



GIA®

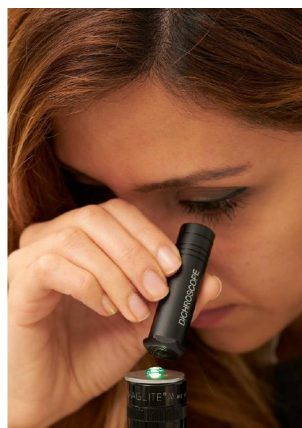
2020 Education Catalogue

GIA INDIA

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Welcome

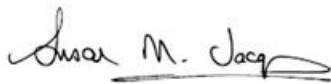
As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life. After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way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



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Mission and History

Mission

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

Educational Philosophy

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

Research

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

Relevance

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

Leadership

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

Accessibility

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

Sustainability

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

History

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

When most jewellers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research and gemmological 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 gemmological research centre, and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

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

Accreditation and Licensing

GIA India is a not-for-profit organisation, a section 25 Company under the Companies Act, 1956. GIA's campus in Mumbai and its Surat location offers courses in the field of gemmology, applied jewellery arts and jewellery design.

Lab classes offered through GIA's Mumbai campus and Surat location are accredited by Distance Education Accrediting Commission (DEAC).



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

Governance and Executive Management

Board of Governors

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

Chair

Dione D Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

Kiko Harvey

Inspector General and Director of Oversight, United Nations World Food Programme in Rome, Italy

Thomas H. Insley

Senior Vice President and CFO, Dermata Therapeutics

Susan M. Jacques

President and CEO, GIA

Robert Andrew Johnson

CEO, Diamond Cellar Holdings, LLC

Stephen F. Kahler

Senior Vice President Global Sales Operations, Swarovski North America Limited

Lisa A. Locklear

Vice President and Chief Financial Officer, Avanir Pharmaceuticals

Lawrence Ma

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

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer, GIA

Dr. Jeffrey E. Post, Ph.D.

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

Samantha F. Ravich, Ph.D.

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

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Tammy Storino

An experienced global operations and finance leader

Elliot Tannenbaum

Senior Principal, Leo Schachter Diamond Group

John W. Valley, Ph.D.

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

Ralph Destino

Chairman Emeritus

Executive Management

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

Senior Executives

Susan M. Jacques

President and Chief Executive Officer

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer

Anna Martin

Senior Vice President of Global Development

Pritesh Patel

Senior Vice President and Chief Operating Officer

David J. Tearle

Senior Vice President and Chief Financial Officer

Jennifer Wilson

Senior Vice President and General Counsel

Mark Buntz

Senior Vice President and Chief Marketing Officer

Elizabeth Keating

Vice President and Chief Ethics and Compliance Officer

Duncan Pay

Vice President of Education and Chief Academic Officer

Roseanne Sawyer

Vice President and Chief Human Resources Officer

Executives

Nirupa Bhatt

Managing Director for India and Middle East

Lisa Biggs

Vice President and Corporate Controller

John T. Hall

Vice President of Global IT Infrastructure Services

Matt Hall

Vice President of Laboratory Operations for Europe, Middle East and Africa

John King

Chief Quality Officer

David Lin

Vice President and Chief Information Security Officer

Seung-Hae Moon

Managing Director for Asia Pacific

Sriram Natarajan

Vice President of Laboratory Operations, India

Susan M. Schindelar

Vice President of Global Marketing

Wuyi Wang

Vice President of Research and Development

Lucy Xia

Vice President of Global Laboratory Planning

Phillip M. Yantzer

Vice President of U.S. Laboratory Operations

Education Management and Faculty

Education Management

Manoj Singhania

School Director, India

Kamaleshwar Sanga

Manager, Operations, India

Manisha Vaidya

Manager, Education Administration, India

Sam Kong

Senior Director, Global Instruction

Duncan Pay

Vice President of Education and Chief Academic Officer

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

India Faculty

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

All information is correct as of December 2019.

Amar Agarwal
Deepa Srinivasa
Jamsheed Dastoor
Karan Kundra
Mohit Agrawal
Nitu Joshi
Rahul Ladiwal
Sajiri Barve
Vijay Parmar

GIA Education Advisory Boards

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

GIA Education Committee of the Governing Board

Chair

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Dione D Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

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Lawrence Ma

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

Dr. Jeffrey E. Post, Ph.D.

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

John W. Valley, Ph.D.

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

GIA Programme Advisory Committee

Alan Bronstein

Owner, Aurora Gems, Inc.
New York, NY

Alexandra Hart

Owner, Alexandra Hart
San Diego, CA

Barbara Wasserstrom

Co-Owner, Stuart Benjamin and Co.
San Diego, CA

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Edward C. Petersen

Vice President Product Development & Production, Kwiat
New York, NY

Gail Brett Levine

Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

Jay Lowy

Chief Operations Officer, The Argent Corporation
San Diego, CA

Karen Sampieri

Senior Valuation Manager, The RealReal
New York, NY

Malcolm Koll

Owner, Charles Koll Jewelers
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
Seattle, WA

Robert C. Aretz

President, Gem Appraisers & Consultants
New York, NY

Shant Dakessian

Co-Owner, Simone and Son
Huntington Beach, CA

Thom Underwood

Owner, San Diego Gemological Laboratory
San Diego, CA

India Campus and Locations

Classes are held at GIA's Mumbai campus located at 10th Floor, Trade Centre, Bandra Kurla Complex, Bandra (East), Mumbai 400 098 India, GIA's Surat location at Swastik Universal, 2nd and 3rd floor, Building No A 10/11, RS No 15/1A and 9/2, Surat 395 007 India or an off-site location in New Delhi.

Facilities

GIA India's main campus in Mumbai occupies nearly 7000 square feet including five classrooms, a library, a student workroom, reception area and student lounge, break room, and administrative offices. The Surat location occupies nearly 1600 square feet including one classroom, reception area, meeting room and break room.

Both facilities have been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

Classrooms and Equipment

Classrooms at the Mumbai campus can accommodate up to 20 students. The student workroom, available by appointment during scheduled weeks throughout the year, can accommodate 14 students. Classrooms in Surat and New Delhi can accommodate 16 to 18 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each program description in this catalogue.

Contact Information

Contact GIA in India by phone, fax, email or visit us at GIAindia.in

Phone: 1 800 419 9914; +91 22 4085 1500

Email: eduindia@gia.edu

School Calendar and Hours of Operation

2020 Scheduled School Closures

Mumbai Campus

Date	Holiday
Wednesday, January 01	New Year
Sunday, January 26	Republic Day
Tuesday, March 10	Holi
Wednesday, March 25	Gudi Padwa
Friday, May 01	Maharashtra Day
Saturday, August 15	Independence Day
Monday, August 24	Ganesh Festival
Friday, October 02	Mahatma Gandhi Jayanti
Monday, November 11 to Friday, November 17	Festival Break
Friday, December 25	Christmas Day

Surat Location

Date	Holiday
Wednesday, January 01	New Year
Tuesday, January 14	Makar Sankranti
Sunday, January 26	Republic Day
Tuesday, March 10	Holi
Saturday, August 15	Independence Day
Tuesday, September 1	Anant Chaturdashi
Friday, October 02	Mahatma Gandhi Jayanti
Monday, November 11 to Friday, November 17	Festival Break

Hours of Operation

The Mumbai facility is open to students from 9:00 a.m. to 6:00 p.m., Monday through Friday. The library is available on weekdays between 9:30 a.m. and 5:30 p.m. The admissions, administrative and accounts departments are open from 9:30 a.m. to 5:30 p.m.

The Surat facility is open to students from 9:00 a.m. to 6:00 p.m., Monday through Friday.

Both facilities are closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor.

Class Schedules and Classroom Hours

Visit giaindia.in for up-to-date schedules.

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. Class hours may be extended to accommodate for holidays or special events. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

For On Campus programs, orientation is scheduled prior to the class start from 9:30 a.m. to 1:00 p.m.

For Lab classes, normal classroom hours are from 9:00 a.m. to 5:00 p.m.



Graduate Gemologist®

Programme Description

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

What You Will Learn

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

What You Earn

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

Occupations May Include

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

Programme Details

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

Programme Details

Programme Number	GEM 2500
Programme Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Programme Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	826,000

*Total charges include tuition, books, materials and applicable tax. [See Course Fees on page 21](#)

Equipment and Materials

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

Schedules and Class Hours

Visit giaindia.in for up-to-date schedules. Normal classroom hours are from 9:00 a.m. to 4:00 p.m. Class hours will be extended to accommodate for holidays or special events.



Graduate Diamonds

Programme Description

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

What You Will Learn

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

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

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

Programme Details

Earn your diploma by studying full-time at GIA in Mumbai, Surat or New Delhi.

Programme Details	
Programme Number	GEM 2200
Programme Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	277,300

*Total charges include books, materials and applicable tax. [See Course Fees on page 21](#) for details.

Schedules and Class Hours

Visit giaindia.in for up-to-date schedules. Normal classroom hours are from 9:00 a.m. to 4:00 p.m. Class hours will be extended to accommodate for holidays or special events.

Equipment and Materials

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



Graduate Colored Stones

Programme Description

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 gemmological equipment to distinguish natural, treated and laboratory-grown 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.

What You Will Learn

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

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

Appraiser, Auction House Jewelry Specialist, Coloured Stone Buyer, Estate Jewellery Dealer, Jewellery Business Owner, Jewellery Buyer, Pawnbroker, Retailer, Wholesaler

Programme Details

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

Programme Details

Programme Number	GEM 2300
Programme Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Programme Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	548,700

*Total charges include tuition, books, materials and applicable tax. [See Course Fees on page 21](#)

Equipment and Materials

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

Schedules and Class Hours

Visit giaindia.in for up-to-date schedules. Normal classroom hours are from 9:00 a.m. to 4:00 p.m. Class hours will be extended to accommodate for holidays or special events.



Applied Jewelry Professional™

Programme Description

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

What You Will Learn

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

What You Earn

GIA Applied Jewelry Professional™ Diploma

Occupations May Include

Jewelry Assistant Manager, Jewelry Sales Professional, Television Shopping Host, Pawnbroker

Programme Details

Applied Jewelry Professional™ (Intensive) is offered as an instructor-led, accelerated programme at the Mumbai campus.

Programme Details

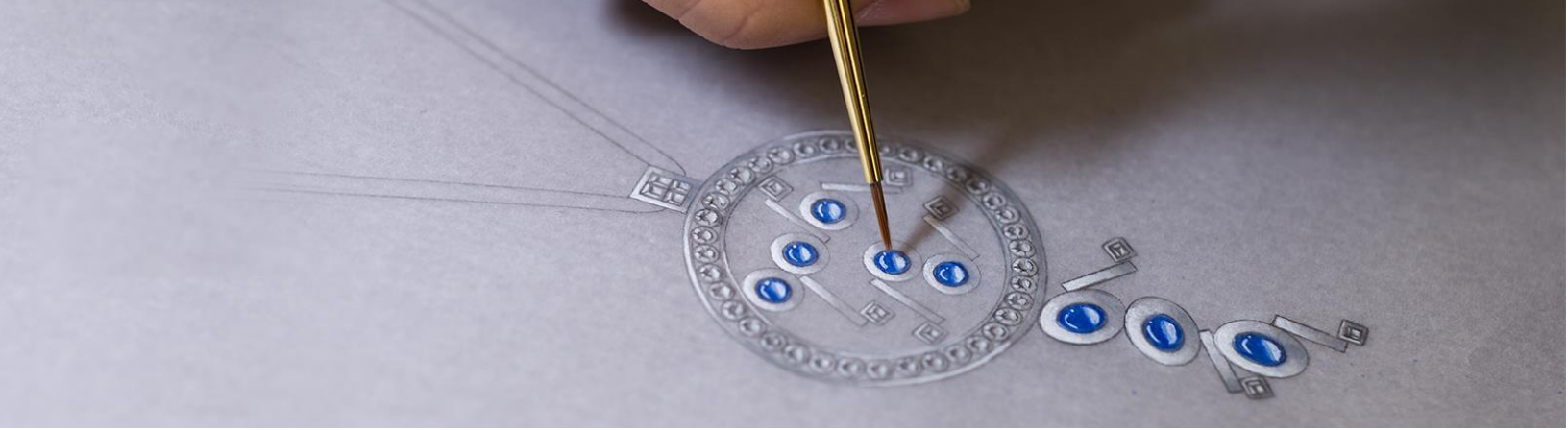
Programme Number	GEM 1000A
Programme Title	Applied Jewelry Professional™ (Intensive)
Programme Length (Calendar Duration)	5 Days (35 hours)
Total Charges*	29,500

*Tuition does not include optional books. For details and payment options, see [Course Fees on page 21](#)

Schedules and Class Hours

Visit giaindia.in for up-to-date schedules. Normal classroom hours are from 9:00 a.m. to 5:00 p.m.

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



Jewelry Design

Programme Description

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

What You Will Learn

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

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

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

Programme Details

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

Programme Details	
Programme Number	JMA 370
Programme Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Programme Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	206,500

*Total charges include tuition, books, materials and applicable tax. [See Course Fees on page 21](#)

Equipment and Materials

Each student workstation is equipped with a drafting board. As part of your course materials, you will receive and keep a design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, other art tools and printed course materials.

Schedules and Class Hours

Visit giaindia.in for up-to-date schedules. Normal classroom hours are from 9:00 a.m. to 4:00 p.m. Class hours will be extended to accommodate for holidays or special events.

Lab Class Descriptions

GIA offers Distance Education programmes comprised of eLearning courses and Lab classes. eLearning courses are offered by GIA's campus in Carlsbad, California while lab classes may be taken at other campuses and locations worldwide. See GIA.edu for more information.

GEM 230L Diamond Grading Lab

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. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. As part of your course materials, you will receive and keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a colour grading card.

Class duration: 5 days (35 clock hours)
What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

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

Class duration: 3 days (21 clock hours)
What you earn: Letter of Completion

GEM 240L Gem Identification Lab

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemmological 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 and laboratory-grown gemstones, imitations and assembled stones. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (See [Student Notification of Classroom Chemical Usage on page 33](#)) Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, a colour filter, a fiber optic light, a UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscope and tweezers. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a colour grading card.

Class duration: 5 days (35 clock hours)
What you earn: Letter of Completion

GEM 149L Pearl Grading Lab

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

Class duration: 1 day (7 clock hours)
What you earn: Letter of Completion

Professional Development

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

The classes listed here are offered by the Mumbai campus. Visit [GIA.edu/gem-education/professional-development](https://www.gia.edu/gem-education/professional-development) for more information about professional development offerings.

SWIFT Jewellery Design

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

Through this hands-on, practical class, you learn to communicate designs effectively with bench jewellers, colleagues and customers. You are guided how to make realistic presentations with coloured pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality. You will receive a toolkit which includes a variety of coloured pencils, pens, vellum and other art tools.

Class duration: 5 days (35 hours)
What you earn: Letter of Completion

Introduction to Merchandising

This class will introduce students to the concept of merchandising, which is the planning and development of a strategy that enables a company to sell products that deliver sales and profit targets. Attendees will learn the importance of proper merchandising practices to long term success in the jewellery industry. Attendees will be provided with information and concepts that apply specifically to the jewellery industry in India, as well as the global jewellery marketplace. You will receive a student workbook.

Class duration: 4 days (24 hours)
What you earn: Letter of Completion

Small Diamond Assortment

This class will introduce students to the basic process of sorting small diamonds for colour, clarity, cut and sizes as per the market. Students will learn the methodology of using a tripod tweezers and a loupe to sort diamonds up to 0.10 carat (10 points) colour, clarity, cut and sieves size. You will receive a sorting pad and a manual.

Class duration: 4 days (24 hours)
What you earn: Letter of Completion

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

Admissions Policies and Procedures

Admissions Requirements

Applicants must be at least 18 years of age and have a higher school certificate (H.S.C) / 10+2 or equivalent to be admitted into GIA courses and programmes. All classes are taught in English. Proficiency in the English language is necessary.

Required Documentation

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

1. Completed application and registration form
2. Proof of Identity
 - India residents: Copy of valid passport, driving licence, PAN card or Aadhaar card
 - International students: Copy of passport
3. Copy of high school, high school equivalency, or college/university diploma or an official transcript showing the graduation date
4. One colour passport size photo
5. Copy of PAN card (applicant/sponsor)
6. Copy of cancelled cheque of Bank Account mentioned in application form for processing applicable security deposit refund (On Campus gemmology programs only)
7. If sponsored by your employer / organization, provide a cover letter from the sponsoring company and a copy of a valid photo ID duly issued by a competent authority

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.

Nondiscrimination Policy

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

How to Apply and Related Deadlines

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited, so apply early. We recommend you apply at least 3 to 4 months before the start date. If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

Our education advisors are available during normal business hours to provide guidance on the application and enrolment process and requirements necessary to attend GIA India. The education advisors can be contacted toll free at 1 800 419 9914 or via email at eduindia@gia.edu

To apply, download the application form at GIAindia.in/instructions-procedure-to-apply. There are separate forms for the Mumbai campus and the Surat location. Submit the application form, payment and all required documents to GIA by email at eduindia@gia.edu or in person or by mail:

Mumbai Campus

GIA India
10th Floor, Trade Centre Bandra Kurla Complex
Bandra (East), Mumbai - 400 098

Surat

GIA India Laboratory Private Limited
Swastik Universal, 2nd and 3rd floor
Building No A 10/11, RS No 15/1A and 9/2
Surat 395 007

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.

Students wishing to apply for admission at a GIA campus other than Mumbai should contact the appropriate campus directly. To apply for Distance Education (eLearning) classes taught in English, visit GIA.edu for more information.

International Student Visa Requirements

International students need to apply for a student visa and register themselves with the local Foreigner Regional Registration Office (FRRO). In Mumbai, students can register themselves with the FRRO located here:

3rd Floor, Special Branch Building Badruddin Tayabji Lane
Mumbai 400 001
T: +91 22 2262 1169
E: frromum@nic.in

For more information and appointment booking, please visit the official website of the FRRO: indianfrro.gov.in/frro. All international students need to submit a copy of their valid student visa with GIA admission's office before their arrival and FRRO registration.

On arrival, the student is required to register at the nearest police station and provide a copy of the same to the GIA India admissions office.

Admissions Policies and Procedures (cont.)

Payment Methods / Student Accounts

All payments must be in Indian Rupee. Our staff members are available Monday through Friday from 9:00 a.m. to 6:00 p.m. to accept payments and to discuss your account. Please contact us at 1 800 419 9914 or eduindia@gia.edu

Please note the following information regarding payment methods:

All payments must be made by bank transfer or cheques at par, demand draft or cash. All cash receipts are accepted as per prevalent rules, as notified by government of India. You are encouraged / advised to make payment through cheque or bank transfer. Please contact us for bank transfer details.

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

Third-Party Payer Information

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

Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (eLearning and lab class) students worldwide. Available scholarships vary per programme, campus, citizenship, and residency.

Scholarships are available for On Campus programmes offered at the Mumbai campus. Applicants cannot be a U.S. citizen or U.S. permanent resident. Applicants will be considered for all available scholarships for the programme they indicate on their application. Applications must be submitted online during the following application periods:

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

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.

Prior Criminal Offences

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.

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.

Admissions Policies and Procedures (cont.)

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.

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.

Course Fees

Schedule of student charges effective January 1, 2020 through December 31, 2020; subject to change. Amounts shown are in Indian Rupees.

On Campus Programmes

Programme	Course Fee	GST @18%*	Total Charges**	First Payment***	Final Payment****
GEM 2200 Graduate Gemologist	700,000	126,000	826,000	40,000	786,000
GEM 2200 Graduate Diamonds	235,000	42,300	277,300	20,000	257,300
GEM 2300 Graduate Colored Stones	465,000	83,700	548,700	20,000	528,700
JMA 370 Jewelry Design	175,000	31,500	206,500	20,000	186,500
Applied Jewelry Professional™ (Intensive)	25,000	4,500	29,500	5,000	24,500

Lab Classes

Programme	Course Fee	GST @18%*	Total Charges**	First Payment***	Final *Payment****
GEM 230L Diamond Grading Lab	25,000	4,500	29,500	5,000	24,500
GEM 220L Colored Stone Grading Lab	15,000	2,700	17,700	5,000	12,700
GEM 240L Gem Identification Lab	25,000	4,500	29,500	5,000	24,500
GEM 149L Pearl Grading Lab	5,000	900	5,900	2,000	3,900

Professional Development

Programme	Course Fee	GST @18%*	Total Charges**	First Payment***	Final Payment****
Introduction to Merchandising	20,000	3,600	23,600	5,000	18,600
SWIFT Jewellery Design	20,000	3,600	23,600	5,000	18,600
Small Diamond Assortment	15,000	2,700	17,700	5,000	12,700

* Prevalent tax is applicable. GST is applicable at 18% from July 1st, 2017. Any change in statutory taxes/duty will be borne by the applicant. GIA India reserves the right to collect these.

** **Total Charges** include tuition, books, materials, and applicable tax; these do not include a Refundable Security Deposit (see below)

*** **First Payment** due with the application includes a portion of the tuition.

**** **Final Payment** is due 20 days before the class begins

You will not be able to reserve space in any GIA programme or class until the application, all required documents, and the First Payment is received.

Total Charges Do Not Include:

- Refundable security deposit of INR 30,000 for Graduate Gemologist, Graduate Diamonds, and Graduate Colored Stones programmes. The Refundable Security Deposit is payable along with Total Charges and will be refunded to you within two weeks of the course completion, after applicable adjustments/deductions, if any.
- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Bank transfer fees that the student incurs
- Fees for replacement or optional books and materials
- Transportation fee for optional field trips

Additional Fees May Include:

- 1,000 INR half day or 2,000 INR full day for the use of Student Workroom, plus applicable taxes
- Applicable returned cheque fee
- Academic transcripts and replacement certificates or diplomas are purchased centrally from the Carlsbad campus and are charged in U.S. dollars:
 - \$40 certificate replacement fee
 - \$45 diploma replacement fee
 - \$10 fee for each transcript

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies are explained in detail in this section and in your enrolment agreement. If you have questions, please contact GIA Mumbai at 1 800 419 9914 or email eduindia@gia.edu

Cancellation or Withdrawal of Enrolment

Students may cancel their enrolment at any time before their end date by notifying GIA admissions by mail or in person at 10th Floor, Trade Center, Bandra Kurla Complex, Mumbai 400098; by email at eduindia@gia.edu; by phone at 1 800 419 9914; or by fax at +91 022 4085 1554. Students who wish to withdraw after the class has started should notify the school director.

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

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

Refund Policy

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

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in saleable condition are not subject to refund; the cost will be deducted from the course fee and the remaining amount will be pro-rated as shown on the right. Refund of applicable taxes will be as per prevalent government guidelines.

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

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

Processing Refunds

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Cash payments will be refunded by check. Refunds are processed within 30 days of the date GIA received the notice of cancellation or withdrawal. The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Pro Rata Refund Schedule

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

Sample Refund Calculation

A student paid a total tuition of 50,000 INR for a class with a total of 35 class hours, completed 7 hours and then withdrew prior to the end date of the course. GIA retains 12,500 INR, calculated as follows:

Total Tuition Paid by Student = 50,000 INR

Class Hours = 35; Class Hours Completed = 7

Percentage Completed = 20% (7 / 35 Class Hours)

Refund Percentage = 75% of Tuition

Refund Amount = 37,500 INR (50,000 INR x .75)

GIA Retains = 12,500 INR (50,000 INR x .25)

Student Services

GIA is dedicated to making your experience as a student pleasant and productive. Our enthusiastic staff can provide you with assistance in many areas, including career services, housing, and medical services.

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 one-on-one career advising appointments to assist students and alumni in developing educational and career goals, as well as assistance in your search for part-time, internships, and/or full-time opportunities in the gem and 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. As you enter the larger community of the gem and jewellery industry, be assured that you will always remain a part of GIA's extended family.

GIA India Career Centre and the GIA Gem & Jewelry Career Center

The GIA campus in Mumbai helps students to potential employers with local job postings on its website at GIAindia.in/career-centre-industry-training-and-placements

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

GIA Placement Camps

Periodically, GIA hosts Placement Camps in India designed exclusively for the gem and jewellery industry. You'll be able to network with those in the know and attend recruiting sessions with prominent companies in India. When you attend GIA's Placement Camp, you have the chance to explore everything the jewellery industry has to offer. You'll find many job opportunities with some of the most recognised companies in the industry. You will get practical insights for directing your talent and creativity. You will learn about current hiring trends and discover what the future job market has in store.

Career Preparation Assistance

The GIA career services team is eager to help you make your job search easier. GIA conducts regular sessions of Communication & Personality Development for students to prepare for a successful career in gem and jewellery industry. As a GIA student or alumnus, career services offers career preparation, including tips on how to create a resume that touts your experience and a cover letter that opens doors, as well guidelines on how to conduct yourself during an interview. Our career service advisors are here to help highlight your greatest strengths so that you stand out amongst the crowd and impress potential employers..

If you have any questions or require further information contact admissions office at mavaidya@gia.edu or call +91 4085 1500 ext 1580 or +91 4085 1500 ext 1349

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 appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, and coloured stone treatments. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

Library and Learning Resources

GIA's Mumbai campus has a small library of approximately 500 volumes of books. It offers books on Diamonds, Coloured Stones and Jewellery, trade magazines and journals. The library also subscribes to a variety of science, business, fashion, and jewellery industry magazines. No library books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to use the Library, please contact Mumbai campus admissions office at +022 4085 1500 ext 1349. A handout on library usage guidelines is also shared with students during orientation of diploma and certificate classes.

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemmologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewellery history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewellery 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, or +1 800 421 7250 ext 4046 or +1 760 603 4046.

The library section of the GIA website, GIA.edu/library, also has resources for students from recommended book lists to industry price guides. 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. 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.

Student Services (cont.)

Computer and Internet Access

GIA's Mumbai campus has computers available on campus for student use. This service, unless otherwise noted, are offered at no cost. Wireless internet access is available at GIA's Mumbai location at no charge.

Housing

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

Although GIA does not have dormitory facilities, within close proximity of our school you'll find housing opportunities in a wide range of sizes, amenities, and rental prices.

GIA India can provide you with the contact details of housing agents for your accommodation. It is advised to start your search about 30 days before your arrival. GIA India, however, does not screen these agent's house listings, nor do we offer a roommate placement services.

Parking

GIA does not provide parking space. Students enrolled in any of the outstation classes need to manage the parking space depending on availability. Parking fees may be charged as per the rules of the parking facilities.

Food and Beverage

Students have several choices for snacks and meals from various restaurants in the neighbourhood. Food can be purchased on campus (on availability) or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for those who prefer to bring their own food. The break room is furnished with tables, chairs and tea/coffee vending machines. Containers for proper disposal of food and beverage trash are available in each of these areas. Alcoholic beverages are prohibited at any GIA location.

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, a GIA representative 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.

GIA Alumni Association

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 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 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. Various alumni groups are active in India including Bangalore, New Delhi, Mumbai, Surat and Jaipur.

For more information on alumni activities in India, contact us at alumnindia@gia.edu

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. Please see class syllabus for specific program requirements.

Grading System

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

Grading Policy

Homework, quizzes, and exams are normally graded within 48 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

On Campus Orientation

On Campus students must complete an 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. For non-diploma classes, students attend an orientation on the first day of class before class starts.

Attendance Policy

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

- Absence is defined as being out of class for one hour or more during daily scheduled class hours, without the instructor's permission, except during scheduled breaks. Absences are recorded in half-day increments.

- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours, 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. The maximum allowable absences and tardies are listed in the table below.

On Campus Programmes

For Graduate Gemologist programme, 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. If a student exceeds the maximum allowable tardies, each additional tardy will count as a half-day absences. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript. [See Maximum Allowable Tardies and Absences on page 25](#)

Lab Classes

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

Maximum Allowable Tardies and Absences

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

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

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

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.

Academic Policies and Procedures (cont.)

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.
- Use of cell phones and other mobile communication devices in the classroom is strictly prohibited unless otherwise approved by your instructor. These devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours.
- Eating is not permitted in classrooms. However, beverages in closed containers are allowed.

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

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

Testing Policy

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

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

Academic Policies and Procedures (cont.)

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
- Class attendance recorded and monitored by instructor
- A student ID card or badge

Student Workroom

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

Student workroom is available on a first-come, first-served basis at our Mumbai campus for up to two students. For a complete list of available dates, visit our website at GIAIndia.in/education-workroom. Contact us at +91 22 4085 1580 or eduindia@gia.edu to reserve a seat.

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

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

Satisfactory Academic Progress (SAP) Policy

GIA monitors students' academic progress to ensure students are moving toward successful completion of their programme or course. Students receive academic progress reports at scheduled benchmarks during the programme or course. Students may request a conference with their instructor at any time to discuss their progress.

On Campus (Graduate Gemologist)

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. 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, Jewelry Design)

Students are held to academic standards evaluated at benchmarks specified in the program or course syllabus. Each student's homework, projects, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed. Students must complete their program or course within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours.

Lab Classes

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

Academic Policies and Procedures (cont.)

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.

Attendance Probation

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

Behavioural Probation

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

Extended Lab

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

Make-Up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised not to miss scheduled quizzes or exams. Students who are not present for a scheduled quiz, test or exam receive a score of zero.

A student may be approved to make up a missed quiz, test or exam on the basis of mitigating circumstances as determined by the institution. Students must submit make-up requests to the school director.

Leave of Absence Policy

On Campus 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. Students enrolled in lab classes are not eligible for a leave of absence.

The LOA request must be submitted in writing to the school director, 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.

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 course or programme. Students requesting an extension of an approved leave must make the request in writing 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-enrol into the course or programme from the beginning at current tuition and fees.

Dismissal Policy

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

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

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

International students dismissed from their course or programme may be in violation of their visa status.

Appeal for Readmission Following Dismissal

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

Appeal Process

On Campus students who are dismissed for attendance or academic reasons, and any student dismissed for behavioural 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 behaviour reasons and his/her first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

Academic Policies and Procedures (cont.)

Graduation Requirements

In order to graduate, all students must meet the Satisfactory Academic Progress Policy, meet the minimum attendance and behavioral standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each 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 Programmes

Programme	Minimum Requirement	Maximum Number of Attempts During Programme
Graduate Diamonds Diploma*		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Diamond Essentials Final Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Graduate Colored Stones Diploma*		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5
Jewelry Design Certificate		
Unit I Design Assignments	100% completed with passing score	N/A*
Unit II Design Assignments	75% completed with passing score	N/A*
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam	Pass each	2
Final Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

* Graduate Gemologist programme: Graduation requirements include the combined requirements for the Graduate Diamonds and Graduate Colored Stones programmes.

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

Completion Requirements - Lab Classes

Programme	Minimum Requirement	Maximum Number of Attempts During Programme
Diamond Grading Lab Class	75% score on 2-Stone Practical Exam	5*
Colored Stone Grading Lab Class	75% score on 2-Stone Practical Exam	5*
Gem Identification Lab Class	75% score on Instrumentation Exam	5*
Pearl Grading Lab Class	75% score on 2-Stone Assessment	1

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students 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 [Course Fees on page 21](#)

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

Transcripts

Transcripts are available for \$10 each. Students who enrolled in 2013 or later may order a transcript at my.GIA.edu. Students who enrolled prior to 2013 should contact education records at 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 and Certificates

If your diploma or certificate was permanently lost or destroyed, a replacement diploma or certificate may be ordered from the education records department. Replacement diplomas and certificates are \$45 and \$40 respectively. Replacements are issued in the current format and include the reissue date. All replacements bear the signatures of GIA's current school officials.

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

Education Verification

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

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at gia.edu/doc/GIA_Education_Verification-Request.pdf. For information about directory information that may or may not be released, see [The U.S. Family Educational Rights and Privacy Act \("FERPA"\) on page 34](#)

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 gemmology, 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

Academic Policies and Procedures (cont.)

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.



Earn your GIA credential and find your ideal career.

Administrative Policies

This section 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.

Student Code of Conduct and Standards of Behaviour

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 behaviour includes, but is not limited to:

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

Violations

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

Sanctions

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

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

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.

The terms 'illegal drugs' and 'restricted items' include all chemical substances or drugs listed by the Government of India in the LIST OF DRUGS PROHIBITED FOR MANUFACTURE AND SALE THROUGH GAZETTE NOTIFICATIONS UNDER SECTION 26A OF DRUGS & COSMETICS ACT 1940 BY THE MINISTRY OF HEALTH AND FAMILY WELFARE. The list of these drugs can be found with the manager of admission and student services. Prescription medications that have not been properly prescribed to the individual by a doctor are included in this policy.

Any student or person in the school community who is 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 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 at its sole discretion whether the appropriate law enforcement or other authorities will be notified.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the manager of admissions.

Smoking

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

Safety in the Classroom

GIA is committed to maintaining a safe and healthy campus. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

Student Notification of Classroom Chemical Usage

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

GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Administrative Policies (cont.)

Weapons

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

Search and Seizure

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

Video and Audio Monitoring

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

Student Privacy Notice

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

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

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

Student Personal Data Collection, Use and Processing

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

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

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

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.
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.

Administrative Policies (cont.)

Under the Family Educational Rights and Privacy Act (FERPA) CFR 34 § 99.37. (§ 99.31(a)(11), GIA has designated the following as “directory information” that may be released from education records without obtaining prior written consent from you: Title, first name, last name, business name, business address, business website, email, phone number, fields of study, dates of enrolment, degrees, diplomas, certificates awarded, dates conferred, academic honours and awards received.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act (“FERPA”) at GIA.edu/ferpa for more information.

Reasonable Accommodation

GIA is committed to ensuring equal access to its programmes and activities for qualified individuals, including individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programmes. GIA will make efforts to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students may make an appointment to discuss the request with the school director.

Students requesting accommodations are asked to do so following admission to GIA and at least 30 days prior to the date accommodations will be needed. However, requests may be submitted at any time during the student’s enrolment. Students must submit the Reasonable Accommodation Request Form along with documentation of the reported disability from a professional who is qualified in the testing of the disability to the school director. 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.

Complaint Policy and Procedure

Complaint Policy

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

Complaint Procedure

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

A formal complaint must be submitted to the school director in writing at indiaschooldirector@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 school director will respond to the student with a written summary of the school’s investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

After having received the school director’s response, if the student does not feel that the school has adequately addressed the complaint, the student may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 working days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA’s investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

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

Complaint Disclosures

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

Administrative Policies (cont.)

Non-Retaliation Policy

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

Student 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. ID cards or badges must be returned to student services if a student's enrolment is dropped before his or her end date.

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.

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.

Commercial Activities

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

Visitors On Campus

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

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

Lost or Damaged Equipment and Stone Policy

Students are responsible for the equipment 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 equipment and the repair costs of equipment that is damaged beyond normal wear and tear.

Students will be charged the replacement value of any jewellery, diamond, coloured 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.

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

Administrative Policies (cont.)

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

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

GIA Alumni Identity Programme

GIA's Alumni Identity Programme 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 for more information.

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GIA Locations



GIA Campus Locations

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GIA Laboratory and Research Locations

LABORATORIES

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

RESEARCH CENTERS

Antwerp
Bangkok
Carlsbad
New York

Front Cover: Pendant design and CAD rendering by Sano Spoto, GIA Comprehensive CAD/CAM for Jewelry graduate; Below: Hand rendered design by Chuan Chen, GIA Jewelry Design graduate

