



GIA®

2018 Education Catalogue

Dubai Location



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Everywhere.

GIA®

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

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

ON THE COVER


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

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

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

GIA is uniquely qualified to help you get ahead. You'll find a variety of programmes at GIA to fuel your interest and passion. From gemmology to jewellery design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewellery 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 alumna, 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 programme 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



What Is GIA?

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.

History

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

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

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

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 programmes 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 jewellery industry.

Accessibility

Our curriculum meets the various needs of all students by offering programmes 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 jewellery.

To learn more about GIA history, visit GIA.edu

Accreditation and Licencing

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

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

GIA's eLearning courses offered through GIA's headquarters in Carlsbad, California are accredited by the Distance Education Accrediting Commission (DEAC). GIA's lab classes do not fall within the purview of DEAC accreditation.

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deac.org



DIPLOMA PROGRAMME

Graduate Diamonds

GIA Graduate Diamonds graduates often choose these careers:

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

The Tremendous, Treasured and Timeless Diamond

The Graduate Diamonds diploma programme examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma programme 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, synthetic diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body colour, the role cut plays in the marketplace, and important sectors of the diamond industry, including dealers, cutters and manufacturers. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a colour grading card, a lab manual and printed course materials.

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Graduate Diamonds Diploma

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 (programme length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 28 or specific dates



Above - Diamonds in many shapes and sizes.



PROFESSIONAL DEVELOPMENT PROGRAMME

Applied Jewelry Professional™

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

- Jewellery Assistant Manager
- Jewellery Sales Professional
- Television Shopping Host
- Pawnbroker



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

The Front Line of the Jewellery Industry

The Applied Jewelry Professional™ (AJP™) programme covers topics including jewellery designs, setting styles, jewellery care and other content that will support the product knowledge of current industry professionals. The AJP programme 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 jewellery manufacturing methods and the important activities involved in the operation of a retail jewellery store. To enable effective product conversations, examples are provided on how to translate jewellery features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP programme provides clear and concise information that can be immediately implemented on the job.

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Applied Jewelry Professional Diploma

PROGRAMME DETAILS	
Programme Number	GEM 110A, 120A, 130A
Programme Title	Applied Jewelry Professional™ (Intensive)
Programme Length (Calendar duration)	5 Days (35 hours)

SCHEDULES

Please see the class schedule on page 28 or specific dates

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

Lab Class Descriptions

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 colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe colour by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and colour and developing colour memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a gem cloth, 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 gemological experts. Tools used include a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 21) Students must pass an instrumentation exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a gem cloth, 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. Upon completing the class, you will keep a lab manual for future reference.

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

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. Once you have completed the class, you will 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

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 required.

In addition to your completed application and first payment, the GIA location in Dubai requires the following documents:

1. Proof of Identity

- a. **U.A.E. residents:** Copy of valid passport, driving license, work permit or Emirates identity
- b. **Non-U.A.E. Residents:** Copy of valid passport and valid visa
It is mandatory for all International students to procure a valid visa for the whole duration of the course they wish to pursue at the Dubai location.

For students being sponsored by their employing company / organization, a covering letter from the company and a copy of photo identity card duly issued by a competent authority is also required.

2. Copy of school certificate or an official transcript showing the graduation date

- a. Copy of high school diploma; or
- b. Official high school transcript showing graduation date; or
- c. Copy of high school equivalency diploma or GED; or
- d. Copy of college or university degree or official transcript indicating the same

3. One colour passport size photo

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

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

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

GIA will respond to the student within 10 working business days upon receiving the application.

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 Dubai. The education advisors can be contacted at +9714 27 54 500 or via email at edume@gia.edu

To apply, download the application form at GIAmideast.com/instructions-procedure-to-apply. Submit the application form, payment and all required documents to GIA in person, by mail, by fax or via email:

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Your admission is not confirmed until GIA has received all of your 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 location other than Dubai should contact the appropriate campus directly, or for additional information about admissions requirements and the application process visit the campus section on GIA.edu

To apply for Distance Education (eLearning) classes taught in English, visit GIA.edu for more information.

Admissions Policies and Procedures (cont.)

Applicant Screening

All applicants are screened against global watch lists. Because GIA is a U.S.-based corporation, all GIA schools must comply with U.S. Office of Foreign Assets Control (OFAC) regulations and other applicable laws and regulations. Additional information may be requested.

Special Accommodations

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 requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the school director before class begins.

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 origin, ethnicity, religion, gender, age, disability, medical condition, creed, pregnancy or parental status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state or federal laws. All students have the rights and privileges to participate in programmes and activities generally accorded to or made available to all students of the school.

Retaliation

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

Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or programme is the same student who participates in and completes the course or programme 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 programmes, courses, and classes in Dubai.

- A copy of a government-issued photo ID or passport
- Class attendance recorded and monitored by instructor
- A student ID card or badge

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 programme 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 programme at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions or for experiential learning.

Credit for individual eLearning courses or lab classes is not transferable into full-time On Campus programmes. Credit for completion of the Graduate Diamonds or Graduate Colored Stones programme completed via Distance Education, however, may be applied to the award of a Graduate Gemologist programme completed in residence through an On Campus programme.

Credit for GIA lab classes successfully completed at any location will be accepted toward applicable GIA Distance Education programmes.

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

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

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

Facilities and Equipment

Facilities

GIA's Dubai location occupies nearly 3600 square feet including one classroom, reception, student lounge, break room, and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

The Dubai facility has been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

Classroom Equipment

Colored Stone Grading Lab Class

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

Diamond Grading Lab Class

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

Gem Identification Lab Class

Classrooms contain an electronic balance with hydrostatic unit, a table model prism spectroscope, a colour filter, a fiber optic light, and a UV lamp and viewing cabinet. 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, utility lamp, a polariscope and tweezers. Each student keeps a lab manual, a gem cloth, a colour grading card and a pinpoint incandescent light source.

Graduate Diamonds

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

Pearl Grading Lab Class

Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or a daylight equivalent light source, and a pearl grading master set with an informational keycard.

Student Services and Student Life

GIA Gem & Jewelry Career Center

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

Library and Learning Resources

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, 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. Bibliographies on a variety of gem topics are added on a continuing basis.

GIA Alumni Association

Did you know that you qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or programme? 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 Alumni Association which is more than 120,000 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, sign up for alumni communications, find GIA alumni and catch up on alumni news; check out the alumni global events and a complete listing of the GIA Alumni Chapters worldwide.

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.

Parking

GIA does not provide parking space. Paid and free parking are available in the cluster subject to availability. Parking fees may be charged as per the rules of the parking facilities.

Since the campus is hardly 5 mins walk from Jumeirah Lakes Towers metro station, commuting by metro could also be considered.

Food and Beverage

Students have several choices for snacks and meals from various restaurants in the neighbourhood. 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. Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed. Alcoholic beverages are prohibited at any GIA location.

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.

Internet Access

Wireless Internet access is available at no charge.

Student Services and Student Life (cont.)

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/are occurring. Please see Student Privacy Policy at GIA.edu/privacy-policy for complete disclosure.

Dress Code

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

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.

Weapons

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

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.

Student ID Badges

At the beginning of class, ID card or badge will be issued to each On Campus student by GIA and building security. 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.

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.

Health Care and Medical Insurance

GIA student services can help you locate medical professionals in the area. At Dubai location, there are two certified first aid personnel in case of any medical emergency. Health insurance for students is not provided by GIA. All students must have medical insurance (temporary insurance in case of visit visas) as per statutory guidelines and are advised to apply for medical insurance while applying for their visa. Students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

Academic Policies and Procedures

These policies and requirements 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 certificates and diplomas. These policies and requirements apply to all courses and programmes, unless otherwise noted. Policies are subject to change.

Student Code of Conduct and Standards of Behaviour

Part of every student's experience at GIA includes learning to become a jewellery professional. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are expected to adhere to the GIA Student Code of Conduct and Standards of Behaviour to ensure a safe, secure and positive learning environment.

Students are required to follow all instructions given by instructors or other GIA representatives. Students who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately.

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

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

Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies section on page 18. Cheating is defined as any unauthorised 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 unauthorised aid to another student or receiving unauthorised aid from another person on assignments, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorised electronic devices
- Getting unauthorised help on assigned projects
- Being in unauthorised 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

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 they are 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 gemmology worksheets, blank or completed, out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor.

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 Gem Identification Lab class. 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.

Academic Policies and Procedures (cont.)

Substance Abuse

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

Students who are aware of the use or existence of any such substance at GIA should notify a staff member immediately. The terms "illegal drugs" and "controlled substances" include all chemical substances and drugs. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

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.

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

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 favouritism 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.

Lost Stone Policy

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

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

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

Student Privacy Policy

The controller of your personal data is GIA, Inc., The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, CA 92008 USA and the GIA Campus Location to which you are enrolled ("GIA"). Contact details may be found at GIA.edu/privacy-policy.

GIA and its affiliates, branch offices and subsidiaries (collectively "GIA") seek to protect the privacy and security of information relating to an identified or identifiable individual ("Personal Data") in their possession or control. This Student Privacy Policy ("Policy") is intended to demonstrate and define GIA's requirement to follow strict guidelines in protecting the Personal Data of its students whose Personal Data it receives through its operations. GIA maintains the Personal Data it collects for legal, business and other legitimate purposes and takes reasonable physical and electronic security measures to protect the Personal Data in its possession. GIA also ensures that others who are permitted to access such Personal Data, such as non-affiliated third-party service providers or vendors, act in accordance with GIA's policies and procedures and all applicable Data Protection laws with respect to such Personal Data.

Notification of Student Privacy Rights

The U.S. Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records. All student records are kept in accordance with the provisions of FERPA. Education records include all files, records, and documents that contain information directly related to a student's academic and financial records, placement files, and financial aid documents. Transcript information is retained permanently, and other signed documents and specific records are retained according to applicable state and federal regulations.

It is GIA's policy to release the following directory information to a requesting party upon receipt of a completed Education Verification request form: student name, fields of study; dates of enrolment; degrees, diplomas, and certificates awarded and dates conferred; and academic honours and awards received unless the student has opted out of the release of their directory information. The Education Verification Request form can be found at GIA.edu/doc/GIA_Education_Verification-Request.pdf and submitted to the education records department at records@gia.edu.

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the manager of education records at records@gia.edu within 30 days of enrolment or within 30 days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

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

Students may examine their own records by submitting a written request to the school director, who will schedule an appointment with them to view their education records within 45 days of receiving the request. Students who believe their records are inaccurate, misleading, or violate their privacy may submit a written request to the school director that their record be amended.

Academic Policies and Procedures (cont.)

Grading System

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

Grading 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.

Attendance at Orientation

On Campus Graduate Diamonds students must complete an in-person orientation prior to the first day of class. 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 their instructor, other than at regularly scheduled break times. Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

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

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

On Campus Students

Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

Lab Class Students

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

Programme, Course or Class	Tardies	Absences
Graduate Diamonds programme	5	3
Lab Class (1 day 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.

Clock Hours

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

Academic Policies and Procedures (cont.)

Testing Policies

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

- 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.
- 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 quizzes and exams are closed-book unless the instructor indicates otherwise. Non-native English speaking 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 out-of-sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

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.

Satisfactory Academic Progress (SAP) Policy

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

On Campus (Graduate Diamonds)

Students are held to academic standards evaluated at specified benchmarks documented in the programme syllabus. Each student's homework, practical assignments, 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 programme or course within a maximum timeframe not exceed 150% of the published programme 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).

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 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.

Academic Policies and Procedures (cont.)

Leave of Absence

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. The LOA request must be submitted in writing, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. Students must pick a date to return within 180 days when filing for a leave of absence. Students are required to provide the expected date of return within five business days of submitting their LOA request, or they will be withdrawn from their programme, course, or class. If approved, a Change of Status form is generated that must be signed by the student and by GIA. A LOA will be approved for a documented family emergency, serious illness, or for active military duty. Contact the school director if you have questions or for additional information.

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

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students requesting a second leave must request an extension in writing to the school director and prior to the expiration of their original LOA. The student must choose a date to return to the programme prior to the 180-day limit.

Students who do not return as agreed following a LOA are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied.

Probation and Academic Advising

Students who do not meet academic, attendance or behaviour standards may be placed on a probation or advising 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 school director. If the student meets all conditions by the date specified in their Academic 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 of 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 will be placed on Behavioural Probation and notified in writing. Students who do not meet the terms of their Behavioural Probation are dismissed.

Academic Policies and Procedures (cont.)

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:

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, 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 wilfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA
- Violation(s) of Student Code of Conduct and Standards of Behaviour

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.

Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmissions terms or conditions. Students may submit a formal appeal for readmission. 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 of Dismissal Form and any additional supporting documentation to the school director. Appeals are reviewed by the Appeals Committee and the director will notify the student of the decision in writing within ten business days of the receipt of the appeal.

If the appeal is approved, the student may apply for re-enrolment. At GIA's sole discretion, On Campus students may be given the option of repeating time in within the same programme on a space-available basis provided the student will be able to complete the programme within the maximum timeframe. The amount of time repeated is determined by the instructor and the school director.

On Campus students repeating class time are required to participate fully in class assignments and to meet the minimum requirements as specified in the syllabus or schedule. Additional fees are charged for the repeated time. Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.

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.

Complaint Policy and Procedure

Complaint Policy

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

Complaint Procedure

A formal complaint must be submitted to the school director in writing at dubaischooldirector@gia.edu. A complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 working days of receiving a complaint, the school director 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.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, they may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. 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.

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

Graduation Requirements - On Campus Programmes and Professional Development

Programmes	Minimum Requirement	Maximum Number of Attempts Allowed
Graduate Diamonds Diploma		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Week 1 Exam	75% score	3
Diamonds & Diamond Grading Written Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Applied Jewelry Professional™ Diploma		
Jewelry Essentials Final Exam Diamond	75% score	3
Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3

Completion Requirements - Lab Classes

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

* One attempt is taken during the class. Additional exam attempts are scheduled after class. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again.

Academic Policies and Procedures (cont.)

Academic Records

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

Letters of Good Standing

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

Transcripts

Transcripts are available for 10 USD 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

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

Change of Name

GIA requires official documentation and written authorisation 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

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 jewellery professionals around the world. They are the internationally recognized symbol of the highest standard of education in the fields of gemmology, jewellery manufacturing arts and jewellery business.

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

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

General Usage

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

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

Diplomas

The following examples refer to the Graduate Gemologist (GG), Applied Jewelry Professional™ (AJP™) diplomas:

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

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

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

Employment Citations

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

Academic Policies and Procedures (cont.)

Names, Trademarks and Copyrights

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

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

Unauthorised Usage

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

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

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

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

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

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

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.

Copyright Infringement

Students are reminded that they must comply with federal/statutory 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

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 Dubai at +9714 27 54 500 or email edume@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 Office 02 G, Floor 02, AU Tower (Gold), Cluster I, Jumeirah Lake Tower, PO Box 625786, Dubai; by email at edume@gia.edu; by phone at +9714 27 54 500; or by fax at +9714 44 73 410. 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 a 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.

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. Refund of applicable taxes will be as per prevalent government guidelines.

Students are responsible for any wire 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 by bank transfer. Refunds are processed within 30 calendar days after GIA receives the notice of cancellation.

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

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

Tuition and Fees Schedule of Student Charges

Schedule of student charges effective January 1, 2018 through December 31, 2018; subject to change.

Amounts shown are in AED.

Programmes

Programme	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Graduate Diamonds	20,300	1,400 (Books) 300 (Materials)	1,100	23,100	3,000	20,100

Lab Classes

Class	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Diamond Grading Lab	3,950	550 (Books) 90 (Materials)	230	4,820	500	4,320
Colored Stone Grading Lab	2,360	300 (Books) 90 (Materials)	138	2,888	500	2,388
Gem Identification Lab	4,050	450 (Books) 90 (Materials)	230	4,820	500	4,320
Pearl Grading Lab	1,160	100 (Books) 25 (Materials)	64	1,349	200	1,149

Professional Development

Class	Tuition	Fees	VAT (5%)	Total Charges*	First Payment Due with Application**	Final Payment Due (at least 20 days before class start date)***
Applied Jewelry Professional™ (Intensive)	2,450	850 (Books)	165	3,465	500	2,965

* Total Charges include tuition, books, materials and taxes; Total Charges do not include a Refundable Security Deposit for Graduate Diamonds programme (see below). Any change in VAT or application of local tax will be borne by the student and will be collected by GIA before the class starts.

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

*** Final Payment is due 20 days before the class starts.

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. Final Payment is due 20 days before the course begins.

Total Charges do not include a Refundable Security Deposit of AED 3,000 for Graduate Diamonds programme. This Refundable Security Deposit is due along with your Final Payment and will be refunded to you within two weeks of the course completion, after applicable adjustments/deductions, if any.

Tuition and Fees Schedule of Student Charges (cont.)

Total Charges Do Not Include:

- AED 3,000 refundable security deposit for Graduate Diamonds programme
- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Wire transfer fees that the student incurs
- Replacement or additional refractive index (RI) liquid 1.81
- Transportation fee for optional field trips

Additional Student Fees May Include:

- Per week fee for repeating On Campus class time calculated by dividing the total tuition by the instructional weeks
- 40 USD certificate replacement fee
- 45 USD diploma replacement fee
- 10 USD for each transcript

Payment Methods / Student Accounts

All payments must be in AED. Our staff members are available Sunday through Thursday from 8:30 a.m. to 5:30 p.m. to accept payments and to discuss your account. Please contact us at +9714 27 54 500 or edume@gia.edu

Please note the following information regarding payment methods:

- Cash
- Cheque at Par or Demand Draft payable to GIA India Laboratory Private Limited - DMCC Branch and drawn on a U.A.E. bank only.
- Bank / Wire Transfer

Bank Details (Applicable for Bank Transfer)

Note: Please inform our office the Bank Transfer Transaction Details for confirmation of payment.

Account Name	GIA India Laboratory Private Ltd - DMCC Branch
Bank Name	HSBC Bank Middle East Ltd
Bank Branch	JEBEL ALI
Bank Account No.	036-537363-001
IFSC Code (for RTGS/NEFT)	AE 46020 0000 036 537363 001
SWIFT Code	BBME AEAD

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



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

School Calendar and Hours of Operation

Hours of Operation

The Dubai facility is open to students from 8:30 a.m. to 5:30 p.m., Sunday through Thursday.

The facility is 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. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

2018 Scheduled Dubai Location Closures

Date	Holiday*
January 1 (Monday)	Calendar New Year
April 13 (Friday)	Miraj Night (The Prophet's Ascension)
June 14-15 (Thu-Fri)	Eid Al Fitr
August 21- 23 (Tue-Thur)	Eid Al Adha
September 11 (Tuesday)	Al Hijra (Islamic New Year)
November 20 (Tuesday)	Milad Un Nabi (The Prophet's Birthday)
November 30 (Friday)	Martyr's Day
December 2 (Sunday)	National Day

*Holidays are subject to moon sighting and DMCC holiday announcements.

Classroom Hours

Class schedules for the Dubai location are listed on page 28; see GIAMideast.com for the most current class schedules. Classroom hours are listed here.

Programme or Class	Standard Classroom Hours
Graduate Diamonds programme*	9:00 a.m. to 4:00 p.m.
Applied Jewelry Professional™ (Intensive)	9:00 a.m. to 5:00 p.m.
Colored Stone Grading Lab class	9:00 a.m. to 5:00 p.m.
Gem Identification Lab class	9:00 a.m. to 5:00 p.m.
Diamond Grading Lab class	9:00 a.m. to 5:00 p.m.
Pearl Grading Lab class	9:00 a.m. to 5:00 p.m.

*Orientation is scheduled for 9:30 a.m. to 1:00 p.m. Classroom hours for On Campus programmes will be extended or rescheduled to accommodate for GIA-observed holidays or special events.

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

2018 Dubai Class Schedule

All classes are held at GIA's Dubai facility located at Office 02 G, Floor 02, AU Tower (Gold) Cluster I, Jumeirah Lakes Towers, Dubai unless otherwise noted. The start date shown for On Campus programmes is the mandatory orientation date. GIA reserves the right to reschedule or cancel classes.

ON CAMPUS PROGRAMMES

GEM 2200 Graduate Diamonds

Jan 11-Mar 8
Mar 22-May 17
Jun 21-Aug 16
Aug 23-Oct 18
Nov 1-Dec 27

CLASS DURATION AND HOURS

Class schedules may vary depending on holidays, breaks or other events; please review the schedule carefully and plan accordingly.

Classroom hours are listed on page 27.

LAB CLASSES

GEM220L Colored Stone Grading

Mar 18-20
Jun 10-12
Nov 4-6

GEM230L Diamond Grading

Jan 7-11
May 20-24
Aug 19-23
Oct 21-25

GEM240L Gem Identification

Mar 11-15
Jun 3-Jun 7
Oct 28-Nov 1

GEM140L Pearl Grading

Mar 21
Jun 13
Nov 7

PROFESSIONAL DEVELOPMENT

Applied Jewelry Professional™ (Intensive)

Jan 28-Feb 1
Apr 22-26
Aug 12-16
Sep 30-Oct 4
Dec 9-13

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

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Department of Geoscience
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Chief Quality Officer

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Lisa Biggs
Vice President and Corporate Controller

Lucy Xia
Vice President of Global Laboratory Planning

Matt Crimmin
Vice President of Product Development

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Vice President of Regional Lab Operations, Europe, Middle East and Africa

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Managing Director for India and Middle East

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Vice President of Laboratory Services

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Vice President of Operations, India Laboratory

Susan Schindelar
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Wuyi Wang
Vice President of Research and Development

Zeeshan Kazmi
Chief Information Security Officer and Enterprise Architecture

Education Administration

Education Management

Manoj Singhania
Director, Education
India & Middle East

Manisha Vaidya
Manager, Admissions and
Student Services
India & Middle East

Sam Kong
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Education Leadership

Duncan Pay
Vice President of Education and
Chief Academic Officer

Jennifer Wilson
Senior Vice President and General
Counsel

Kathleen Donovan
Manager, Global Alumni Relations

Kelly Yantzer
Director, Global Education Standards

Kimberly Overlin
Dean of Students

Mitch Spencer
Senior Manager, Learning Design &
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Paul Mattlin
Manager, Gemology Distance
Education

Robert Weldon
Director, Richard T. Liddicoat
Gemological Library and Information
Center

Susan Elliott
Director, Education Resources

Susan Johnson
Director, Education
Accreditation and Regulatory
Affairs

Vusala Aranja
Manager, Global Education
Accreditation and Regulatory
Affairs and Title IX Coordinator

Wendy Wang
Director, Student Financial Aid

Faculty

Instructor Qualifications

GIA instructors meet or exceed the accreditation standards for experience and education (as they pertain to the specific students they serve).

See qualifications for instructors on GIA.edu/gem-education/off-campus-dubai

All information is correct as of December 2017.

Dubai Faculty

Ziad Khaled
Ghaith Obeid

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. They also review the established curricula, course materials, equipment and facilities, and student achievement outcomes as a means to provide an external review of our programmes. Their valuable input supports GIA's mission and further develops its efforts to ensure that its courses and programmes keep pace with the global gem and jewellery industry and help to identify resources to address current occupational trends and practices.

GIA Education Committee of the Governing Board

Amit Dhamani

Chief Executive Officer and
Managing Director
Dhamani Jewels Group
United Arab Emirates

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Dean of Undergraduate Education
University of California, San Diego
San Diego, CA

Barbara Lee Dutrow, Ph.D.

Adolphe G. Gueymard
Distinguished Professor
Department of Geology &
Geophysics
Louisiana State University
Baton Rouge, LA

Dione D Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers
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Providence, RI

Dr. John W. Valley

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Department of Geoscience
University of Wisconsin
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Lawrence Ma

CEO, Lee Heng Diamond Group and
Founding President
Diamond Federation of Hong Kong
Hong Kong

Robert Andrew Johnson

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Owner, Alexandra Hart
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Barbara Wasserstrom

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Shant Dakessian

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Thom Underwood

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Laboratory
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GIA Laboratory and Research Locations

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REGIONAL BRANCH

Dubai

RESEARCH CENTERS

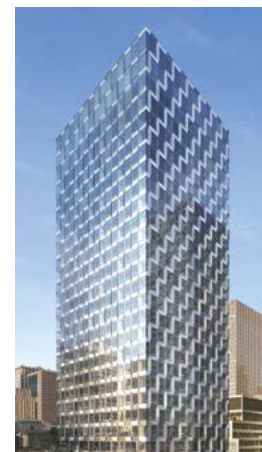
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