 760 603 4000 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your Student Center at [my.GIA.edu](http://my.GIA.edu) or contact student services to make updates to your record.

## Student ID Badges

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

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

## Visitors on Campus

Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show photographic identification. If you come to a GIA facility for a class, to take an exam or to use the Student Workroom, please arrive early to allow a few extra minutes for this process to be completed. Non-student visitors are not allowed in the classrooms while classes are in session.

## 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. Students who carry personal safety devices like pepper spray must inform GIA and keep them out of sight while on campus.

## Parking

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

## 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.

## Gifts

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

## Social Networking

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

## Animals on Campus

Service animals are permitted in areas where animals are not otherwise allowed. Pets are prohibited at all times, including all facilities and parking lots.

# Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. These policies and requirements apply to all courses and programs at GIA's Carlsbad campus, unless otherwise noted. For more information on academic policies and procedures at another GIA location, please refer to the location-specific catalog listed on page 6, or contact the campus directly. Please see class syllabus for specific requirements. Policies are subject to change.

## Grading System

Grading System	Final Transcript Grade
75% and above and must meet the graduation requirements	P (Pass)
74% or less and failure to meet the graduation requirements	NP (No Pass)
A grade of Incomplete (INC) is a temporary grade and will be converted according to the following standards. Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).	INC (Incomplete)
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.	SWD (Student Withdrawal)

## Grading Policies

Students can access their grades at any time in Student Center at [my.GIA.edu](http://my.GIA.edu). Grades and enrollment history are maintained and available indefinitely.

### On Campus

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.

### Distance Education

For final exams, it is recommended that Distance Education students allow sufficient time to attempt the maximum of three proctored online examinations. Each exam request requires three business days for processing, not including weekends or holidays. Online questionnaire and exam results are available immediately after submission.

For practical exams, it is recommended that Distance Education students allow sufficient time to attempt the maximum of ten proctored 20-stone examinations, and remedial work if applicable. Each exam request requires three business days for processing, not including weekends or holidays. Once sent to your proctor, the exam is valid for 30 days or up to the course end date. 20-stone exams results are sent within 24 hours of receipt, not including weekends or holidays.

Any student submitting assignments, quizzes and exams online can view his or her progress in the Student Center at [my.GIA.edu](http://my.GIA.edu)

Please note that there are no extensions beyond the course end date. All assignments, practical work and exams must be successfully completed prior to the course end date.

## 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 more than one hour during daily scheduled class hours, without the instructor's permission, except during scheduled breaks.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. There are a limited number of excused absences and tardies as described in the Maximum Allowable Tardies and Absences table.

### On Campus

For programs with 780 clock hours, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. 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.

# Academic Policies and Procedures (cont.)

## Maximum Allowable Tardies and Absences

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

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

## 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 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 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. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor.

## 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 section on page 62. 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, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, keycards and any other academically sensitive materials is strictly prohibited without instructor permission



Courtesy:  
The Platinum Guild

# Academic Policies and Procedures (cont.)

## Testing Policies

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

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus gemology students who did not pass.
- For Distance Education students, reviews of specific exam questions are not provided. General reviews of areas missed are provided by instructors at the request of the student.
- 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 considered academic dishonesty and 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.
- Exams sent to a proctor must remain in the proctor's custody and control at all times. See Proctored Exams in this section, or contact education records at +1 760 603 4000 ext 7312 or [proctor@gia.edu](mailto:proctor@gia.edu) for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes 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.

## Distance Education Exams

Many Distance Education exams must be taken in the presence of an approved proctor or in GIA Student Workrooms.

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

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

For the Gem Identification course, a maximum of ten 20-stone examination attempts are permitted. Distance Education students who fail the Gem Identification course 20-stone examination five times are required to complete remedial work prior to attempting the exam again.

Distance Education students who do not achieve a passing grade on the 10<sup>th</sup> examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. To continue, Distance Education students are required to re-enroll, pay current full tuition and fees and complete all course assignments within the allowed completion time.

*Courtesy Isle of Gems Co.  
Ltd./Peter Pereira G.G.*



# Academic Policies and Procedures (cont.)

## Proctored Exams

A proctor is someone approved by GIA to supervise your exams when it's not possible to take them at a GIA campus.

### Acceptable Proctors

- Librarians at a library, college/university or school
- School teacher
- College/university administrators, instructors, or academic advisors
- Learning/tutoring centers
- Educational officers of military installation or correctional facility
- Notary Public
- Certified Public Accountant
- Attorney

To ensure the proctor meets our designated criteria, please provide documentation evidencing qualifications (government-issued ID, attestation, business card, licensure/certification as applicable, etc.). The proctor must be able to provide a computer with Internet access for up to two hours, and monitor the student during the exam – no wireless connections. All proctors must be approved by GIA. Approval can be revoked at any time.

### Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates
- Co-workers, supervisors or business associates
- Anyone in the gem and jewelry industry
- Anyone who cannot provide a computer with Internet access for up to two hours
- Anyone who cannot monitor the student during the exam

Proctor approval is at GIA's discretion.

If you have questions about a prospective proctor's qualifications, contact education records at +1 800 421 7250 ext 7312 or [proctor@gia.edu](mailto:proctor@gia.edu)

Students are responsible for paying any proctoring and related shipping fees.

## Lost or Damaged Equipment, Metal and Stone Policy

Students are responsible for the equipment, metals, and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are responsible to pay the replacement costs of lost stones and metals and the repair costs of equipment that is damaged beyond normal wear and tear.

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

Students do not have the option of replacing lost or damaged stones or equipment and must pay the replacement fee determined by GIA.

## 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 Distance Education courses or programs:

- A copy of a government-issued photo ID or passport identifying full name, birth date, citizenship, and country of birth
- A secure login username and password to access online courses and My GIA student center
- 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

## 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](http://my.GIA.edu) or may request a conference with their instructor at any time to discuss their progress.

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

SAP is evaluated on both qualitative (grade-based) and quantitative (time-based) measures at the midpoint of the program, which corresponds to the end of the first federal financial aid payment period. SAP is evaluated on the following measures:

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.
- **Pace of progression:** Students must progress through the program at a pace that ensures they will complete their program within a maximum timeframe of 150% of the published program length. Pace is calculated by dividing the number of clock hours the student has completed by the number of clock hours the student has attempted. The student's completion ratio must be 67% or higher. Pace is calculated and reviewed in both hours and weeks.
- **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,

# Academic Policies and Procedures (cont.)

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.

## Distance Education

eLearning students must pass each course assignment with a score of 75% or higher in order to progress to the next assignment. Students enrolled in GID Course 240 must also meet specific grading criteria for each practical assignment. Students receive progress reports at 25%, 50%, and 75% of their course completion time. After 30 days of inactivity and near the end date of the course, students receive a notification encouraging continued progress. Students who do not complete their course including assignments, practical work and the final exam within the allowed completion time will receive a final grade of No Pass (NP).

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).

## 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.

## Night/Extended Lab

GIA may schedule additional lab hours for gemology students who are not making satisfactory academic progress, or for Graduate Jeweler students who need additional time for project completion.

## 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 dean of students.

## Leave of Absence

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

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students are required to provide the required date of return within five business days of submitting their LOA request, or they will be withdrawn from their program, course or class. Students requesting

an extension of an approved leave must make the request in writing to the office of the dean of students prior to the expiration of their original LOA. Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the class, course or program from the beginning at current tuition and fees.

For Distance Education students, the maximum time for a leave of absence is 365 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 365 calendar days per course or program. During an approved leave of absence, the end date of the course will be extended to reflect the number of days granted for the leave of absence.

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

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

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

## Academic Advising and Probation

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

### Academic Advising

On Campus students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the 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.

### Financial Aid Probation

Students receiving federal student aid who fail to meet satisfactory academic progress requirements at the midpoint of their program are no longer eligible for federal assistance. A student may appeal to

# Academic Policies and Procedures (cont.)

reestablish aid eligibility. If the appeal is approved, the student's aid is reestablished and the student is placed on Financial Aid Probation for the following payment period. Financial Aid Probation is equivalent to Academic Probation.

## Attendance Probation

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

## Behavioral Probation

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

## Dismissal Policy

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

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

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy. Students receiving financial aid are subject to the Return of Title IV Funds policy listed on page 73. Scholarship recipients who are dismissed are liable for any outstanding tuition balance at the time of dismissal.

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

## Appeals and Readmission Following Dismissal

On Campus 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 dean of students. 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 behavior reasons and his/her first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

## Student Privacy Notice

Gemological Institute of America, Inc. ("GIA," "we," or "our") values the privacy of applicants, students and alumni of its On Campus and Distance Education programs ("you" and "your"). This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding its collection, use and handling of your Personal Data, and sets forth your privacy rights. Personal Data is defined as information relating to an identified or identifiable individual. We recognize that valuing your privacy is an ongoing responsibility, and so we may from time to time update this Notice as we adopt new privacy policies or undertake new Personal Data practices.

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

### Student Personal Data Collection, Use and Processing

GIA collects and uses Personal Data about you for a lawful purpose(s) in accordance with applicable data protection laws. This means that, where law requires a legal basis for our collection and use of Personal Data, we collect and use Personal Data only for one of the following legal basis: consent; contract performance; legal obligation; protect vital interests; public interest; and for legitimate interests pursued by GIA or by a third party, except where such legitimate interests are overridden by your interests or fundamental rights and freedoms.

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](http://GIA.edu/privacy-notice#student-privacy-notice), including to facilitate your experience with GIA and provide you with educational courses, programs and related services. We may share your Personal Data with our GIA Affiliated Entities at [GIA.edu/affiliated-entities](http://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 courses, programs and related services you request.

## The U.S. Family Educational Rights and Privacy Act ("FERPA")

The U.S. Family Educational Rights and Privacy Act ("FERPA") affords eligible students ("student," or "you") certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age).

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request for access.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.

# Academic Policies and Procedures (cont.)

3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Disclosures that GIA May Make Without Student Consent:

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/privacy-notice#ferpa-notice](http://GIA.edu/privacy-notice#ferpa-notice) for more information. If you would like to request directory information, submit the Education Verification Request form found at [GIA.edu/doc/GIA\\_Education\\_Verification\\_Request.pdf](http://GIA.edu/doc/GIA_Education_Verification_Request.pdf) to the education records department at [records@gia.edu](mailto:records@gia.edu)

## Graduation Requirements

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

## Graduation Requirements – On Campus Gemology

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



### BRAZIL

*"If I could attend GIA 100 times over, I would. It was that much of an incredible experience. It was an investment in myself and in my business that paid off. I have tremendous respect for the institution."*

Karina Sena, GIA GG, AJP  
CEO-Founder & Creative Director  
*Karyna Sena*

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Distance Education Gemology

Programs	Minimum Requirement	Maximum Number of Attempts Allowed
<b>Graduate Diamonds Diploma</b>		
Course Assignments	100% completed	-
Diamond Essentials Final Exam	75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam	75% score	5*
Diamonds & Diamond Grading Final Exam	75% score	3
<b>Graduate Colored Stones Diploma</b>		
Course Assignments	100% completed	-
Stone Worksheets	100% completed	-
Colored Stones Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Colored Stone Grading Lab Class 2-Stone Practical Exam	75% score	5*
Gem Identification Lab Class Instrumentation Exam	75% score	5*
Gem Identification 20-Stone Practical Exam	100% score	10**
<b>Graduate Pearls Diploma</b>		
Pearls Final Exam	75% score	3
Pearl Grading Lab Class 2-Stone Assessment	75% score	1
<b>Applied Jewelry Professional™ Diploma</b>		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

\* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees on page 76).

\*\* Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees on page 76). Exam attempts must be taken within the course completion time.

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Jewelry Manufacturing Arts

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

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

# 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

On request, education records will issue letters of good standing, typically needed by insurance companies or other agencies as evidence of student status. GIA does not issue letters of recommendation. Contact education records at +1 800 421 7250 ext 7312, +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

### Transcripts

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

### Diploma/Transcript Holds

Please note that diplomas will be presented or mailed only if you have satisfied all your academic and financial obligations. If you have any unmet obligations to GIA, you will not receive a diploma or transcript until the obligation is fulfilled.

### Replacement Diplomas

If your diploma was permanently lost or destroyed, a replacement diploma may be ordered from the education records department. Each replacement diploma follows the current diploma format and includes the reissue date. All replacement diplomas bear the signatures of GIA's current chair of the board of governors and president and CEO.

### 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

## Graduation Announcements

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

## Academic Credentials Usage Policy

### Applicability

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

### Usage Guidelines for Academic Credentials

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

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

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

### General Usage

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

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

### Diplomas

The following examples refer to the Graduate Gemologist® (GG), Accredited Jewelry Professional or Applied Jewelry Professional™ (AJP®), Gemologist, Jewelry Design & Technology (JDT), and Graduate Jeweler (GJ) diplomas:

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

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

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

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

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

### Employment Citations

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

# Academic Policies and Procedures (cont.)

## 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, jewelry, education and related fields would constitute infringement of the GIA marks.

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

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

## Copyright Infringement

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

## GIA Alumni Identity Program

GIA's Alumni Identity Program is a precise set of standards and branded designs created by GIA to support and identify qualified members and recognized chapters of the GIA Alumni Association. GIA encourages our GIA alumni members and chapters to use the approved alumni identity logo and support tools to promote their education affiliation and preserve the power of the GIA mission and identity.

The GIA alumni identity is promoted, protected and maintained by GIA and use is restricted and made available only to members and chapters of the GIA Alumni Association, as long as they adhere to the GIA Alumni Association terms of use and usage guidelines. Visit [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) for more information.



# Academic Policies and Procedures (cont.)

## 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.

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation. Complaints related to sexual harassment or assault should be reported to GIA's Title IX Coordinator at [titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu). Complaints related to discrimination on the basis of a disability or the application of reasonable accommodation should be reported to GIA's 504 Coordinator at [504coordinator@gia.edu](mailto:504coordinator@gia.edu). For more information, see GIA's Sexual Misconduct Reporting and Response Standards and Protocols and GIA's Policy Prohibiting Discrimination, Harassment, and Retaliation at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

### Complaint Procedure

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

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

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

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

### Complaint Disclosures

Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student can contact the Accrediting Commission at 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201 USA, by phone at +1 703 247 4212, or online at [accsc.org](http://accsc.org). A copy of the Commission's Complaint Form is available from the GIA Student Services Office. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing, and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Complaints may be submitted to the DEAC using the complaint form found on its website ([deac.org](http://deac.org)), and must include authorization for the Commission to forward a copy of the complaint, including the complainant's identity, to the

school. Where issues of educational services, student services or tuition are concerned, a student must have exhausted all efforts to resolve the complaint with the school before filing a complaint with the DEAC. Students can contact the Distance Education Accrediting Commission (DEAC) at 1101 17th Street NW, Suite 808, Washington, DC 20036 USA, phone +1 202 234 5100, fax +1 202 332 1386 or online at [deac.org](http://deac.org)

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

Residents of Alabama can submit a complaint by contacting the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130 USA, [accs.cc/index.cfm/school-licensure/complaints](http://accs.cc/index.cfm/school-licensure/complaints)

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

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

Residents of Texas can submit a complaint by contacting the The Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15<sup>th</sup> Street, Austin, TX 78778-0001 USA, phone +1 512 463 2222 or online at [twc.state.tx.us](http://twc.state.tx.us)

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

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

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

Courtesy:  
Andrew Geoghegan



# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for the Carlsbad campus are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA admissions at +1 800 421 7250 ext 4001 or email [admissions@gia.edu](mailto:admissions@gia.edu). For all other locations, please refer to the location-specific catalog listed on page 6, or contact the campus directly. Please see class syllabus for specific requirements. Policies are subject to change.

Students enrolled in Carlsbad On Campus and Lab classes and all eLearning students should submit their notice of cancellation in writing to GIA, manager of admissions, The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008, fax +1 760 603 4003, or email [admissions@gia.edu](mailto:admissions@gia.edu)

Students who wish to withdraw from an On Campus or Lab class after the class has started should notify the dean of students in writing.

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

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

On Campus students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, students also have the right to stop school at any time; and students have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current payment period in their program through the last day of attendance. eLearning students have the right to cancel their agreement and receive a full refund before the first lesson and materials are received.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Cash payments will be refunded by check. Refunds are processed within 30 days after the Date of Determination or the student's last day of attendance, whichever is later.

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

Students who choose to purchase gemological equipment through GIA Instruments may return them for a full refund within 15 days of receipt provided they are in the original package, complete, and in new and unused condition. Please visit [store.gia.edu](http://store.gia.edu) for additional information.

## Definition of Cancellation, Withdrawal and Refund Policy Terms

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

- **Cancellation:** When a student terminates his/her enrollment within a period of time during which s/he is entitled to a full refund of all institutional charges.
- **Cancellation or Withdrawal Date (On Campus and Lab class students):** The date GIA receives the student's official notice of cancellation or withdrawal, or the student's last day of attendance, whichever is later.
- **Cancellation or Withdrawal Date (eLearning students):** The date the student sent their written withdrawal or cancellation notice to GIA.
- **Class:** Any course of study, including classes, courses or programs.
- **Date of Determination (DOD):** The date on which the notice of cancellation or withdrawal is received by GIA, or if GIA has not been notified of intent to cancel and the student has stopped attending, the Date of Determination is the date on which GIA determines that the unapproved absence means the student is no longer enrolled, not later than 14 days after the last date of attendance, as determined by GIA from its attendance records. The 30-day time period for issuing refunds begins on the Date of Determination.
- **Days:** Calendar days, unless otherwise stated.
- **End Date (eLearning students):** The date by which the student must complete all course requirements, including the final exam, as reflected in the student's enrollment agreement.
- **Enrollment Date:** The date that the enrollment agreement is fully executed with signatures of both the student and the GIA authorized representative.
- **First class session (Lab class students):** The instructional period prior to the first break.
- **First class session (On Campus students):** The first full day of instruction.
- **Instructional Hours, Days or Weeks:** The hours, days or weeks during which clock hours are scheduled.
- **Institutional Charges:** All charges for tuition, fees and other educationally-related expenses assessed by the Institution.
- **Last Day of Attendance (LDA):** The last day the student attended his/her scheduled On Campus or Lab class, as determined by GIA's attendance records. Refund amounts are calculated on the basis of the last day of attendance.
- **Program Length:** The total calendar time between the scheduled start and end dates of a program, including the scheduled instructional days, breaks and holidays. Program length may be as much as five weeks longer than the instructional length.
- **Start Date (eLearning students):** the first day the course is available and accessible to the student.
- **Start Date (On Campus and Lab class students):** The first scheduled day of instruction.
- **Withdrawal:** When a student's enrollment is terminated, with the exception of cancellations; includes all cases where a student is no longer enrolled (i.e., student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA Policy).

# Cancellation, Withdrawal and Refund Policies (cont.)

## Return of Title IV Funds

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

These policies apply to GIA's Carlsbad campus. For cancellation, withdrawal and refund policies specific to another GIA location, please refer to the location-specific catalog for the locations listed on page 6, or contact the campus directly.

# Cancellation, Withdrawal and Refund Policies (cont.)

## Refund Policy

The following statement is required per California Ed. Code §94919: GIA shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. Institutions shall refund 100% of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

GIA does not collect application fees.

### Distance Education (eLearning) Students

Refunds for eLearning courses are based on a pro rata percentage of the number of assignments submitted for grading prior to the end date of the course. All charges associated with the purchase of optional books and materials are nonrefundable. Students who choose to purchase gemological equipment through GIA Instruments may return them for a full refund within 15 days of receipt provided they are in the original package, complete, and in new and unused condition. Please see [store.gia.edu](http://store.gia.edu) for additional information.

If Your Cancellation or Withdrawal Date Is	You Pay
Within seven days after your acceptance of the Enrollment Agreement OR before submitting your first course assignment, whichever is later	No tuition
After submitting your first course assignment and before submitting more than 60% of the required course assignments	A pro rata portion of the tuition
After submitting more than 60% of the required course assignments OR after exceeding the course completion time limit	100% of tuition

#### Example of a refund calculation for a Distance Education (eLearning) course

A student paid the total price of \$500 for a course with a total of ten (10) required assignments, submitted four (4) assignments for grading, and then withdrew prior to the end date of the course. GIA retains \$200 (Tuition Used), calculated as follows:

- Total Price = \$500
- Per Assignment Charge = \$50 (Total Price ÷ Total Number of Required Assignments)
- Number of Assignments Submitted for Grading = Four (4)
- Tuition Used = \$200 (\$50 x 4 assignments)
- Refund = \$300 (Total Price – Tuition Used)

### Carlsbad Lab Class Students

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

#### Lab Classes 5 Days in Length:

If Your Cancellation or Withdrawal Date Is	You Pay
Before the end of the first day of instruction	No tuition
After the first day of instruction and up through 60% of the class has been taught	A pro rata portion of the tuition
After 60% of the class has been taught	100% of tuition

#### Lab Classes 1-3 Days in Length:

If Your Cancellation or Withdrawal Date Is	You Pay
Before 12:00 p.m. of the first day of instruction	No tuition
After 12:00 p.m. of the first day of instruction and up through 60% of the class has been taught	A pro rata portion of the tuition
After 60% of class has been taught	100% of tuition

### Carlsbad On Campus Students

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

If Your Cancellation or Withdrawal Date Is	You Pay
Within seven days after your acceptance of the Enrollment Agreement; or before the end of the first class day, whichever is later	No tuition
More than seven days after your acceptance of the Enrollment Agreement or after the first scheduled day of class, whichever is later, and up through 60% of the scheduled instructional hours	A pro rata portion of the tuition
After 60% of the scheduled instructional hours	100% of tuition

#### Example of a refund calculation for a Lab Class

A student paid the total price of \$1050 (\$1,000 tuition plus \$50 for books) for a class with 35 hours and withdrew after 14 hours; 40% of the class has been taught. GIA retains \$470, calculated as follows:

- Total Price = \$1050
- Per Hour Charge = \$30 (Total Tuition ÷ Total Number of Hours);
- Tuition Used = \$420 (\$30 x 14 hours);
- Refund = \$580 (Total Price – Books – Tuition Used)



#### FLORIDA

*"My advice for anyone considering courses with GIA is to go for it. It is the ultimate way to learn, whether on campus or through Distance Education while you work. It is worth it. Getting my GG has been one of the best professional investments I have ever made."*

Shivan Sarna, GIA GG, AJP  
Show Host  
HSN

# Tuition and Fees

## Schedule of Student Charges

This section lists applicable tuition and fees for GIA's Carlsbad campus. For other GIA locations please refer to the location-specific catalog listed on page 6, or contact the campus directly. Total charges are valid for programs, courses and classes taking place in Carlsbad from January 1, 2019 through December 31, 2019, and are subject to change.

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

Program Number	Program Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)	Second Payment (Due by Orientation Day)	Final Payment (Due Date Varies)**
GEM 2500	Graduate Gemologist	\$21,000.00	\$1,225.00 (Books) \$1,435.00 (Materials) \$206.15 (CA Sales Tax)	\$23,866.15	\$2,100.00	\$14,416.15	\$7,350.00
GEM 2200	Graduate Diamonds	\$6,600.00	\$375.00 (Books) \$65.00 (Materials) \$34.10 (CA Sales Tax)	\$7,074.10	\$660.00	\$6,414.10	N/A
GEM 2300	Graduate Colored Stones	\$14,400.00	\$850.00 (Books) \$1,370.00 (Materials) \$172.06 (CA Sales Tax)	\$16,792.06	\$1,440.00	\$10,312.06	\$5,040.00
JMA 3300	Graduate Jeweler	\$21,400.00	\$1,020.00 (Books) \$1,110.00 (Materials) \$165.08 (CA Sales Tax)	\$23,695.08	\$2,140.00	\$14,065.08	\$7,490.00
JMA 3400	Jewelry Design & Technology	\$19,900.00	\$685.00 (Books) \$1,130.00 (Materials) \$140.67 (CA Sales Tax)	\$21,855.67	\$1,990.00	\$12,900.67	\$6,965.00
JMA 370	Jewelry Design	\$6,000.00	\$100.00 (Books) \$245.00 (Materials) \$26.74 (CA Sales Tax)	\$6,371.74	\$600.00	\$5,771.74	N/A
JMA 400	Comprehensive CAD/CAM for Jewelry	\$5,750.00	\$305.00 (Books) \$310.00 (Materials) \$47.67 (CA Sales Tax)	\$6,412.67	\$575.00	\$5,837.67	N/A

Amounts shown are in U.S. dollars

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

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

#### Total Charges for On Campus Programs Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Customs fees and duties on course materials shipped outside the United States
- Replacement books, tools and materials
- Replacement or additional refractive index (RI) liquid 1.81
- Fees for lost or damaged equipment, precious metals and stones
- Wire transfer fees
- Jewelry Design & Technology students must have access to a computer that meets the minimum requirements described on page 35 for homework purposes. The estimated average cost to purchase this computer is approximately \$1,500 (reflects current price at the time of publication, and subject to change).
- Comprehensive CAD/CAM for Jewelry students are not required to do work at home. However, it is strongly recommended that students have access to a computer that meets the requirements described on page 35. The estimated average cost to purchase this computer is approximately \$1,500 (reflects current price at the time of publication, and subject to change).

#### Additional Fees May Include:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript
- \$15 for replacement ID or badge
- \$10 for replacement keys
- \$10 for replacement parking permits
- \$15 returned check fee

# Tuition and Fees Schedule of Student Charges (cont.)

## eLearning Courses – Gemology Distance Education

Course Number	Course Title	Tuition	Monthly Payment Plan Option (no-interest plan)	Instrument Cost	Optional Books*	Catalog Page
GEM 110	Jewelry Essentials	\$250.00	N/A	N/A	\$65.00	41
GEM 120	Colored Stone Essentials	\$250.00	N/A	N/A	130.00	41
GEM 130	Diamond Essentials	\$250.00	N/A	N/A	\$65.00	41
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	\$1,670.00	\$167.00 x 10 months	N/A	\$160.00	41
GEM 220	Colored Stones (Prerequisite: GEM 120)	\$1850.00	\$185.00 x 10 months	N/A	\$250.00	41
GEM 240	Gem Identification ** (Prerequisite: GEM 120, GEM 220)	\$2,040.00	\$204.00 x 10 months	\$2,500.00**	\$250.00	42
GEM 149	Pearls	\$600.00	\$150.00 x 4 months	N/A	\$125.00	42

Amounts shown are in U.S. dollars

\* Books are available for eLearning courses, but are not required for successful completion. Upon confirmation of your enrollment, books may be purchased online by logging on to [my.GIA.edu](http://my.GIA.edu). Various shipping and handling options are available. Additional shipping and handling charges apply to students outside the United States.

\*\* If you don't have access to the equipment required to complete this course (see below), you may purchase a Gem Identification Instruments Student Package through [store.GIA.edu](http://store.GIA.edu) for an estimated retail price of \$2,500.00.

### eLearning Tuition Does Not Include:

- Optional books including applicable tax, shipping and handling
- Customs fees and duties on course materials shipped outside of the United States
- Proctor fees for exams that are not taken on a GIA campus
- Fees for completing remedial work in a Student Workroom
- Fees for lost or damaged stones or equipment
- Wire transfer fees
- Gem Identification stone set shipping and handling charges, duties, taxes and fees when that stone set has been previously shipped and now requires reshipping (see below)
- Refundable deposit for stones loaned to international students enrolled in the Gem Identification eLearning course (see below)
- Required equipment for students enrolled in the Gem Identification eLearning course (see below)

### Additional Fees May Include:

- \$35 half day or \$70 full day for the use of Student Workroom
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript
- \$15 returned check fee
- Expedited shipping and fees

### Gem Identification Students Outside the United States

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

GIA will pay for the initial international Gem Identification stone set shipment to a student. If the student requires the same stone set to be reshipped to them again, they will be responsible for all shipping and handling charges, duties, taxes and fees.

### Gem Identification Equipment

To complete this course, students must have access to the following equipment which is not included with the course materials:

- Gem tweezers (non-locking)
- Daylight-equivalent light source
- Monochromatic light source
- Pinpoint incandescent light source
- Gemological binocular microscope minimum 10x and 30x (darkfield illumination)
- Gem cloth
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscope
- Spectroscope

Students who do not have access to this equipment may purchase a Gem Identification Instruments Student Package through [store.GIA.edu](http://store.GIA.edu) for an estimated total retail price of \$2,500.00 plus shipping, handling, and applicable tax. As an alternative, students can complete assignments in a fully equipped GIA Student Workroom.

# Tuition and Fees Schedule of Student Charges (cont.)

## Carlsbad Lab Classes – Gemology and Jewelry Manufacturing Arts

Class Number	Class Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)
GEM 230L	Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials) \$13.57 (CA Sales Tax)	\$1,688.57	\$150.00	\$1,538.57
GEM 220L	Colored Stone Grading Lab	\$1,000.00	\$95.00 (Books) \$25.00 (Materials) \$9.30 (CA Sales Tax)	\$1,129.30	\$100.00	\$1,029.30
GEM 240L	Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$25.00 (Materials) \$11.63 (CA Sales Tax)	\$1,661.63	\$150.00	\$1,511.63
GEM 149L	Pearl Grading Lab	\$300.00	\$30.00 (Books) \$20.00 (Materials) \$3.88 (CA Sales Tax)	\$353.88	\$30.00	\$323.88
JMA 320L	Basic Repair and Setting Lab	\$1,450.00	\$100.00 (Books) \$15.00 (Materials) \$8.91 (CA Sales Tax)	\$1,573.91	\$145.00	\$1,428.91
JMA 340L	Intermediate Repair and Setting Lab	\$1,450.00	\$100.00 (Books) \$15.00 (Materials) \$8.91 (CA Sales Tax)	\$1,573.91	\$145.00	\$1,428.91

Amounts shown are in U.S. dollars.

\* Total charges shown include tuition, books and materials, and applicable sales tax. The balance is due 30 days prior to start of class. **Failure to pay the balance will result in lost seat in class.**

### Total Charges Do Not Include:

- Fee for lost or damaged stones or equipment
- Wire transfer fees

### Additional Fees May Include:

- \$35 half day or \$70 full day for the use of Student Workroom
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript
- \$15 returned check fee



#### NEW JERSEY

*"I recommend GIA to everyone interested in a career in the industry. The programs provide a strong foundation whether you go into gemology or design. There is not a day that goes by that I don't use something I learned while at GIA."*

Lauren Noelle Fiabane, GIA GG, AJA  
Owner and Designer  
*Noelle Leone*

# Tuition and Fees Schedule of Student Charges (cont.)

## Payment Methods/Student Accounts

Students enrolled in GIA's Carlsbad campus may make payments online anytime via the Student Center, available at [my.GIA.edu](http://my.GIA.edu). Our office of student accounts staff members are available Monday through Friday to accept payments and to discuss your account. Visit the student services office to arrange an appointment.

For Carlsbad, contact us at +1 800 421 7250 ext 4470, +1 760 603 4470 or [acctsrec@gia.edu](mailto:acctsrec@gia.edu) from 7:00 a.m. to 4:00 p.m. Pacific Time. For other GIA locations, please refer to the location-specific catalog listed on page 6 for payment information or contact the campus directly.

Please note the following information regarding payment methods:

Students who owe GIA past due monies, and/or have not returned student stone sets, may not enroll in future courses or programs until they have reimbursed GIA.

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

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

**Wire Transfer:** please contact us at +1 800 421 7250 ext 4001 or +1 760 603 4001, or [admissions@gia.edu](mailto:admissions@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

## Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide full name, country of residence, and copy of valid government-issued photo ID or passport 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.

*Cut gem courtesy: Glenn Preus  
Rough crystal courtesy: Neal Litman Company*



# Tuition Recovery and Reimbursement Funds

## California Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, +1 916 431 6959 or +1 888 370 7589.

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

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or

event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Each qualifying institution shall collect an assessment of zero dollars (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

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

### Definitions:

- (a) "California resident" means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from qualifying institution offering distance education.
- (b) "Closed institution" means an institution at which a closure has occurred.
- (c) "Economic loss" means pecuniary loss, as defined in section 94923 of the Code. Economic loss also includes, "educational opportunity loss."
- (d) "Educational opportunity loss" means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution's closure or due to the institution losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.
- (e) "Fund" means the Student Tuition Recovery Fund.
- (f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.
- (g) "Qualifying institution" is an approved institution that is subject to the provisions of Article 14, commencing with section 94923 of the Code, including out-of-state institutions registered with the Bureau pursuant to section 94801.5 of the Code.
- (h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).
- (i) "STRF" means Student Tuition Recovery Fund.
- (j) "Student Tuition Recovery Fund assessment" or "STRF assessment" means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution.
- (k) "Teach-out institution" means the institution offering a teach-out to a former student of an institution that has ceased to operate.
- (l) "Third-party payer" means an employer, government program or other entity that pays a student's charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94874.1, 94923, 94926, 94927 and 94927.5, Education Code.

# 2019 Carlsbad Class Schedules

## CARLSBAD

Please refer to [GIA.edu](http://GIA.edu) for the most up-to-date schedules, tuition and fees.

All classes are held at GIA's Carlsbad facility located at 5345 Armada Drive, Carlsbad, California 92008 USA unless otherwise indicated.

The start date shown for On Campus courses and programs is the required in-person orientation date.

GIA reserves the right to reschedule or cancel classes.

### ON CAMPUS PROGRAMS

#### GEMOLOGY

##### **GEM 2500 Graduate Gemologist®**

Jan 17-Aug 2  
Feb 14-Aug 30  
Apr 4-Oct 18  
May 30-Dec 20  
Aug 8, 2019-Mar 13, 2020  
Sep 5, 2019-Apr 10, 2020  
Oct 17, 2019-May 22, 2020

##### **GEM 2200 Graduate Diamonds**

Jan 17-Mar 15\*  
Feb 14-Apr 12\*  
Apr 4-May 31\*  
May 30-Jul 26\*  
Aug 8-Oct 4\*  
Sep 5-Nov 1\*  
Oct 17-Dec 20\*

##### **GEM 2300 Graduate Colored Stones**

Jan 7-May 24\*  
Mar 18-Aug 2\*  
Apr 15-Aug 30\*  
Jun 3-Oct 18\*  
Jul 29-Dec 20\*  
Oct 7, 2019-Mar 13, 2020\*  
Nov 4, 2019-Apr 10, 2020\*  
Jan 6, 2019-May 22, 2020\*

#### JEWELRY MANUFACTURING ARTS

##### **JMA 3400 Jewelry Design & Technology**

Jan 17-Jul 26  
Apr 25-Nov 1  
Sept 19, 2019-Apr 17, 2020

##### **JMA 3300 Graduate Jeweler**

Jan 24-Aug 2  
May 30-Dec 13  
Sep 5, 2019-Apr 3, 2020

##### **JMA 370 Jewelry Design**

Jan 10-Mar 15  
Jul 5-Sep 6

##### **JMA 400 Comprehensive CAD/CAM for Jewelry**

Apr 4-May 24  
Oct 3-Nov 22

### LAB CLASSES

#### GEMOLOGY

##### **GEM 220L Colored Stone Grading**

Jan 21-23  
Mar 18-20  
May 6-8  
Jul 22-24  
Sep 23-25  
Nov 4-6

##### **GEM 230L Diamond Grading**

Jan 7-11  
Jan 28-Feb 1  
Mar 4-8  
Apr 22-26  
Jul 8-12  
Jul 29-Aug 2  
Sep 9-13  
Sep 30-Oct 4  
Oct 21-25  
Nov 11-15

##### **GEM 240L Gem Identification**

Jan 14-18  
Mar 11-15  
Apr 29-May 3  
Jul 15-19  
Sep 16-20  
Oct 28-Nov 1

##### **GEM 149L Pearl Grading**

Jan 24  
Mar 21  
May 9  
Jul 25  
Sep 26  
Nov 7

#### JEWELRY MANUFACTURING ARTS

##### **JMA 320L Basic Repair and Setting**

Apr 22-26  
Aug 12-16

##### **JMA 340L Intermediate Repair and Setting**

Apr 29-May 3  
Aug 19-23

### STUDENT WORKROOM

Available daily, Monday – Friday, 9:00 a.m. – 12:00 p.m. and 1:00 – 4:00 p.m., on a first-come, first-served basis for up to eight students.

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

For a complete list of Student Workroom prerequisites, services, and additional details, visit [GIA.edu](http://GIA.edu).

To reserve a seat, call +1 800 421 7250 ext 4404, or outside the U.S. call +1 760 603 4404 or email [lessons@gia.edu](mailto:lessons@gia.edu)

### ON CAMPUS AND LAB CLASS DURATION AND HOURS

Class schedules may vary depending on holidays, breaks or other events; please review the schedule carefully and plan accordingly. Please visit [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) or contact [admissions@gia.edu](mailto:admissions@gia.edu) for details.

Polished gem  
courtesy: Bill Larson,  
Pala International



\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability. Schedules are subject to change without notice. For a current schedule, visit [GIA.edu/schedules](http://GIA.edu/schedules). Contact GIA admissions to confirm availability and for additional information and details.

# 2019 Global Class Schedules

## ON CAMPUS PROGRAMS

Please refer to [GIA.edu](http://GIA.edu) for the most up-to-date schedules, tuition and fees.

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

The start date shown for On Campus courses and programs is the required in-person orientation date.

GIA reserves the right to reschedule or cancel classes.

### BANGKOK GIAthai.net

#### GEMOLOGY

##### **GEM 2500 Graduate Gemologist®**

May 30-Dec 13

##### **GEM 2200 Graduate Diamonds**

Jan 31-Mar 29

May 30-Jul 26\*

Oct 24-Dec 20

##### **GEM 2300 Graduate Colored Stones**

Jan 10-May 31\*

Jul 25-Dec 13\*

#### JEWELRY MANUFACTURING ARTS

##### **JMA 370 Jewelry Design**

Feb 7-Apr 12

July 11-Sep 13

### DUBAI GIAmideast.com

#### GEMOLOGY

##### **GEM 2200 Graduate Diamonds**

Jan 17-Mar 14

Jun 27-Aug 22

Aug 22-Oct 17

Oct 31-Dec 26

### HONG KONG GIAhongkong.com

#### GEMOLOGY

##### **GEM 2500 Graduate Gemologist®**

May 23-Dec 20

Oct 17-Jun 12, 2020

##### **GEM 2200 Graduate Diamonds**

Jan 3-Mar 19 (Cantonese) (N) M, Tu, Th (H)

Jan 3-Mar 8

Mar 7-May 16 (Cantonese) (N) M, Tu, Th (H)

May 6-Jul 9 (Cantonese) (N) M, Tu, Th (H)

May 17-Aug 23 (Cantonese) M, F (H)

May 21-Aug 20 (Cantonese) T, Th (H)

May 23-Jul 19\*

Jul 2-Aug 29 (N) M, Tu, Th (H)

Aug 5-Oct 17 (Cantonese) (N) M, Tu, Th (H)

Oct 8-Dec 5 (Cantonese) (N) M, Tu, Th (H)

Oct 17-Dec 13\*

##### **GEM 2300 Graduate Colored Stones**

Jan 3-Jun 27 Cantonese (N) M, Tu, Th (H)

Jan 10-Jun 21

Jul 4-Dec 12 Cantonese (N) M, Tu, Th (H)

Jul 18-Dec 20\*

Jan 2, 2020-Jun 12, 2020\*

#### JEWELRY MANUFACTURING ARTS

##### **JMA 370 Jewelry Design**

Mar 7-May 17

Jul 25-Oct 4 (Cantonese)

### LONDON London.GIA.edu

#### GEMOLOGY

##### **GEM 2500 Graduate Gemologist®**

Jan 31-Aug 16

Mar 14-Sep 27

Jun 6-Dec 20

Sep 26-Apr 24, 2020

Oct 24-May 22, 2020

##### **GEM 2200 Graduate Diamonds**

Jan 31-Mar 29\*

Mar 14-May 10\*

Jun 6-Aug 2\*

Sep 26-Nov 22\*

Oct 24-Dec 20\*\*

##### **GEM 2300 Graduate Colored Stones**

Jan 3-May 24\*

Mar 28-Aug 16\*

May 9-Sep 27

Aug 1-Dec 20\*

Nov 21-Apr 24, 2020\*

Dec 19-May 22, 2020\*

#### JEWELRY MANUFACTURING ARTS

##### **JMA 370 Jewelry Design**

Jan 10-Mar 15

Mar 28-May 31

Aug 15-Oct 18

##### **JMA 400 Comprehensive CAD/CAM for Jewelry**

Jun 13-Aug 2

Oct 31-Dec 20

### MUMBAI GIAIndia.in

#### GEMOLOGY

##### **GEM 2500 Graduate Gemologist®**

Jan 3-Jul 19

Feb 14-Aug 30

May 30-Dec 20

Jul 25, 2019-Feb 14, 2020

##### **GEM 2200 Graduate Diamonds**

Jan 3-Mar 1\*

Jan 24-Mar 22

Feb 14-Apr 12\*

Feb 21-Apr 19

Mar 28-May 24

Apr 25-Jun 21

May 30-Jul 26\*

Jun 20-Aug 16

Jul 25-Sep 20\*

Aug 22-Oct 18

Aug 29-Oct 25

Nov 7, 2019-Jan 3, 2020

Dec 5, 2019-Jan 31, 2020

##### **GEM 2300 Graduate Colored Stones**

Feb 28-Jul 19

Apr 11-Aug 30

Jul 25-Dec 20

Sep 19, 2019-Feb 14, 2020

#### JEWELRY MANUFACTURING ARTS

##### **JMA 370 Jewelry Design**

Feb 7-Apr 12

Apr 18-Jun 21

Sep 19-Nov 29

Dec 5, 2019-Feb 7, 2020



(N) = Nighttime; (S) = Saturday; (H) = Course includes both On Campus and self-paced study.

**Class Duration:** Please note class schedules may vary depending on holidays and breaks; please review the schedule carefully and plan accordingly.

\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability. Schedules are subject to change without notice. For a current schedule, visit [GIA.edu/schedules](http://GIA.edu/schedules). Contact the campus to confirm availability and for additional information and details.

# 2019 Global Class Schedules

## ON CAMPUS PROGRAMS (cont.)

### NEW YORK, NY

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist®

Jan 10-Jul 26  
Mar 7-Sep 20  
May 2-Nov 15  
May 30-Dec 20  
Jun 27, 2019-Jan 31, 2020  
Aug 22, 2019-Mar 27, 2020  
Oct 17, 2019-May 22, 2020

##### GEM 2200 Graduate Diamonds

Jan 10-Mar 8\*  
Jan 31-Mar 29  
Mar 7-May 3\*  
Apr 4-May 31  
May 2-Jun 28\*  
May 30-Jul 26\*  
Jun 27-Aug 23\*  
Jul 25-Sep 20  
Aug 22-Oct 18\*  
Sep 26-Nov 22  
Oct 17-Dec 20\*\*

##### GEM 2300 Graduate Colored Stones

Jan 14-May 24\*  
Mar 11-Jul 26\*  
May 6-Sep 20\*  
Jul 1-Nov 15\*  
Jul 29-Dec 20\*  
Aug 26, 2019-Jan 31, 2020\*  
Oct 21, 2019-Mar 27, 2020\*  
Jan 6, 2020-May 22, 2020\*

#### JEWELRY MANUFACTURING ARTS

##### JMA 3400 Jewelry Design & Technology

Jun 6-Dec 20

##### JMA 370 Jewelry Design

May 9-Jul 12  
Oct 3-Dec 13

##### JMA 400 Comprehensive CAD/CAM for Jewelry

Aug 1-Sep 20

### NEW DELHI GIAindia.in

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist®

Mar 21-Oct 4

##### GEM 2200 Graduate Diamonds

Jan 10-Mar 8  
Mar 21-May 17\*  
Nov 7, 2019-Jan 3, 2020

##### GEM2300 Graduate Colored Stone

May 16-Oct 4\*

### SHANGHAI GIAtaiwan.com.tw

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist®

Feb 22-Sep 6 (Chinese)  
Jun 28-Jan 17, 2020 (Chinese)

##### GEM 2200 Graduate Diamonds

Feb 22-Apr 19\* (Chinese)  
Mar 16-May 25 (Chinese)(S)  
Jun 28-Aug 23\* (Chinese)  
Jun 15-Aug 31 (Chinese)(S)  
Sep 6-Nov 8 (Chinese)

##### GEM 2300 Graduate Colored Stones

Apr 19-Sep 6\* (Chinese)  
Jun 1-Jan 11, 2020 (Chinese) (S) (H)  
Aug 23-Jan 17, 2020\* (Chinese)

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

Feb 22-Apr 26  
Nov 8, 2019-Jan 10, 2020

### SURAT GIAindia.in

#### GEMOLOGY

##### GEM 2200 Graduate Diamonds

Feb 7-Apr 5  
May 16-Jul 12  
Aug 16-Oct 11

### TAIPEI GIAtaiwan.com.tw

#### GEMOLOGY

##### GEM 2500 Graduate Gemologist®

May 22-Oct 4 (Chinese)  
Jul 5, 2019-Jan 17, 2020 (Chinese)  
Nov 1, 2019-Jun 5, 2020 (Chinese)

##### GEM 2200 Graduate Diamonds

Mar 15-May 13 (Chinese) (N) M, W, F  
Mar 22-May 17\* (Chinese)  
May 25-Aug 10 (Chinese) (S)  
Jul 5-Aug 30\* (Chinese)  
Aug 9-Oct 7 (Chinese) (N) M, W, F  
Oct 12-Dec 28 (Chinese) (S)  
Nov 1-Dec 27\* (Chinese)

##### GEM 2300 Graduate Colored Stones

Jan 4-Jun 6\* (Chinese)  
May 17-Oct 4\* (Chinese)  
Aug 30, 2019-Jan 17, 2020\* (Chinese)

#### JEWELRY MANUFACTURING ARTS

##### JMA 370 Jewelry Design

May 3-Jul 5 (Chinese)  
Aug 30-Nov 1 (Chinese)

## LAB CLASSES AND PROFESSIONAL DEVELOPMENT

### BANGKOK GIAthai.net

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 21-23  
Jul 1-3  
Oct 15-17

##### GEM 230L Diamond Grading

Jan 7-11  
Jun 17-21  
Sep 30-Oct 4

##### GEM 240L Gem Identification

Jan 14-18  
Jun 24-28  
Oct 7-11

##### GEM 149L Pearl Grading

Jan 24  
Jul 4  
Oct 18

#### PROFESSIONAL DEVELOPMENT

##### Applied Jewelry Professional™ (Intensive)

Jan 28-Feb 1  
May 13-17  
Nov 4-8

### BIRMINGHAM London.GIA.edu

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Jan 28-30  
May 28-30  
Sep 2-4  
Nov 4-6

##### GEM 230L Diamond Grading

Jan 14-18  
Jan 21-25  
May 20-24  
Jun 3-7  
Sep 9-13  
Sep 16-20  
Oct 21-25  
Oct 28-Nov 1

##### GEM 149L Pearl Grading

Jan 31  
May 31  
Sep 5  
Nov 7

### DUBAI GIAmideast.com

#### GEMOLOGY

##### GEM220L Colored Stone Grading

Apr 7-9  
Jun 9-11  
Oct 27-29

##### GEM230L Diamond Grading

Jan 6-10  
Mar 24-28  
Apr 28-May 2  
May 19-23  
Jun 23-27  
Aug 11-15  
Dec 15-19

##### GEM240L Gem Identification

Mar 31-Apr 4  
May 5-9  
Oct 20-24

##### GEM140L Pearl Grading

Apr 10  
Jun 12  
Oct 30

#### PROFESSIONAL DEVELOPMENT

##### Applied Jewelry Professional™ (Intensive)

Jan 13-17  
Apr 14-18 (Arabic)  
Jun 16-20  
Jul 21-25 (Arabic)  
Sep 22-26  
Nov 24-28 (Arabic)

### HONG KONG GIAhongkong.com

#### GEMOLOGY

##### GEM 220L Colored Stone Grading

Sep 2-4

##### GEM 230L Diamond Grading

Feb 18-22  
Apr 1-30 (Cantonese) (N) M, Tu, Th  
Apr 22-26 (Mandarin)  
Sep 23-27  
Oct 21-25 (Mandarin)  
Nov 4-28 (Cantonese) (N) M, Tu, Th

##### GEM 240L Gem Identification

Sep 9-13

##### GEM 149L Pearl Grading

Apr 10 and 12 (Cantonese) (N) W, F  
Jun 24  
Jul 24 and 26 (Cantonese) (N) W, F

#### STUDENT WORKROOM

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course through eLearning. Please contact the campus directly to schedule a workroom.

For information and availability of student workrooms please visit [GIA.edu/gem-education/student-workroom](http://GIA.edu/gem-education/student-workroom)

(N) = Nighttime; (S) = Saturday; (H) = Course includes both On Campus and self-paced study.

**Class Duration:** Please note class schedules may vary depending on holidays and breaks; please review the schedule carefully and plan accordingly.

\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability. Schedules are subject to change without notice. For a current schedule, visit [GIA.edu/schedules](http://GIA.edu/schedules). Contact the campus to confirm availability and for additional information and details.

# 2019 Global Class Schedules

## LAB CLASSES AND PROFESSIONAL DEVELOPMENT (cont.)

### LONDON London.GIA.edu

See Birmingham listing on page 82 for Colored Stone Grading, Diamond Grading and Pearl Grading lab class offerings.

#### GEMOLOGY

##### **GEM 240L Gem Identification**

Jan 7-11  
Apr 29-May 3  
Aug 19-23  
Sep 30-Oct 4

### MUMBAI GIAindia.in

#### GEMOLOGY

##### **GEM 220L Colored Stone Grading**

Feb 4-6  
Dec 2-4

##### **GEM230L Diamond Grading**

Jan 7-11  
Feb 18-22  
Mar 25-29  
Apr 22-26  
May 27-31  
Jun 24-28  
Jul 22-26  
Aug 19-23  
Sep 9-13  
Oct 21-25  
Nov 18-22  
Dec 23-27

##### **GEM240L Gem Identification**

Jan 28-Feb 1  
Nov 25-29

##### **GEM140L Pearl Grading**

Feb 7  
Dec 5

#### PROFESSIONAL DEVELOPMENT

##### **Applied Jewelry Professional™ (Intensive)**

Jan 14-18  
Feb 11-15  
Nov 11-15

##### **SWIFT Jewellery Design**

Jan 21-25  
Apr 15-19  
Sep 16-20  
Dec 2-6

### NEW DELHI GIAindia.in

#### GEMOLOGY

##### **GEM220L Colored Stone Grading**

Oct 21-23

##### **GEM230L Diamond Grading**

Jan 7-11  
Mar 11-15  
Oct 7-11  
Nov 4-8

### PROFESSIONAL DEVELOPMENT

##### **Applied Jewelry Professional™ (Intensive)**

Mar 18-22  
Oct 14-18

### NEW YORK, NY

#### GEMOLOGY

##### **GEM 220L Colored Stone Grading**

Mar 4-6  
Apr 1-3  
Apr 22-24  
May 13-15  
Jun 10-12  
Jun 10-18 (N)  
Jul 15-17  
Aug 19-21  
Oct 12-26 (S)  
Oct 28-Nov 5 (N)  
Dec 16-18

##### **GEM 230L Diamond Grading**

Feb 11-15  
Mar 4-19 (N)  
Mar 18-22  
Mar 30-Apr 27 (S)  
Apr 8-12  
Apr 29-May 3  
Jun 3-7  
Jul 8-12  
Aug 5-9  
Aug 5-20 (N)  
Sep 30-Oct 4  
Dec 2-6

##### **GEM 240L Gem Identification**

Feb 25-Mar 1  
Mar 25-29  
Apr 15-19  
Apr 29-May 14 (N)  
May 6-10  
Jun 17-21  
Jul 13-Aug 10 (S)  
Aug 12-16  
Sep 23-Oct 8 (N)  
Oct 7-Oct 11  
Dec 9-13

##### **GEM 149L Pearl Grading**

Mar 7  
Apr 4  
Apr 25  
May 16  
Jun 13  
Jul 18  
Aug 22  
Dec 19

### SURAT GIAindia.in

#### GEMOLOGY

##### **GEM 220L Colored Stone Grading**

Apr 22-24  
Nov 18-20

##### **GEM230L Diamond Grading**

Jan 14-18  
Apr 8-12  
May 13-17  
Jul 15-19  
Aug 12-16  
Oct 14-18  
Nov 11-15  
Dec 9-13

#### PROFESSIONAL DEVELOPMENT

##### **Applied Jewelry Professional™ (Intensive)**

Jan 21-25  
Apr 15-19  
Jul 22-26

##### **SWIFT Jewellery Design**

Jan 28-Feb 1  
Apr 29-May 3

### TAIPEI GIAtaiwan.com.tw

#### GEMOLOGY

##### **GEM 220L Colored Stone Grading**

Jan 28-30 (Chinese) (M, Tu, W)  
Jul 1-3 (Chinese) (M, Tu, W)  
Oct 28-30 (Chinese) (M, Tu, W)

##### **GEM 230L Diamond Grading**

Jan 14-18 (Chinese)  
Mar 18-Apr 12 (Chinese) (N) (M, W, F)  
Jun 1-29 (Chinese) (S)  
Jun 17-21 (Chinese)  
Aug 12-Sep 6 (Chinese) (N) (M, W, F)  
Oct 14-18 (Chinese)  
Oct 19-Nov 16 (Chinese) (S)

##### **GEM 240L Gem Identification**

Jan 21-25 (Chinese)  
Jun 24-28 (Chinese)  
Oct 21-25 (Chinese)

##### **GEM 149L Pearl Grading**

Apr 27 (Chinese) (S)  
Oct 19 (Chinese) (S)

### TOKYO giaeducationjapan@gia.edu

#### GEMOLOGY

##### **GEM 230L Diamond Grading**

Feb 18-22 (Japanese)  
Apr 15-19 (Japanese)  
Jun 17-21 (Japanese)  
Aug 5-9 (Japanese)  
Oct 7-11 (Japanese)  
Dec 9-13 (Japanese)

##### **GEM 130A Diamond Essentials (Intensive)**

Feb 14-15 (Japanese)  
Apr 11-12 (Japanese)  
Jun 13-14 (Japanese)  
Aug 1-2 (Japanese)  
Oct 3-4 (Japanese)  
Dec 5-6 (Japanese)

#### STUDENT WORKROOM

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course through eLearning. Please contact the campus directly to schedule a workroom.

For information and availability of student workrooms please visit [GIA.edu/gem-education/studentworkroom](http://GIA.edu/gem-education/studentworkroom)

(N) = Nighttime; (S) = Saturday; (H) = Course includes both On Campus and self-paced study.

**Class Duration:** Please note class schedules may vary depending on holidays and breaks; please review the schedule carefully and plan accordingly.

\* Dates offered on a standby basis. Call for availability. You will be placed on a waiting list until 30 days prior to the start of your program or class when GIA can confirm your space availability. Schedules are subject to change without notice. For a current schedule, visit [GIA.edu/schedules](http://GIA.edu/schedules). Contact the campus to confirm availability and for additional information and details.

# Governance and Executive Management

## Board of Governors

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## Executive Management

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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](http://GIA.edu)

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# 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

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# Index

504 Coordinator.....	48	Course Descriptions.....	18-42	Health Care and Medical Insurance.....	55	Service and Shipping Limitations Outside the United States.....	46, 76
About the Education Catalog.....	6	Cost of Attendance.....	50	History of GIA.....	10-11	Service Animals.....	59
Absences.....	60	Diamond Essentials – eLearning.....	41	Holiday Schedule.....	55	Smoking on Campus.....	58
Academic Advising.....	64	Diamond Grading Lab Class.....	44	Housing.....	55	Social Networking.....	59
Academic Credentials Usage Policy.....	69	Diamonds & Diamond Grading – eLearning.....	41	How to Apply.....	45	Reasonable Accommodation.....	48, 71
Academic Dishonesty.....	61	Dismissal Policy.....	65	I-20MN.....	46-47	Student Accounts.....	78
Academic Policies and Procedures.....	60-71	Distance Education.....	18-19	Intermediate Repair and Setting Lab Class.....	44	Student and Exchange Visitor Information System (SEVIS).....	47
Academic Probation.....	64	Distance Education Accrediting Commission (DEAC).....	9	International Campuses.....	Back Cover	Student Code of Conduct and Standards of Behavior.....	57
Academic Records.....	69	Distance Education – Submitting Your Application.....	45	International Student Advisors.....	46-47, 53	Student ID Badges.....	59
Accreditation and Licensing.....	9	Distance Education Exams.....	62	Jewelry Design.....	39	Student Identity Verification.....	63
Accrediting Commission of Career Schools and Colleges (ACCSC).....	9	Dress Code.....	58	Jewelry Design & Technology.....	34-35	Student Life.....	57-59
Applied Jewelry Professional™ (AJP®).....	30-31	Drug and Alcohol Abuse Prevention Policy.....	58	Jewelry Essentials – eLearning.....	41	Student Notification of Classroom Chemical Usage.....	58
Admissions Requirements.....	45	EBSCO GeoRef and LIRN.....	54	Jewelry Manufacturing Arts.....	32-39	Student Privacy Notice.....	65
Admission Requirements for Non-U.S. Citizens.....	46-47	Education Administration.....	85	Lab Classes.....	43-44	Student Services.....	53-56
Advisory Boards.....	87	Education Committee of the Governing Board.....	86	Lab Classes – Submitting Your Application.....	45	Student Tuition Recovery Fund (STRF).....	79
Alumni Association.....	53	Educational Philosophy.....	10	Leave of Absence.....	64	Student Workrooms.....	19, 42, 55, 72, 76, 80
Animals on Campus.....	59	eLearning.....	40-42	Letters of Good Standing.....	69	Student Visas.....	46-47
Americans with Disabilities Act.....	48	eLearning System Requirements.....	19	Library and Learning Resources.....	54	Table of Contents.....	7
Annual Campus Safety and Security Report (Safety).....	58	English Proficiency.....	45-46	Make Up Policy.....	64	Tardies.....	60-61
Appeals and Readmission Following Dismissal.....	65	Equipment.....	55	Maximum Timeframe.....	64	Testing Policies.....	62
Applicant Screening.....	46	Faculty.....	84	Mission Statement.....	10	Title IX Compliance/Coordinator.....	49
Attendance at Orientation.....	60	Facilities.....	54	Monthly Payment Plans – Distance Education.....	76	Transfer Credit.....	48
Attendance Probation.....	60, 65	Family Educational Rights and Privacy Act (FERPA).....	65-66	My GIA.....	19	Transcripts.....	69
Attendance Policy.....	60-61	Federal Student Aid.....	50	Names, Trademarks and Copyrights.....	70	Tuition and Fees.....	75-79
Basic Repair and Setting Lab Class.....	44	Federal Grants and Loans.....	50	Net Price Calculator.....	52	Tuition Recovery and Reimbursement Funds.....	79
Behavioral Probation.....	65	Financial Aid Entrance and Exit Counseling.....	51	Night/Extended Lab.....	64	U.S. Immigration and Customs Enforcement (ICE).....	47
Board of Governors.....	84	Financial Aid Probation.....	51, 63-65	Nondiscrimination Policy.....	48	Veterans Administration Education Benefits.....	51
Bureau for Private Postsecondary Education.....	9	Financial Aid Assistance.....	50-52	Notice Concerning Transferability of Credits.....	48	Visitors on Campus.....	59
Campus Locations.....	Back Cover	Food and Beverage.....	58	Notice of Financial Aid Penalties for Drug Law Violations.....	52	Video and Audio Monitoring on Campus.....	59
Cancellation, Withdrawal and Refund Policies.....	72-74	Gainful Employment.....	52	On-Campus Admission for Non-U.S. Citizens.....	46-47	Weapons on Campus.....	59
Career Fair.....	14, 15, 53	Gem Identification eLearning.....	42	On-Campus Facilities and Hours of Operation.....	55	What is GIA?.....	10
Career Services.....	53	Gem Identification Lab Class.....	44	Parking.....	59	Welcome Message.....	8
Carlsbad Campus.....	15, 55, 56	Gemology.....	20-31	Payment Methods.....	78		
Carlsbad Class Schedules.....	81	Gemology Lab Classes.....	44	Pearl Grading Lab Class.....	44		
Class Schedules.....	80-83	GIA Locations.....	Back Cover	Pearls.....	28-29		
Classification of Instructional Programs (CIP).....	9	GIA Museum.....	54	Privacy Notice.....	65		
Classroom Equipment.....	56	Gifts to Faculty or Staff.....	59	Proctored Exams.....	63		
Classroom Hours.....	55, 64	Global Class Schedules.....	81-83	Program Advisory Committee.....	86		
Classroom Policies.....	61	Governance and Executive Management.....	84	Progress Reports.....	63, 64		
Clock Hours.....	48, 63-64	Grading Policies.....	60	Re-Entry Notice (see Leave of Absence, Appeals) Refund Policy.....	72-74		
Colored Stone Essentials – eLearning.....	41	Grading System.....	60	Return of Title IV Funds.....	73		
Colored Stone Grading Lab Class.....	44	Graduate Colored Stones (GCS).....	26-27	Richard T. Liddicoat Gemological Library and Information Center.....	54		
Colored Stones – eLearning.....	41	Graduate Diamonds (GD).....	24-25	Safety and Security.....	58		
Contacts.....	88	Graduate Gemologist® (GG).....	22-23	Satisfactory Academic Progress (SAP) Policy.....	63		
Commercial Activities.....	59	Graduate Jeweler (GJ).....	36-37	Scheduled Carlsbad Campus Closures.....	55		
Complaint Policy and Procedure.....	71	Graduate Pearls (GP).....	28-29	Scholarships (Financial Aid).....	50		
Completion Time for Distance Education.....	41, 64	Graduation Announcements.....	69	Search and Seizure.....	58		
Comprehensive CAD/CAM.....	38	Graduation Requirements – Gemology.....	66-67				
Computer and Internet Access.....	54	Graduation Requirements – Jewelry Manufacturing Arts.....	68				
Copyright Infringement.....	70	Guest Speakers.....	54				





## **Addendum**

### **GIA 2019 Education Catalog Vol. 1.6**

Please note the following changes to GIA's 2019 Education Catalog effective August 1, 2019:

**Page 51, Financial Assistance and Scholarships, VA – Veterans Administration Education Benefits**

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

**Page 75, Tuition and Fees, Carlsbad On Campus Programs and Courses – Gemology and Jewelry Manufacturing Arts, Footnote**

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



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# Are you ready to reach across the world?

“Hands down, I wholeheartedly recommend GIA to anyone passionate about gemology and jewelry. I learned far more than I dreamed I could, and I graduated with a heightened passion for the trade and a veritable confidence in my knowledge and skills. Leaving GIA, I felt that I was ready for any industry opportunity that might come along. Should I ever need support or answers, I knew I would have my classmates, instructors, and the entire GIA staff and alumni eager and happy to assist me. And this has proved true for me over and over!”

Lindsey Emmerson Almquist, GIA GG  
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