

**GIA**<sup>®</sup>

# 2022 Education Catalog

## CARLSBAD CAMPUS

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**Gemological Institute of America**

The Robert Mouawad Campus

5345 Armada Drive

Carlsbad, California 92008 USA

T +1 760 603 4000

[GIA.edu](http://GIA.edu)



# Welcome

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

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

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

With over 155,000 active alumni in 45 chapters globally, the GIA Alumni Association continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

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

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

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



# Table of Contents

Welcome .....	2
About GIA	
Mission and History.....	4
Accreditation and Licensing.....	5
Governance and Executive Management.....	6
Education Management and Faculty .....	7
GIA Education Advisory Boards .....	8
Campus Information	
Carlsbad Campus .....	9
School Calendar and Hours of Operation .....	10
Student Life.....	11
Contact Information.....	12
On Campus and Distance Education.....	13
Programs, Courses and Classes	
Graduate Gemologist® .....	16
Graduate Diamonds.....	18
Graduate Colored Stones.....	20
Applied Jewelry Professional™.....	22
Graduate Pearls.....	23
Graduate Jeweler.....	24
Jewelry Design & Technology.....	25
Comprehensive CAD/CAM for Jewelry .....	27
Jewelry Design .....	28
Lab Class Descriptions.....	29
eLearning Course Descriptions.....	30
Enrollment Services	
Admissions Policies and Procedures .....	35
Tuition and Fees .....	40
Financial Assistance and Scholarships .....	43
Cancellation, Withdrawal and Refund Policies .....	46
California Student Tuition Recovery Fund (STRF) .....	49
Student Services .....	50
Policies and Procedures	
Academic Policies and Procedures .....	53
Administrative Policies .....	64

# Mission and History

## Mission

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

## Educational Philosophy

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

### Research

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

### Relevance

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

### Leadership

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

### Accessibility

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

### Sustainability

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

## History

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

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

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

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

# Accreditation and Licensing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry arts and related subjects. The Classification of Instructional Programs (CIP) code for all of GIA's classes, courses and programs is 50.0713. The Standard Occupational Classification code for all of GIA's classes, courses and programs is 51.9071.

## Accreditation

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

GIA's Distance Education programs are accredited by the Distance Education Accrediting Commission (DEAC).

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

## Licensing and Approvals

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 USA, [bppe.ca.gov](http://bppe.ca.gov), toll-free telephone number +1 888 370 7589, or by fax +1 916 263 1897. As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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

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

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

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

In addition to the approvals described above, GIA is authorized to offer, and/or recruit for, its eLearning courses in the following states: Alabama, Georgia, Michigan, Nebraska, Utah and Wyoming. GIA is either exempt or not required to have an authorization to deliver eLearning courses in other states. GIA has the exemption in Arizona and authorized in Nevada to deliver Lab classes.

GIA's locations outside the United States are approved to operate where such approval is required. For additional information, please visit the websites for each location at [GIA.edu/gem-education/campuses](http://GIA.edu/gem-education/campuses). Students interested in enrolling in courses at another GIA location or affiliated entity should refer to the catalog links at [GIA.edu/gem-education/catalogs](http://GIA.edu/gem-education/catalogs)



**ACCSC**  
2101 Wilson Blvd. Ste. 302  
Arlington, VA 22201 USA  
+1 703 247 4212  
[accsc.org](http://accsc.org)



**DEAC**  
1101 17th Street NW, Ste. 808  
Washington, DC 20036 USA  
+1 202 234 5100  
[deac.org](http://deac.org)



**Bureau for Private Postsecondary Education**  
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834  
Sacramento, CA 95834 USA  
+1 916 574 8900  
+1 888 370 7589  
[bppe.ca.gov](http://bppe.ca.gov)

# 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

#### **Dave Bindra**

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

#### **Barbara Lee Dutrow, Ph.D.**

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

#### **Marcus ter Haar**

Diamond Industry Executive

#### **Kiko Harvey**

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

#### **Thomas H. Inasley**

Senior Vice President and CFO, Dermata Therapeutics

#### **Susan M. Jacques**

President and CEO, GIA

#### **Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

#### **Stephen F. Kahler**

Jewelry Industry Executive

#### **Lisa A. Locklear**

Senior Vice President & 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

#### **Jeffrey E. Post, Ph.D.**

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

#### **Samantha F. Ravich, Ph.D.**

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

#### **Barbara A. Sawrey, Ph.D.**

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

#### **Tammy Storino**

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 – Madison

## Executive Management

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

### Senior Executives

#### **Susan M. Jacques**

President and Chief Executive Officer

#### **Thomas M. Moses**

Executive Vice President and Chief Laboratory and Research Officer

#### **Mark Buntz**

Senior Vice President and Chief Marketing Officer

#### **Anna Martin**

Senior Vice President of Global Development

#### **Pritesh Patel**

Senior Vice President and Chief Operating Officer

#### **Duncan Pay**

Senior Vice President and Chief Academic Officer

#### **David J. Tearle**

Senior Vice President and Chief Financial Officer

#### **Jennifer Wilson**

Senior Vice President and General Counsel

#### **Lisa Garris**

Vice President of Human Resources

#### **John W. Hall**

Vice President and Chief Information Officer

#### **Elizabeth Keating**

Vice President and Chief Ethics and Compliance Officer

### Executives

#### **Lisa Biggs**

Vice President and Corporate Controller

#### **Jared Giangliulo**

Vice President of Global Real Estate, Security and Business Systems

#### **Matt Hall**

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

#### **David Lin**

Vice President and Chief Information Security Officer

#### **Sriram Natarajan**

Managing Director of GIA India

#### **Sabra Norris**

Vice President of Project Management and Business Systems

#### **Wuyi Wang**

Vice President of Research and Development

#### **Lucy Xia**

Vice President of Global Laboratory Planning

#### **Kelly Yantzer**

Vice President of Student Affairs

#### **Phillip M. Yantzer**

Vice President of U.S. Laboratory Operations

# Education Management and Faculty

## Education Management

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### GIA Headquarters

**Duncan Pay**

Senior Vice President and Chief Academic Officer

**Alexandria Anderson**

Manager, Admissions

**Vusala Aranjo**

Director, Education Compliance  
Title IX and 504 Coordinator

**Peter Harts**

Manager, Career Services

**Vicki Hou**

Registrar

**Brenda Harwick**

Senior Manager, On Campus Instruction

**Tao Z. Hsu**

Director, Global Professional Development

**Jennifer Kim**

School Director, New York

**Renada Koebel**

Director, Enrollment Services

**Sam Kong**

Senior Director, Global Instruction

**Paul Mattlin**

Senior Manager, Gemology Distance Education

**Kimberly Overlin**

Dean of Students

**Mitch Spencer**

Senior Manager, Learning Design & Development

**Wendy Wang**

Director, Student Financial Aid

**Robert Weldon**

Director, Richard T. Liddicoat Gemological Library  
and Information Center

**Kelly Yantzer**

Vice President, Student Affairs

### Global Schools - Affiliated Entities

**Claudia D'Andrea**

Director, Operations, Thailand

**Stella Lee**

School Director, Hong Kong

**Mehdi Saadian**

School Director, London

**Sriram Natarajan**

Managing Director, India

**Vivian Wang**

School Director, Taiwan

## Carlsbad Faculty

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GIA faculty 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/carlsbad/faculty](http://GIA.edu/gem-education/carlsbad/faculty) and [GIA.edu/gem-education/distance/faculty](http://GIA.edu/gem-education/distance/faculty)

All information is correct as of September 2021.

Mariam Aboushadi  
Darla Alvarez  
Manuel Basmajian  
Paula Carter-Andrews  
Heather Cason  
John Cason  
Lo Combs  
Bethany Crane  
David Etheridge  
Doug Hall  
Martin Harmon  
David Haulbrook  
Michelle Jirkovsky  
Jessica Kramer  
Carson Lee  
Michele Lisso  
Daniela Pacheco  
Tim Richardson  
Carrie Skinner  
Nina Switzer-Spano  
Teresa Tolbert  
Kate Trunnell  
Shelly Verwymeren  
Glenn Wargo  
Kate Waterman  
Danielle Yamamoto  
Javier Zavala

# GIA Education Advisory Boards

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

## GIA Education Committee of the Governing Board

### Chair

#### **Barbara 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

#### **Barbara Lee Dutrow, Ph.D.**

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

#### **Susan M. Jacques**

President and CEO, GIA

#### **Robert Andrew Johnson**

CEO, Diamond Cellar Holdings, LLC

#### **Lawrence Ma**

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

#### **Jeffrey E. Post, Ph.D.**

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

#### **John W. Valley, Ph.D.**

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

## GIA Program Advisory Committee

### **Robert C. Aretz**

President, Gem Appraisers & Consultants  
New York, NY

### **Barry S. Block**

President, The Jewelry Judge  
Carle Place, NY

### **Alan Bronstein**

Owner, Aurora Gems, Inc.  
New York, NY

### **Shant Dakessian**

Co-Owner, Simone and Son  
Huntington Beach, CA

### **Alexander Eblen**

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

### **Rita Famulare**

Owner, Famulare Jewelers  
Carlsbad, CA

### **Alexandra Hart**

Owner, Alexandra Hart  
San Diego, CA

### **Malcolm Koll**

Owner, Charles Koll Jewelers  
San Diego, CA

### **Gail Brett Levine**

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

### **Mary Todd McGinnis**

Vice President, Ben Bridge Jeweler  
Seattle, WA

### **Edward C. Petersen**

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

### **Karen Sampieri**

Senior Valuation Manager, The RealReal  
New York, NY

### **Thom Underwood**

Owner, San Diego Gemological Laboratory  
San Diego, CA

# Carlsbad Campus

GIA's Carlsbad Campus and World Headquarters is located at The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, California 92008 USA. All On Campus and Lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement.

Nestled beside the Pacific Ocean, the campus is just 35 miles north of San Diego and 90 miles south of Los Angeles. In this tranquil setting of beaches and mountains, GIA students enjoy the Southern California lifestyle while pursuing their gemology and jewelry careers.

## Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. It covers 18 acres of land and includes 16 classrooms; the world's largest gemological library containing more than 65,000 books, 700 periodical titles, and over 1,000 videos and other media; a museum gallery; a student lounge; outdoor basketball and sand volleyball courts; a gemological research laboratory; administrative offices; parking for more than 1,000 vehicles, electric car charging stations, bike racks and access to public transportation.

Wireless Internet access is available at no charge throughout the campus. Computers with Internet access and CAD software are available in the Library for student use during normal operating hours.

Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act and includes automated doors in all buildings and elevator access to the second floor.

To help ensure the safety and security of our students, employees and guests, the facilities have security officers on duty 24 hours a day, seven days a week with restricted/monitored access to the campus and its buildings. Dedicated facilities and education services departments ensure the ongoing and routine maintenance of the facilities, equipment, and replenishment of supplies.

## Classrooms and Equipment

Gemology classrooms can accommodate up to 24 students and jewelry arts classrooms up to 20 students. The student workroom can accommodate up to 12 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 catalog.

For information about your life as a student at the Carlsbad campus, [see Student Life on page 11](#)



Top - GIA's Carlsbad campus / Center - Students playing volleyball / Bottom - Students gathering in the Rosy Blue Student Commons

# School Calendar and Hours of Operation

## 2022 Scheduled Carlsbad Campus Closures

Date	Holiday
December 20, 2021 (Monday) through Friday, December 31, 2021 (Friday)	Winter Holiday Break
January 03, 2022 (Monday)	Classes Resume
January 17, 2022 (Monday)	Martin Luther King Jr. Day
February 21, 2022 (Monday)	President's Day
May 30, 2022 (Monday)	Memorial Day
June 20, 2022 (Monday)	National Juneteenth Freedom Day Observed
July 04, 2022 (Monday)	Independence Day Observed
September 05, 2022 (Monday)	Labor Day
November 21, 2022 (Monday) through November 25, 2022 (Friday)	Thanksgiving Break
December 19, 2022 (Monday) through Friday, December 30, 2022 (Friday)	Winter Holiday Break
January 03, 2023 (Tuesday)	Classes Resume

## Hours of Operation

The Carlsbad facility is open from 7:30 a.m to 5:00 p.m. Pacific Time (PT), Monday through Friday.

The campus is closed on weekends and holidays, unless 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 [GIA.edu/gem-education/carlsbad/schedule](https://gia.edu/gem-education/carlsbad/schedule) for up-to-date schedules.

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](https://gia.edu/carlsbad-class-duration-hours) for scheduled extended hours. 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 8:00 a.m to 11:45 p.m. PT. Graduate Jeweler orientation is scheduled for for 8:00 a.m to 3:00 p.m. PT.

For Lab classes, normal classroom hours are from 8:00 a.m to 4:00 p.m. PT.

# Student Life

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

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

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

## Events and Activities

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

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

**Mine Tour** – Whether or not you are a rockhound, you will enjoy a visit to a local working gemstone mine. Only about an hour from GIA you will enjoy a behind the scenes tour at the Oceanview Mine in Pala, CA. This tour is not offered to the public and is for GIA students only. Dig for tourmaline, kunzite, morganite, aquamarine, garnet, and more!

**Hall of Gems Tour, Los Angeles Museum of Natural History** – Located in historic downtown Los Angeles, the Natural History Museum Hall of Gems is one of the finest exhibits of gems and minerals in the world, with over 270 gemstones in the Hixon Gem Vault including a 4,644 carat bright blue topaz. Spend the day with your fellow classmates at this exclusive GIA student tour.

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

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

## Student Body Council (SBC)

The Student Body Council (SBC) is a GIA student-led group that promotes social and professional interaction. SBC is run by students in support of students. All active on-campus GIA students are eligible to participate as class representatives. Representatives help with events and support the elected officials. The SBC elected officers are president, vice president and secretary, each with their own unique duties. Since GIA is often attended by students away from home, SBC strives to enhance student life and interaction at GIA. SBC's objective is to promote extracurricular activities, provide the student body a conduit for feedback and encourage professional relationships with all GIA personnel. SBC also helps to emphasize the importance of personal honor and integrity and support interaction with the jewelry industry. The SBC is a great way for GIA students to interact and have fun while learning about their passion.



Top - GIA's Carlsbad campus is just minutes away from the Pacific Ocean. / Center - Students working on Habitat for Humanity playhouse. / Bottom - On Campus students tour a southern California mine.

# Contact Information

Contact	Phone	Toll-Free (U.S. and Canada)	Web and Email
Carlsbad Campus	+1 760 603 4000	+1 800 421 7250	GIA.edu admissions@gia.edu
504 Coordinator	+1 442 235 2455	+1 800 421 7250 ext 7776	504coordinator@gia.edu
Admissions – Distance Education	+1 760 603 4001	+1 800 421 7250 ext 4001	admissions@gia.edu
Admissions – On Campus	+1 760 603 4400	+1 800 421 7250 ext 4400	admissions@gia.edu
Alumni Association	+1 760 603 4145	+1 800 421 7250 ext 4145	alumni@gia.edu
Career Fair	+1 760 603 4100	+1 800 421 7250 ext 4100	careerfair@gia.edu
Career Services	+1 760 603 4000 ext 4450	+1 800 421 7250 ext 4450	careerservices@gia.edu
Certificates and Diplomas	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	records@gia.edu
Dean of Students	+1 760 603 4093	+1 800 421 7250 ext 4093	deanstudents@gia.edu
Distance Education Student Support	+1 760 603 4404	+1 800 421 7250 ext 4404	lessons@gia.edu
Financial Assistance	+1 760 603 4005	+1 800 421 7250 ext 4005	financialaid@gia.edu
<i>Gems &amp; Gemology</i> Subscriptions	+1 760 603 4200	+1 800 421 8161	GIA.edu/gems-gemology gandg@gia.edu
Housing Assistance	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	housing@gia.edu
GIA Instruments	+1 760 603 4200	+1 800 421 8161	store.gia.edu giastore@gia.edu
International Student Advisor	+1 760 603 4400	+1 800 421 7250 ext 4400	intladvisor@gia.edu
Library and Information Center	+1 760 603 4046	+1 800 421 7250 ext 4046	library@gia.edu
My GIA and Online Support	+1 760 603 4000 ext 7459	+1 800 421 7250 ext 7459	onlinesupport@gia.edu
Proctor Information	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	proctor@gia.edu
Records and Transcripts	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	records@gia.edu
Scholarships	+1 760 603 4131	+1 800 421 7250 ext 4131	scholarship@gia.edu
Student Accounts	+1 760 603 4470	+1 800 421 7250 ext 4470	acctsrc@gia.edu
Student Services	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	studentservices@gia.edu
Student Workroom	+1 760 603 4404	+1 800 421 7250 ext 4404	lessons@gia.edu
Title IX Coordinator	+1 442 235 2455	+1 800 421 7250 ext 7776	titleixcoordinator@gia.edu
Veterans Benefits	+1 760 603 4007	+1 800 421 7250 ext 4007	VABenefits@gia.edu

# On Campus and Distance Education

Just as GIA has set standards for grading and identification practices used around the world, GIA also set the standard for professional training in gems and jewelry. How we deliver your education is just as important as what we deliver.

## On Campus Education

Study full-time at a GIA campus or location to gain the knowledge and practical skills to translate your love for gems and jewelry into a rewarding career. On Campus diploma programs and certificate courses are full-time, instructor-led programs and courses lasting seven weeks or longer.

All GIA campuses and locations feature classrooms equipped with the latest tools and equipment, small classes conducive to personalized instruction, and caring and attentive staff dedicated to your success. You'll learn by doing, working with expert instructors ready to provide guidance and answer questions, and you'll collaborate with fellow students who share your passion for gems and jewelry.

### Campuses and Locations

GIA campuses and locations span the globe: Carlsbad (GIA World Headquarters in California), New York, Bangkok, Hong Kong, London, Mumbai, Surat and Taiwan.

### Faculty and Administrators

GIA faculty have in-depth practical and theoretical knowledge in gemstones, diamonds, jewelry design, jewelry manufacturing equipment and understanding of the gem and jewelry industry. Our administrators and staff are dedicated to helping you succeed. Many are GIA alumni, so they understand what it is like to study full-time at a GIA campus.

### Programs

- A full-range of programs offered in gemology, jewelry manufacturing and design.
- Full-time programs that run from 7 to 26 instructional weeks.
- Year-round start dates let you begin when it fits your schedule.

### Classrooms

- Class sizes are small – typically 12 to 24 students – to maximize individual attention from instructors.
- Learn in modern classrooms using professional-grade software and equipment similar to what you will find on the job.

## Distance Education

GIA Distance Education offers a more flexible option to earn your GIA credential through a combination of self-paced, online learning and short instructor-led Lab classes.

eLearning, the online component of your program, offers an engaging learning environment that features text, videos, animation and slide shows. All lessons, questionnaires and exams are online, with the exception of the Gem Identification stone work and final exam. You can study and increase your knowledge at your convenience. [See eLearning Course Descriptions on page 30](#) for more information.

Students may contact their instructor or other staff during regular business hours. GIA's campus in Carlsbad is open 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday, excluding holidays. See scheduled school closures [on page 10](#) and phone and email contact information [on page 12](#).

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

### How it Works

- All "Essentials" eLearning courses (GEM 110, GEM 120, GEM 130) have scheduled weekly starts each Tuesday.
- All other eLearning courses (GEM 149, GEM 220, GEM 230, GEM 240) have scheduled monthly starts on the first Tuesday of each month.
- All course materials are accessed online.
- Your dedicated instructor is available by email or phone to answer questions and provide instruction and support.
- Submit your eLearning assignments online, anytime, day or night
- Review completed assignments for future study, track completed assignments and monitor your course and program progress online.
- Each eLearning course has a completion date which reflects the maximum allowed time to complete all course requirements and the final exam. Your start date triggers the start of your course (not the first time you access your course).
- Generous completion times allow you to study at a pace that fits your schedule.
- See it all come together with practical, hands-on Lab classes.

### Online Access

With Internet access from home, office or any other location, you can enjoy the convenience of the My GIA Student Portal, your single point of entry to an array of web-based services and information. Log on anytime.

GIA's eLearning courses are administered using the Blackboard Learning Management System. You can access Blackboard through your My GIA Student Portal or on a tablet or mobile device through the Blackboard App.

Online support is available for assistance with your user name, password or any technical questions at [onlinesupport@gia.edu](mailto:onlinesupport@gia.edu) or +1 800 421 7250 ext 7459 or +1 760 603 4000 ext 7459, 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday.

# On Campus and Distance Education (cont.)

## Technology Requirements

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

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

JavaScript and Adobe Reader are available as free Internet downloads.

## Stone Set Loan Program

When you enroll in Gem Identification, we loan you gems so you can study them at your home or office. We also provide guidance and instruction on how to set up your workstation so you get the most out of your gem identification experience. For fees related to the stone set loan program, see [Tuition and Fees on page 40](#)

## Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. The workroom is also helpful if you are preparing for your 20-stone final exam, taking a proctored exam, or practicing on equipment and gemstones. Student Workroom availability varies by location. Visit [GIA.edu/gem-education/student-workroom](https://www.gia.edu/gem-education/student-workroom) for more information.

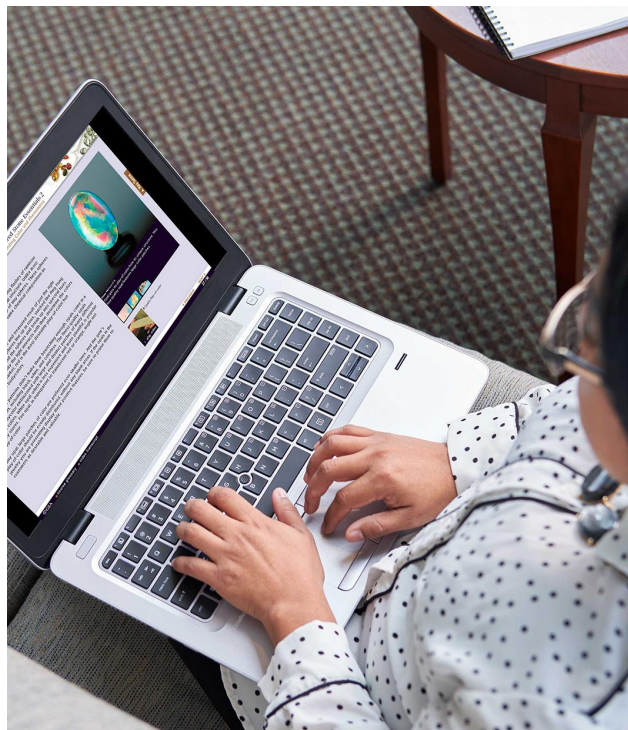
Carlsbad Student Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Pacific Time. U.S. fees are \$35 for half day and \$70 for full day. Contact us at [lessons@gia.edu](mailto:lessons@gia.edu) or call at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404 to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

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

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges. Reservations are not guaranteed for students who arrive late.

## Proctored Exams

Many Distance Education exams must be taken in the presence of an approved proctor or in a GIA Student Workroom. For more information, see [Proctored Exams on page 55](#)



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

# On Campus and Distance Education (cont.)

## Distance Education Program Requirements

Below is a summary of requirements for GIA Distance Education diploma programs.

	Applied Jewelry Professional™	Graduate Gemologist®	Graduate Diamonds	Graduate Colored Stones	Graduate Pearls
<b>eLearning Courses</b>					
GEM 110 – Jewelry Essentials	✓				
GEM 120 – Colored Stone Essentials	✓	✓		✓	
GEM 130 – Diamond Essentials	✓	✓	✓		
GEM 230 – Diamonds & Diamond Grading		✓	✓		
GEM 220 – Colored Stones		✓		✓	
GEM 240 – Gem Identification		✓		✓	
GEM 149 – Pearls					✓
<b>Lab Classes</b>					
GEM 230L – Diamond Grading Lab		✓	✓		
GEM 220L – Colored Stone Grading Lab		✓		✓	
GEM 240L – Gem Identification Lab		✓		✓	
GEM 149L – Pearl Grading Lab					✓



# Graduate Gemologist<sup>®</sup>

## Program Description

The GIA Graduate Gemologist diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated and 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 (color, clarity, cut and carat weight)
- Grade diamonds in the D-to-Z color range
- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Identify gemstone characteristics, simulants and treatments, laboratory-grown gemstones and recognize when advanced testing is required
- Understand how gems are mined, fashioned and brought to the marketplace
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value

### What You Earn

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

### Occupations May Include

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

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

### How to Earn your Diploma

Earn your Graduate Gemologist diploma by studying full-time at a GIA campus or learn via Distance Education by taking five online eLearning courses and three Lab classes.

## On Campus Education

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

### Program Details

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$24,101.78

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. See [Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

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

# Graduate Gemologist® (cont.)

## Technology Requirements

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

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

JavaScript and Adobe Reader are available as free Internet downloads.

## Distance Education

Earn your diploma via Distance Education by taking five online eLearning courses and three Lab classes.

For courses that do not have prerequisites, you may take classes in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives.

### Recommended Sequence

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

eLearning Courses			
Course No.	Course Title	Maximum Completion Time	Tuition*
GEM 130	Diamond Essentials	3 months	\$250.00
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	\$1,670.00
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	\$1,850.00
GEM 240	Gem Identification (Prerequisites: GEM 120, GEM 220, GEM 240L)	24 months	\$2,040.00

\*Tuition does not include optional books, required equipment for GEM 240 or CA STRF fee if applicable. For more details and payment options, see [See Tuition and Fees on page 40](#)

### Schedules

Essentials eLearning courses are scheduled to start every Tuesday. All other eLearning courses have monthly starts on the first Tuesday of the month.

[See eLearning Course Descriptions on page 30](#)

Lab Classes			
Class No.	Course Title	Duration	Total Charges*
GEM 230L	Diamond Grading Lab	5 days (35 clock hours)	\$1,696.80
GEM 220L	Colored Stone Grading Lab	3 days (21 clock hours)	\$1,136.11
GEM 240L	Gem Identification Lab	5 days (35 clock hours)	\$1,670.94

\*Total charges include books, materials, CA STRF and applicable tax. [See Tuition and Fees on page 40](#) for details.

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal class hours are 8:00 a.m. to 4:00 p.m. PT

[See Lab Class Descriptions on page 29](#)



# Graduate Diamonds

## Program 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 – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond’s quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, laboratory-grown diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, and the role cut plays in the marketplace and important sectors of the diamond industry, including dealers, cutters and manufacturers.

### What You Will Learn

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight); appreciate how they affect diamond value
- Grade diamonds in the D-to-Z color range
- Detect 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 Jewelry Specialist, Diamond Buyer, Diamond Grader, Diamond Assorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Wholesaler

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

### How to Earn your Diploma

Earn your diploma through On Campus or Distance Education.

## On Campus Education

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

Program Details	
Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$7,119.61

\*Total charges in US dollars include tuition, books, materials, CA STRF and applicable sales tax. See [Tuition and Fees on page 40](#) for details.

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

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

# Graduate Diamonds (cont.)

## Technology Requirements

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

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

JavaScript and Adobe Reader are available as free Internet downloads.

## Distance Education

Earn your diploma via Distance Education by taking two eLearning courses and one Lab class.

For courses that do not have prerequisites, you may take classes in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives.

### Recommended Sequence

GEM 130, GEM 230, GEM 230L

eLearning Courses			
Course No.	Course Title	Maximum Completion Time	Tuition*
GEM 130	Diamond Essentials	3 months	\$250.00
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	\$1,670.00

\*Tuition does not include optional books or CA STRF fee if applicable. For more details and payment options, see [Tuition and Fees on page 40](#)

## Schedules

Essentials eLearning courses are scheduled to start every Tuesday. All other eLearning courses have monthly starts on the first Tuesday of the month.

[See eLearning Course Descriptions on page 30](#)

Lab Classes			
Class No.	Course Title	Duration	Total Charges*
GEM 230L	Diamond Grading Lab	5 days (35 clock hours)	\$1,696.80

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax.. See [Tuition and Fees on page 40](#) for details.

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal class hours are 8:00 a.m to 4:00 p.m. PT

[See Lab Class Descriptions on page 29](#)



*Rough and polished diamonds.*



# Graduate Colored Stones

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Colored Stones Diploma

### Occupations May Include

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

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

### How to Earn your Diploma

Earn your diploma through On Campus or Distance Education.

## On Campus Education

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

### Program Details

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$16,982.17

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax. See [Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m. to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### 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 color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, a diffuser plate and monochromatic light source. As part of your course materials, you will receive and keep a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

# Graduate Colored Stones (cont.)

## Technology Requirements

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

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

JavaScript and Adobe Reader are available as free Internet downloads.

## Distance Education

Earn your diploma via Distance Education by taking three online eLearning courses and two Lab classes.

For courses that do not have prerequisites, you may take classes in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives.

### Recommended Sequence

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

eLearning Courses			
Course No.	Course Title	Maximum Completion Time	Tuition*
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	\$1,850.00
GEM 240	Gem Identification (Prerequisites: GEM 120, GEM 220, GEM 240L)	24 months	\$2,040.00

\*Tuition does not include optional books, required equipment for GEM 240 or CA STRF fee if applicable. For more details and payment options, see [Tuition and Fees on page 40](#)

### Schedules

Essentials eLearning courses are scheduled to start every Tuesday. All other eLearning courses have monthly starts on the first Tuesday of the month.

[See eLearning Course Descriptions on page 30](#)

Lab Classes			
Class No.	Course Title	Duration	Total Charges*
GEM 220L	Colored Stone Grading Lab	3 days (21 clock hours)	\$1,136.11
GEM 240L	Gem Identification Lab	5 days (35 clock hours)	\$1,670.94

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax. See [Tuition and Fees on page 40](#) for details.

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal class hours are 8:00 a.m. to 4:00 p.m. PT

[See Lab Class Descriptions on page 29](#)



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



# Applied Jewelry Professional™

## Program 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 (color, clarity, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, 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 colored gemstones

### What You Earn

GIA Applied Jewelry Professional Diploma

### Occupations May Include

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

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

## Distance Education

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

eLearning Courses			
Course Number	Course Title	Max Completion Time	Tuition*
GEM 110	Jewelry Essentials	3 months	\$250.00
GEM 120	Colored Stone Essentials	3 months	\$250.00
GEM 130	Diamond Essentials	3 months	\$250.00

\*Tuition does not include optional books. For details and payment options, see [Tuition and Fees on page 40](#)

### Schedules

Essentials eLearning courses are scheduled to start every Tuesday. All other eLearning courses have monthly starts on the first Tuesday of the month.

[See eLearning Course Descriptions on page 30](#)



# Graduate Pearls

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Pearls Diploma

### Occupations May Include

Pearl Grader, Pearl Assorter, Jewelry Business Owner, Jewelry Sales Professional, Pearl Buyer, Retailer, Wholesaler

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

## Distance Education

Earn your Graduate Pearls diploma via Distance Education by taking one online eLearning courses and one Lab class.

For courses that do not have prerequisites, you may take classes in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives.

### Recommended Sequence

GEM 149, GEM 149L

#### eLearning Courses

Course No.	Course Title	Maximum Completion Time	Tuition*
GEM 149	Pearls	6 months	\$600.00

\*Tuition does not include optional books. For more details and payment options, see [Tuition and Fees on page 40](#)

### Schedules

Essentials eLearning courses are scheduled to start every Tuesday. All other eLearning courses have monthly starts on the first Tuesday of the month.

[See eLearning Course Descriptions on page 30](#)

#### Lab Classes

Class No.	Course Title	Duration	Total Charges*
GEM 149L	Pearl Grading Lab	1 day (7 clock hours)	\$353.88

\*Total charges include books, materials and applicable tax. See [Tuition and Fees on page 40](#) for details.

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal class hours are 8:00 a.m to 4:00 p.m. PT

[See Lab Class Descriptions on page 29](#)



# Graduate Jeweler

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Jeweler Diploma

### Occupations May Include

Bench Jeweler, Business Owner, Custom Order Jeweler, Jewelry Buyer, Jewelry Finisher/Polisher, Jewelry Repair Technician, Manufacturing Operations, Manufacturing Specialist, Product Developer, Quality Assurance Specialist, Stone Setter

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

## On Campus Education

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

Program Information	
Program Number	JMA 3300
Program Title	Graduate Jeweler
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$23,771.24

\*Total charges in US dollars include tuition, books, materials, CA STRF and applicable tax. [See Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

Each classroom is equipped with a laser welder, a plating station, a steam cleaner, an ultrasonic cleaner, and grinding and polishing stations that students share. Each student workstation includes a torch, a micromotor and other accessories. Each student keeps a tablet containing course content and a tool kit, which contains a variety of files, pliers, gravers, drill bits, hammers, mandrels, tweezers, a bench block, various burs and saw blades. As part of your course materials, you will receive and keep hand tools and digital course content, which includes technical illustrations, instructional videos and a bench reference guide.



# Jewelry Design & Technology

## Program Description

The Jewelry Design & Technology diploma program covers topics including being able to build a CAD model of jewelry to engineering specifications and understanding the challenges that come with its manufacturing. Instructors teach design elements and principles and concept sketching to create attractive jewelry designs to present to a client prior to building the CAD model. Other topics covered include: understanding and applying motifs to jewelry, and jewelry manufacturing methods.

### What You Will Learn

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

### What You Earn

GIA Jewelry Design & Technology Diploma

### Occupations May Include

Jewelry Designer, CAD Designer, CAM Operator, Product Developer, Quality Assurance Specialist, CAD/CAM Technician

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

## On Campus Education

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

Carlsbad Campus	
Program Number	JMA 3400
Program Title	Jewelry Design & Technology
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$21,982.85

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. For details and payment, [see Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

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

### Computer Proficiency

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

# Jewelry Design & Technology (cont.)

## Technology Requirements

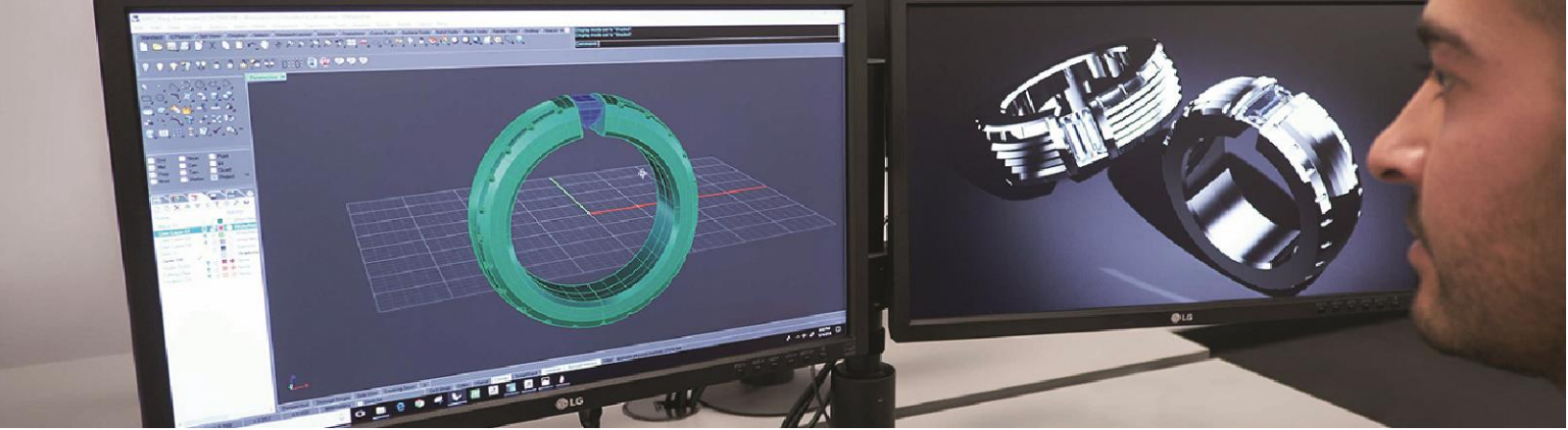
Students are required to have access to a computer that meets the minimum requirements specified below to complete their homework. Note that homework is assigned starting the first day of class. The estimated average cost to purchase a laptop meeting the the recommended specification is \$1,500.

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

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



*Ring design and computer-aided design (CAD) rendering by Hannah Marlin-Ostyn, GIA JDT graduate*



# Comprehensive CAD/CAM for Jewelry

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

### Occupations May Include

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

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

## On Campus Education

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

Program Details	
Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$6,427.66

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax. For details and payment, see [Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m. to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

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

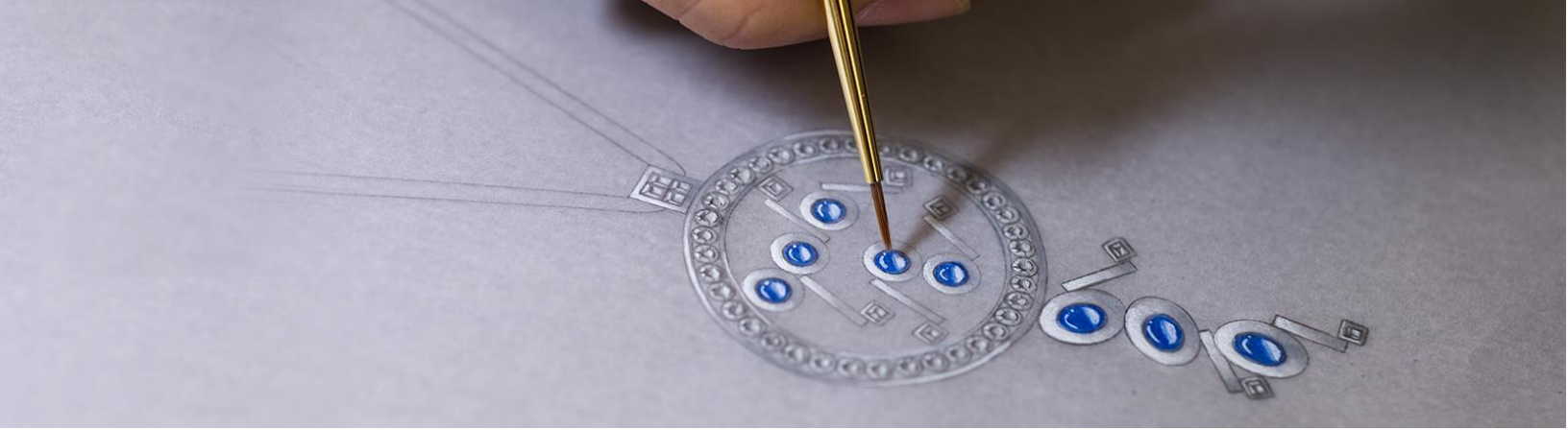
### Computer Proficiency

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

### Technology Recommendations

It is strongly recommended that students have access to a computer that meets the requirements below to review and practice coursework outside of classroom hours. The estimated average cost to purchase a laptop meeting the recommended specification is \$1,500.

- Computer Type
  - Windows-based laptop or desktop computer system, with mouse and keyboard, is the only computer system that is recommended.
- Processor
  - Minimum: Intel i5 with 2.8 GHz or higher / Recommended: Intel i7 or AMD equivalent
- RAM
  - Minimum: 8 GB / Recommended: 16 GB or more
- Graphics Card (GPU)
  - OpenGL 4.1 capable video card with 2 GB VRAM;
  - Recommended: NVIDIA GeForce 1000 Series (GTX 1050 Ti, 1060, 1070) or better
- Operating System
  - (64-bit) Windows 8.1; (64-bit) Windows 10
- Hard Drive:
  - Minimum: 120GB free main hard drive space
  - Recommended: 512GB SSD with 1TB HDD
- Monitor Resolution
  - Minimum: 1920x1080 or higher with 32-bit color



# Jewelry Design

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Jewelry Design Certificate

### Occupations May Include

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

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

## On Campus Education

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

Program Details	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$6,508.50

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. [See Tuition and Fees on page 40](#)

### Schedules and Class Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules. Normal classroom hours are from 8:00 a.m to 3:00 p.m. PT. Students will be notified in advance if class hours will be modified. Class hours will be extended to accommodate for holidays or special events. See [GIA.edu/carlsbad-class-duration-hours](http://GIA.edu/carlsbad-class-duration-hours) for extended hours.

### Equipment and Materials

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

# Lab Class Descriptions

## GEM 230L Diamond Grading Lab

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

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading Lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours 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 a daylight equivalent 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 color grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

## GEM 220L Colored Stone Grading Lab

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*Required for: Graduate Gemologist and Graduate Colored Stones Diplomas*

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. 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 color grading card.

Class duration: 3 days (21 clock hours)

What you earn: Letter of Completion

## GEM 240L Gem Identification Lab

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

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Students use gemological 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 65](#)) Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent 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 color grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

## GEM 149L Pearl Grading Lab

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*Required for: Graduate Pearls Diploma*

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

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

# eLearning Course Descriptions

GIA's eLearning courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. Pacific Time. Essentials courses start every Tuesday. Other courses have monthly starts on the first Tuesday of each month. Students have until 11:59 p.m. Pacific Time on their course end date to complete all course requirements and pass the final exam.

Certificates earned in Jewelry Essentials, Diamond Essentials, Colored Stone Essentials and Pearls are issued in electronic format. All other certificates are issued in hard-copy, paper format.

The monthly designation shown for each course is a suggested timeline. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including reviews and exams, within the maximum completion time limit. Students who do not achieve a passing grade on their final exam prior to end date of the course receive a final grade of NP (No Pass) on their official transcript.

## GEM 110 Jewelry Essentials

*Required for: Applied Jewelry Professional™ Diploma*  
*Prerequisite: None*

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

Self-paced; maximum completion time: 3 months  
Consists of: 6 assignments and a final exam  
What you earn: Jewelry Essentials Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Jewelry and Jewelry Sales  
Assignment 2, Selling Rings  
Assignment 3, Selling Necklaces, Bracelets, Earrings and Pins

#### Month 2

Assignment 4, Designer, Branded, Custom, and Estate Jewelry  
Assignment 5, Watches and Giftware  
Assignment 6, Serving and Building Your Clientele

#### Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

## GEM 120 Colored Stone Essentials

*Required for: Applied Jewelry Professional, Graduate Gemologist®, Graduate Colored Stones Diplomas*  
*Prerequisites: None*

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

Self-paced; maximum completion time: 3 months  
Consists of: 8 assignments and a final exam  
What you earn: Colored Stone Essentials Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction  
Assignment 2, Understanding Color and Phenomena  
Assignment 3, Clarity, Cut and Carat Weight  
Assignment 4, Market Awareness

#### Month 2

Assignment 5, Treatments, Synthetics, Imitations and Disclosure  
Assignment 6, Durability, Care and Cleaning  
Assignment 7, Presenting Colored Stones  
Assignment 8, Presenting the Big 3

#### Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

# eLearning Course Descriptions (cont.)

## GEM 130 Diamond Essentials

*Required for: Applied Jewelry Professional, Graduate Gemologist, Graduate Diamonds Diplomas*  
*Prerequisites: None*

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

Self-paced; maximum completion time: 3 months  
Consists of: 7 assignments and a final exam  
What you earn: Diamond Essentials Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Diamonds and Diamond Value  
Assignment 2, Clarity and Value  
Assignment 3, Color and Value

#### Month 2

Assignment 4, Cut and Value  
Assignment 5, Carat Weight and Value  
Assignment 6, The Daily Retail Business  
Assignment 7, Presenting Diamond Jewelry

#### Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

## GEM 230 Diamonds & Diamond Grading

*Required for: Graduate Gemologist, Graduate Diamonds Diplomas*  
*Prerequisites: GEM 130*

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is online, closed book and proctored; see [Proctored Exams on page 55](#) for details. Prior to the course end date, you may download and keep a copy of the Diamond Grading Lab Manual and Diamonds & Diamond Grading PDF.

Self-paced; maximum completion time: 15 months  
Consists of: 20 assignments and a final exam  
What you earn: Diamonds & Diamond Grading Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction — Beyond the Essentials  
Assignment 2, Birth of the Modern Diamond Industry

#### Month 2

Assignment 3, The Modern Diamond Market

#### Month 3

Assignment 4, How Diamonds Form  
Assignment 5, Exploring for Diamonds

#### Month 4

Assignment 6, Diamond Mining  
Assignment 7, The Diamond Crystal

#### Month 5

Assignment 8, Diamonds and Light

#### Month 6

Assignment 9, The Evolution of Diamond Cutting  
Assignment 10, Finding and Identifying Clarity Characteristics

#### Month 7

Assignment 11, Grading Clarity

#### Month 8

Assignment 12, Diamonds and Color  
Assignment 13, Grading Color

#### Month 9

Assignment 14, Grading Proportions -Table, Crown and Girdle  
Assignment 15, Grading Proportions - Pavilion and Culet and Evaluating Finish

#### Month 10

Assignment 16, Grading Fancy Cuts  
Assignment 17, Estimating Weight, Recutting, and Repolishing

#### Month 11

Assignment 18, Diamond Simulants  
Assignment 19, Laboratory-Grown Diamonds and Treatments

#### Month 12

Assignment 20, Succeeding in the Marketplace

#### Months 13 through 15

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

# eLearning Course Descriptions (cont.)

## GEM 220 Colored Stones

Required for: Graduate Gemologist, Graduate Colored Stones Diplomas

Prerequisites: GEM 120

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is online, closed book and proctored; see [Proctored Exams on page 55](#) for details. Prior to the course end date, you may download and keep a copy of the Colored Stone Grading Lab Manual and Colored Stones PDF.

For students continuing on to the Gem Identification course:

- Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship stone sets to some international locations. Students may have to complete practical coursework in a GIA Student Workroom.
- Customs regulations may also affect the time it takes GIA to deliver stone sets to international locations.

Self-paced; maximum completion time: 18 months

Consists of: 27 assignments and a final exam

What you earn: Colored Stones Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction to Colored Stones  
Assignment 2, Gemstone Formation and Mining

#### Month 2

Assignment 3, Gems & Their Physical Properties  
Assignment 4, Gems and Light

#### Month 3

Assignment 5, Synthetics and Imitations  
Assignment 6, Treatments

#### Month 4

Assignment 7, The Colored Stone Market  
Assignment 8, Color

#### Month 5

Assignment 9, Cut  
Assignment 10, Clarity

#### Month 6

Assignment 11, Carat Weight and the Gem Business  
Assignment 12, Ruby

#### Month 7

Assignment 13, Blue Sapphire  
Assignment 14, Fancy Sapphire and Phenomenal Corundum

#### Month 8

Assignment 15, Emerald  
Assignment 16, Pearl Formation, Types and Market

#### Month 9

Assignment 17, Pearl Value Factors, Processing and Treatments  
Assignment 18, Jade

#### Month 10

Assignment 19, Opal  
Assignment 20, Quartz and Chalcedony

#### Month 11

Assignment 21, Tanzanite, Iolite, Chrysoberyl and Andalusite  
Assignment 22, Topaz and Beryl

#### Month 12

Assignment 23, Tourmaline, Peridot and Zircon  
Assignment 24, Garnet and Spinel

#### Month 13

Assignment 25, Lapis Lazuli, Turquoise and Other Opaque Gems  
Assignment 26, Feldspar, Spodumene, and Diopside

#### Month 14

Assignment 27, Organics and Collectors' Stones

#### Months 15 through 18

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)



# eLearning Course Descriptions (cont.)

## GEM 240 Gem Identification

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

*Prerequisites: GEM 120, GEM 220, GEM 240L*

Practice identifying over 500 individual gemstones including more than 60 species, distinguishing natural from laboratory-grown gems and detecting gem treatments. You will carry out testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, the course covers how – and when – to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. The final practical exam is closed book (except for lab manual) and proctored; see [Proctored Exams on page 55](#) for details. Prior to the course end date, you may download and keep a copy of the Gem Identification Lab Manual and Gem Identification PDF.

Self-paced; maximum completion time: 24 months

Consists of: 44 assignments (19 online and 25 practical) and a 20-stone practical exam

What you earn: Gem Identification Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction to Gem Identification

Assignment 2, General Observation of Gem Identification

Assignment 3, Refraction and the Refractometer

Assignment 4, Polariscope Testing

Assignment 5, Pleochroism and the Dichroscope

#### Month 2

Assignment 6, Magnification

Assignment 7, Selective Absorption and the Spectroscope

Assignment 8, Fluorescence and Phosphorescence

Assignment 9, Additional Tests

Assignment 10, Separation and Identification

Worksheet 10, Identify 20 Gemstones

#### Month 3

Assignment 11, Separating Natural Gems from Synthetics and Imitations

Assignment 12, Detecting Gem Treatments

Assignment 13, Separating Red, Pink, and Purple Gems

Assignment 14, Separating Blue and Violet Gems

Worksheets 11 through 14, Identify 80 Gemstones

#### Month 4

Assignment 15, Separating Green Gems

Assignment 16, Separating Orange, Yellow, and Brown Gems

Assignment 17, Separating Colorless, White, Gray, and Black Gems

Worksheets 15 through 17, Identify 60 Gemstones

Assignment 18, Identifying Rough Gems, Parcels, and Mounted Gems

Assignment 19, Advanced Laboratory Testing

#### Months 5 to 12

Worksheets 20 through 36, Identify 320 Gemstones

#### Months 13 through 24

Review and Final Proctored 20-Stone Exam (up to 10 attempts\* )

\*A passing grade is 100%. After 5 unsuccessful attempts, students are required to complete remedial work before any additional attempts are given.

#### Stone Set Loan Program

This course includes practical gem identification assignments and a 20-stone exam. You may complete practical assignments at your home, office, or in a GIA Student Workroom. To complete practical assignments at your home or office, GIA loans you the required practical stone sets for a specified period of time.

Stones are shipped pursuant to international customs regulations and other applicable requirements. You may not transport any stones over international borders (outside country of receipt and when returning to GIA, as applicable). Students not abiding by this requirement may be subject to local and or international customs laws, regulations and penalties.

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

**Loan Periods:** The loan period for US domestic students is 60 days for the first stone set and 30 days for each set thereafter. International Students: The loan period for international students is 60 days for the first stone set and up to one year for the full international set of 480 stones.

Should you fail to return any of the stones on time or if any stone is damaged or lost while in your possession, you bear the sole financial responsibility of the replacement cost based on the GIA-established value of each stone, plus labor and material costs.

#### Required Equipment

Students must have access to the required equipment listed below to complete all practical coursework. This equipment is not included with the course. The estimated cost to purchase this equipment is \$2,500 excluding applicable shipping, handling, and tax (subject to change).

Students may choose to purchase the GIA Gem Identification Student Package at [store.GIA.edu](https://store.gia.edu). This package does not include a binocular microscope, and included equipment may vary depending upon availability. As an alternative, students can complete assignments in a fully equipped GIA Student Workroom.

Prior to registration, students must confirm their access to this equipment. Photographs of the equipment are reviewed by the instructor prior to approving your registration.

- Gem tweezers (non-locking)
- Daylight-equivalent fluorescent light source (5500k - 6500k)
- Monochromatic light source
- Pinpoint incandescent light source
- Gemological binocular microscope minimum 10x and 30x (darkfield illumination)
- Gem cloth

# eLearning Course Descriptions (cont.)

- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscope
- Spectroscope
- Diffuser Lens (plastic or glass)

## GEM 149 Pearls

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*Required for: Graduate Pearls Diploma*

*Prerequisites: None*

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

Self-paced; maximum completion time: 6 months

Number of assignments: 8 and a final exam

What you earn: Pearls Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Pearls and their Value Factors

Assignment 2, Pearl Farming

#### Month 2

Assignment 3, Pearl Processing, Treatments, Imitations, and Testing

Assignment 4, Akoya Cultured Pearls

#### Month 3

Assignment 5, Freshwater Cultured Pearls

#### Month 4

Assignment 6, South Sea Cultured Pearls

Assignment 7, Tahitian Cultured Pearls

#### Month 5

Assignment 8, The Business of Pearls

#### Month 6

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)



*Rough and polished opal. Courtesy: Cenki Thomas*

# Admissions Policies and Procedures

## Admissions Requirements

Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs.

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

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

### 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.

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.

### All Applicants

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

If providing an official transcript, it must be sent directly from your school to GIA.

Applicants planning to attend in-person programs and classes should [See Novel Coronavirus \(COVID-19\) Safety Guidelines on page 66](#) in this catalog and be aware of the Student COVID-19 Vaccination Requirements posted on GIA's website at [GIA.edu/coronavirus-update-carlsbad-campus](http://GIA.edu/coronavirus-update-carlsbad-campus)

### Additional Documentation Required for Non-U.S. Citizens

In addition to the documents required for all applicants, non-U.S. citizens applying to a full-time, On Campus program must provide the following documents.

1. Proof of English-language proficiency. [See English-Language Proficiency Requirements on page 36](#)
2. Copy of U.S. permanent residency card (U.S. permanent residents only)
3. Proof of financial support
  - Letter or bank statement showing that you or your sponsor has sufficient liquid assets to cover all tuition and estimated living expenses for the duration of your courses. Estimated living expenses are at least \$2,700 USD per month of study at GIA in Carlsbad.
  - For personal, relative, non-relative, business or corporate funding: Submit an official copy of a bank statement or financial institution letter. The statement or letter must have the name of the account holder, business or corporation, be dated within the last six months, and have specific available funds and denomination of currency.
  - For private scholarships, bank loans, government sponsorship or other similar financial support: Submit an official letter from the organization, government or financial institution. This letter must be from the organization, government or financial institution, on their official letterhead, signed and dated within the last six months by the official responsible for funds distribution, include the student's full legal name, sponsorship type, amount and duration of the sponsorship. The amount must show specific available funds and denomination of currency.
4. Letter of financial support from the person who is providing your financial support if the above letter or bank statement is not from your personal bank account.
  - If you did not submit proof of personal financial support, your sponsor must submit a copy of a letter of financial responsibility with his or her financial documents. The financial responsibility letter must be a dated document, which includes the student's name and signature, sponsor's name and signature, relationship to the student, sponsorship duration and amount. Please request the financial responsibility letter from GIA admissions or the international student advisor.

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

# Admissions Policies and Procedures (cont.)

## English-Language Proficiency Requirements

Non-U.S. citizens applying to an On Campus program must demonstrate English proficiency by meeting one of these requirements.

- International English Language Testing System (IELTS™)\* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. [ielts.org](https://ielts.org)
- Test of English as a Foreign Language (TOEFL®)\*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The TOEFL institutional code is 9144 for GIA in Carlsbad. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](https://ets.org/toefl)
- International Test of English Proficiency (iTEP Academic-Plus)\*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)\*: Achieve a score of 50 or higher on the PTE Academic test. [pearsonpte.com](https://pearsonpte.com)
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the B2 First, C1 Advanced or C2 Proficiency [cambridgeenglish.org/exams-and-tests/](https://cambridgeenglish.org/exams-and-tests/)
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. [els.edu](https://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language, submit a copy of your diploma or an official transcript. [See Required Documentation on page 35](#)
  - If you graduated from a school in a country where English is not the official language, submit an official letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
  - If you attended but did not graduate, you must have completed a minimum of three years at a school where English was the medium instruction. Submit supporting documentation on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

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

## How to Apply and Related Deadlines

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

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

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

### On Campus Programs

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

### Lab Classes

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

### eLearning Courses

All "Essentials" eLearning courses (GEM 110, GEM 120, and GEM 130) have scheduled weekly starts each Tuesday. All other eLearning courses (GEM 149, GEM 220, GEM 230, GEM 240) have scheduled monthly starts on the first Tuesday of each month.

Applications must be received no later than one week before the selected start date. Failure to accept the terms of the enrollment agreement before the selected start date will result in cancellation of your course registration.

Due to continuously changing customs regulations beyond GIA's control, it may not be possible to ship Gem Identification stone sets to various international locations. Therefore, GIA may be unable to accept Gem Identification (GEM 240) eLearning enrollments from applicants in certain countries. Customs regulations may also impact the time it takes GIA to deliver international stone sets to students. Contact GIA admissions if you have any questions about such conditions.

Applicants wishing to enroll in the Gem Identification eLearning course GEM 240 must complete a pre-registration interview prior to registering for the course. A GIA instructor will contact the student to ensure that the student understands the course requirements and has access to the gemological equipment required to complete the course.

# Admissions Policies and Procedures (cont.)

## Payment Methods / Student Accounts

Students enrolled in GIA's Carlsbad campus may make payments online through the My GIA Student Portal at <https://education.gia.edu>. Student account staff are available Monday through Friday from 7:00 a.m to 4:00 p.m. Pacific Time to discuss your account. Visit the student services office to arrange an appointment or contact us at +1 800 421 7250 ext 4470, +1 760 603 4470 or email [educationacctsrec@gia.edu](mailto:educationacctsrec@gia.edu).

All payments must be in U.S. Dollars. Please note the following information regarding payment methods:

- Credit Card: Pay online using VISA, MasterCard, Discover or American Express
- ACH: Pay online using ACH (electronic bank transfer). Payment must be drawn on a U.S. bank.
- Check or Money Order: Pay by mail with a cashier's check, personal check or money order payable to GIA. Payment must be drawn on a U.S. bank.
- Wire Transfer: Pay online using Western Union. To use another wire transfer provider, contact us at +1 800 421 7250 ext 4470, +1 760 603 4470, or [educationacctsrec@gia.edu](mailto:educationacctsrec@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

Students who owe GIA past due monies, and/or have not returned student stone sets, may not access their online course or enroll in future courses or programs until they have settled the payment or returned the stones.

## 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.

## 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. In accordance with US law, GIA may not admit applicants who reside in a country or territory sanctioned by the U.S. government.

## Prior Criminal Offenses

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

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

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

## Nonimmigrant Visa Requirements

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

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

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

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

## Dependents

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

# Admissions Policies and Procedures (cont.)

## SEVIS and Your I-20MN

GIA's international student advisor will issue your I-20MN within 10 business days after you receive your enrollment confirmation. It is important to review your personal details prior to applying for your nonimmigrant visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. Contact the international student advisor regarding any changes to your I-20MN. Information about the Student and Exchange Visitor System (SEVIS), what to expect at your visa interview, port of entry requirements, the SEVIS I-901 fee and more is on their website at [studyinthestates.dhs.gov/students](http://studyinthestates.dhs.gov/students). If you have any questions regarding your student visa or the requirements for enrollment of students from outside the United States, please contact the GIA international student advisor in Carlsbad at +1 800 421 7250 ext 4400, +1 760 603 4400, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## SEVIS I-901 Fee Information

The U.S. Immigration and Customs Enforcement (ICE) requires nonimmigrant students to pay a SEVIS I-901 fee prior to applying for the M-1 visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$350 and is paid electronically or by mail. The Student and Exchange Visitor Program (SEVP) requires receipt of your payment at least three business days prior to your visa interview at the U.S. Consulate, or for Canadians and Bermudians, at least three business days prior to your arrival at the U.S. port of entry. Learn more about the I-901 fee payment at [fmjfee.com](http://fmjfee.com) and view the tutorial at [studyinthestates.dhs.gov/i-901-tutorial](http://studyinthestates.dhs.gov/i-901-tutorial)

## Applying for Your Nonimmigrant Visa

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

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

## Special Information for Canadian and Bermudian Citizens

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

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

## Nonimmigrant Student Resources

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

### Additional resources:

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

## U.S. Arrival and Departure

Nonimmigrant students who have been granted an M-1 visa can enter the U.S. up to 30 days before their program start date. As a reminder, please do not travel to the United States until you have the I-20MN and the applicable nonimmigrant student visa (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status.

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

Please contact an international student advisor for additional information about studying in the U.S. or with questions about the above requirements. For Carlsbad contact us at +1 800 421 7250 ext 4400 or +1 760 603 4400, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu). Learn more at [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov)

# Admissions Policies and Procedures (cont.)

## Nondiscrimination Policy

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It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrollment in GIA on the basis of race, color, national 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, and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

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

## GIA Transfer Credit Policy

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

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

## Transferability of GIA Coursework to other GIA Programs or Affiliated Entities

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Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location, affiliated entity or through Distance Education will be accepted towards the Graduate Gemologist diploma program.

Lab classes successfully completed at any GIA location or affiliated entity will be accepted toward applicable Distance Education diploma programs.

Coursework successfully completed through an On Campus program will be accepted towards Distance Education courses or Lab classes as applicable. Students should contact the office of the dean of students for more information.

GIA Distance Education eLearning courses or Lab classes are not transferable into full-time, On Campus programs.

# Tuition and Fees

Total charges are valid for programs, courses and classes from April 1, 2022 through December 31, 2022, and are subject to change. Amounts shown are in U.S. dollars.

## On Campus Programs

Program	Tuition	Fees	Total Charges <sup>1</sup>	First Payment <sup>2</sup>	Second Payment <sup>2</sup>	Final Payment <sup>2</sup>
GEM 2500 Graduate Gemologist	\$21,000.00	\$1,225.00 (Books) \$1,598.00 (Materials) \$218.78 (CA Sales Tax) \$60.00 (CA STRF)	\$24,101.78	\$2,100.00	\$14,651.78	\$7,350.00
GEM 2200 Graduate Diamonds	\$6,600.00	\$375.00 (Books) \$91.00 (Materials) \$36.11 (CA Sales Tax) \$17.50 (CA STRF)	\$7,119.61	\$660.00	\$6,459.61	N/A
GEM 2300 Graduate Colored Stones	\$14,400.00	\$850.00 (Books) \$1,507.00 (Materials) \$182.67 (CA Sales Tax) \$42.50 (CA STRF)	\$16,982.17	\$1,440.00	\$10,502.17	\$5,040.00
JMA 3300 Graduate Jeweler	\$21,400.00	\$1,020.00 (Books) \$1,125.00 (Materials) \$166.24 (CA Sales Tax) \$60.00 (CA STRF)	\$23,771.24	\$2,140.00	\$14,141.24	\$7,490.00
JMA 3400 Jewelry Design & Technology	\$19,900.00	\$775.00 (Books) \$1,107.00 (Materials) \$145.85 (CA Sales Tax) \$55.00 (CA STRF)	\$21,982.85	\$1,990.00	\$13,027.85	\$6,965.00
JMA 370 Jewelry Design	\$6,000.00	\$150.00 (Books) \$308.00 (Materials) \$35.50 (CA Sales Tax) \$15.00 (CA STRF)	\$6,508.50	\$600.00	\$5,908.50	N/A
JMA 400 Comprehensive CAD/CAM for Jewelry	\$5,750.00	\$400.00 (Books) \$215.00 (Materials) \$47.66 (CA Sales Tax) \$15.00 (CA STRF)	\$6,427.66	\$575.00	\$5,852.66	N/A

<sup>1</sup> Total charges include tuition, books, materials, California STRF assessment fee and applicable sales tax. See [California Student Tuition Recovery Fund \(STRF\)](#) on page 49

<sup>2</sup> First payment (Deposit) is due with registration. Second payment is due by Orientation day. For programs longer than 17 weeks, final payment is due when 51% of the program is complete.

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

- Housing, food, insurance, transportation, entertainment and other living expenses
- Jewelry Design & Technology: Students must have access to a computer that meets the minimum requirements on page 26. The estimated cost is \$1,500 excluding any applicable shipping, handling, and tax (subject to change).
- Comprehensive CAD/CAM for Jewelry: Students are not required to do work at home, however it is strongly recommended that students have access to a computer that meets the minimum requirements on page 27. The estimated cost is approximately \$1,500 excluding any applicable shipping, handling, and tax (subject to change).

### Additional Fees May Include:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 fee for each transcript
- \$15 ID badge replacement fee
- \$10 student locker key replacement fee
- \$10 parking permit replacement fee
- \$15 returned check fee
- Wire transfer fees
- Fees for lost or damaged equipment, precious metals and stones
- Fees for replacement books, tools and materials

For students using Veterans Administration Education Benefits, tuition and fee payments will be waived for up to 90 days from the date that GIA certifies the student's enrollment following receipt of a certificate of eligibility or a valid VAF 28-1905.

# Tuition and Fees (cont.)

## eLearning Courses

Course	Tuition	Monthly Tuition Payment Plan Options (no-interest plan) <sup>1</sup>	CA STRF Fee <sup>2</sup>	Instrument Cost <sup>3</sup>	Optional Books <sup>4</sup>
GEM 110 Jewellery Essentials	\$250.00	N/A	N/A	N/A	\$65.00
GEM 120 Colored Stone Essentials	\$250.00	N/A	N/A	N/A	\$130.00
GEM 130 Diamond Essentials	\$250.00	N/A	N/A	N/A	\$65.00
GEM 149 Pearls	\$600.00	N/A	N/A	N/A	\$125.00
GEM 220 Colored Stones	\$1,850.00	4, 6 and 10-month plans available; starting at \$185 per month	\$5.00	N/A	\$250.00
GEM 230 Diamonds & Diamond Grading	\$1,670.00	4, 6 and 10-month plans available; starting at \$167 per month	\$5.00	N/A	\$160.00
GEM 240 Gem Identification	\$2,040.00	4, 6 and 10-month plans available; starting at \$204 per month	\$5.00	\$2,500.00	\$250.00

<sup>1</sup> Full tuition or your first plan installment is due at registration. Your registration will be canceled if payment is not received by the due date.

<sup>2</sup> Students must opt into an available payment plan option prior to the class start date.

<sup>3</sup> California STRF assessment fee due at the time of registration and applicable only to California residents.

<sup>4</sup> Estimated cost to purchase the equipment required to complete this course (see below for more details).

<sup>5</sup> Optional books are available for purchase but are not required for successful completion of the course. Books may be purchased after enrollment on your My GIA Student Portal through the GIA Store. Prices exclude shipping, handling, applicable tax, customs fees and duties.

### eLearning Tuition Does Not Include:

- Optional books including shipping, handling, applicable tax, customs fees and duties
- Proctor fees for exams that are not taken on a GIA campus
- Required equipment for students enrolled in the Gem Identification eLearning course (see below)
- Gem Identification return stone set shipping fees - each set shipped including exam sets
- Gem Identification stone set shipping and handling charges, duties, taxes and fees when a stone set that has been previously shipped and now requires reshipping
- \$800 refundable deposit for Gem Identification stones loaned to students outside the U.S. (see below)
- All fees associated with the import/export of stones shipped outside of the U.S. including customs, duties, taxes, broker, fish and wildlife, clearance, pickup and delivery fees (see below)

### Additional Fees May Include:

- \$35 half day or \$70 full day for the use of Student Workroom
- Fees for completing remedial work in a Student Workroom
- Expedited shipping fees for stones, including exams
- Fees for lost or damaged stones or equipment
- \$45 diploma replacement fee
- \$40 certificate replacement fee
- \$10 fee for each transcript
- \$15 returned check fee
- Wire transfer fees

### Gem Identification Equipment

To complete the Gem Identification eLearning course, students must have access to the required equipment which is not included with the course materials. [See Required Equipment on page 33](#) The estimated cost to purchase this equipment is \$2,500.00 excluding any applicable shipping, handling, and tax (subject to change). Students who do not have access to this equipment may choose to purchase the GIA Gem Identification Student Package at [store.GIA.edu](http://store.GIA.edu). This package does not include a binocular microscope. Instruments within the student package may vary based upon current availability. As an alternative, students can complete assignments in a fully equipped GIA Student Workroom, as availability permits.

### Stone Set Shipments Outside the United States

Students who live outside the U.S. and will not be using a GIA Student Workroom to complete practical assignments must submit an \$800 refundable deposit at the time of registration. Upon return of all assignment and final exam stone sets in their original condition, GIA will refund the \$800 deposit to student's account. Refunds may take up to 30 days from date of submission.

# Tuition and Fees (cont.)

Students are responsible for all duties, taxes and fees assessed upon import and export of the stone sets to their country. These charges are determined by the country of import/export and vary greatly. They might range from no fee to up to \$2,500. More specific estimates for individual countries may be available based upon past shipments by contacting the stones request department at [srequest@gia.edu](mailto:srequest@gia.edu).

GIA will pay for the initial outgoing shipping costs of all stone sets as well as the return shipping cost of practical assignments 11-36 and any remedial sets. Students are responsible for the return shipping costs of the first assignment set and each exam set required. If the student requires the same stone set to be reshipped to them again, they will be responsible for all shipping and handling charges, duties, taxes and fees.

## Lab Classes

Class	Tuition	Fees	Total Charges Due at Registration <sup>1</sup>
GEM 230L Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$28.00 (Materials) \$13.80 (CA Sales Tax) \$5.00 (CA STRF)	\$1,696.80
GEM 220L Colored Stone Grading Lab	\$1,000.00	\$95.00 (Books) \$29.00 (Materials) \$9.61 (CA Sales Tax) \$2.50 (CA STRF)	\$1,136.11
GEM 240L Gem Identification Lab	\$1,500.00	\$125.00 (Books) \$29.00 (Materials) \$11.94 (CA Sales Tax) \$5.00 (CA STRF)	\$1,670.94
GEM 149L Pearl Grading Lab	\$300.00	\$30.00 (Books) \$20.00 (Materials) \$3.88 (CA Sales Tax) \$0.00 (CA STRF)	\$353.88

<sup>1</sup> Total charges include tuition, books, materials, California STRF assessment fee and applicable sales tax. Due at the time of registration.

### Total Charges for Lab Classes Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses

### Additional Fees May Include:

- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 fee for each transcript
- \$15 ID badge replacement fee
- \$10 parking permit replacement fee
- \$15 returned check fee
- Wire transfer fees
- Fees for lost or damaged equipment, precious metals and stones
- Fees for replacement books, tools and materials

# Financial Assistance and Scholarships

GIA is pleased to offer a number of financial assistance options to help you finance your education. Each program has specific eligibility requirements and not all students will qualify.

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

## Federal Student Aid (FSA)

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

### FSA Citizenship Requirements

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

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

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

### FSA Application Deadlines

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

### Federal Grant Information

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

**Supplementary Educational Opportunity Grants (SEOG)** – This federal grant is available to qualified students who have not yet received a bachelor's degree. Award based upon need and available funds. Award based upon need and Congressional appropriation. Once the full amount of the school's FSEOG funds has been awarded to students, no more FSEOG awards can be made for the awarded program. This grant works differently from the Federal Pell Grant Program, which provides funds to every eligible student.

### Federal Loan Information

Due to limited grant funding, most students who need financial assistance also apply for student loans to help finance their education at GIA. Several loan programs are available to help students pay the costs of attending GIA On Campus programs. These loans come from the U.S. Department of Education. Loan funds are based on financial need with the exception of the Direct Unsubsidized Loan or the Direct Parent Loan for Undergraduate Students (PLUS). Federal Direct loans are available to most students regardless of income. If you or your parents borrow more funds than tuition, you will receive the excess proceeds of these funds within 14 days of the funds being received by GIA; funds may be issued by check or electronic ACH as specified by the student. The financial aid office will issue and release excess funds to you or your parent(s). For information on Financial Assistance visit: [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

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

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

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

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

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** - This Federally guaranteed parent loan is available through qualified participating program lenders to parents of dependent students. Parent eligibility is determined based upon credit requirements established by the lenders. Parents who meet the lender requirements may borrow up to the cost of education minus any financial aid the student is receiving.

# Financial Assistance and Scholarships (cont.)

## Cost of Attendance / Student Budget and Family Contribution

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

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

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

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

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

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

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

## Financial Aid Academic Requirements

Students must maintain Satisfactory Academic Progress (SAP) to receive federal financial aid. Satisfactory Academic Progress is reviewed at the midpoint of the program which corresponds to the end of the first payment period. A student's continued eligibility for financial aid in a subsequent payment period shall be dependent upon his/her academic record as of the end of the previous payment period. Federal regulations require that all institutions participating in Title IV federal student aid programs establish academic standards to ensure students make satisfactory progress. [See Satisfactory Academic Progress \(SAP\) Policy on page 56](#)

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

## Financial Aid Appeals

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

## VA – Veterans Administration Education Benefits

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

Tuition and fee payments will be waived up to 90 days from the date that GIA certifies the student's enrollment following receipt of a certificate of eligibility or a valid VAF 28-1905.

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

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

## Vocational Rehabilitation Education Benefits

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

# Financial Assistance and Scholarships (cont.)

## Private Loans

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

## Award Notification

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

## Financial Aid Entrance and Exit Counseling

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

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

## How Financial Aid Is Disbursed

All financial aid funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment. Consequently, all aid will be divided in half and disbursed twice during your program. The first half of the federal financial aid awarded funds will be issued no sooner than 30 days after the program starts. The second half of the funds will be disbursed after completing more than 50%, which is the mid-point of your program. If you are enrolled in more than one six-month program, you will receive more than one financial aid award. Financial aid for each award period will be disbursed in multiple increments as outlined above.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. [See Return of Title IV Funds on page 48](#) policy for additional details.

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

## Over-Awards

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

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

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

## Net Price Calculator

The Net Price Calculator is a tool to help you estimate the cost of the program in which you choose to enroll and is available at [GIA.edu/net-price-calculator](http://GIA.edu/net-price-calculator)

## Consumer Information

Additional Student Consumer Information may be found at our website [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (eLearning and Lab class) students. Applicants will be considered for all available scholarships for the program they indicate on their application.

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

GIA scholarship funds may be used toward course tuition and fees. Scholarship recipients are responsible for all other fees and related expenses, including but not limited to optional books and equipment for eLearning courses, shipping and handling, visa applications, travel, housing, food and other expenses.

Students must use their GIA Scholarship by December 1st of the year it is awarded; any unused amount is returned to the scholarship fund.

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for the Carlsbad campus are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA admissions at +1 800 421 7250 ext 4001 or email [admissions@gia.edu](mailto:admissions@gia.edu)

## Cancellation or Withdrawal of Enrollment

Students have the right to cancel their enrollment at any time before the end date specified in their enrollment agreement by notifying the manager of admissions in writing using the appropriate form on their My GIA Student Portal, by email to [admissions@gia.edu](mailto:admissions@gia.edu) or by mail to The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008

Students who wish to withdraw from an On Campus program or Lab class after the class start date should notify the office of the dean of students in writing using the appropriate form on their My GIA Student Portal, by email to [deanstudents@gia.edu](mailto:deanstudents@gia.edu) or by mail to The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008

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 enrollment 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-enroll into the program, course or class from the beginning at current tuition and fees.

## Definitions

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

- Cancellation: When a student terminates enrollment within a period of time during which the student is entitled to a full refund of all institutional charges.
- Cancellation or Withdrawal Date (On Campus and Lab class students): The date GIA receives the student's official notice of cancellation or withdrawal, or the student's last day of attendance, whichever is later.
- Cancellation or Withdrawal Date (eLearning students): The date the student sent their written withdrawal or cancellation notice to GIA.
- Class: Any course of study, including classes, courses or programs.
- Date of Determination (DOD): The date on which the notice of cancellation or withdrawal is received by GIA, or if GIA has not been notified of intent to cancel and the student has stopped attending, the Date of Determination is the date on which GIA determines that the unapproved absence means the student is no longer enrolled, not later than 14 days after the last date of attendance, as determined by GIA from its attendance records. The 30-day time period for issuing refunds begins on the Date of Determination.
- Days: Calendar days, unless otherwise stated.
- Enrollment Date: The date that the enrollment agreement is fully executed with signatures of both the student and the GIA authorized representative.
- End Date (eLearning students): The date by which the student must complete all course requirements, including the final exam, as reflected in the student's enrollment agreement.

- First class session (Lab class students): The instructional period prior to the first break.
- First class session (On Campus students): The first full day of instruction.
- Instructional Hours, Days or Weeks: The hours, days or weeks during which clock hours are scheduled.
- Institutional Charges: All charges for tuition, fees and other educationally-related expenses assessed by the Institution.
- Last Day of Attendance (LDA): The last day the student attended his/her scheduled On Campus or Lab class, as determined by GIA's attendance records. Refund amounts are calculated on the basis of the last day of attendance.
- Program Length: The total calendar time between the scheduled start and end dates of a program, including the scheduled instructional days, breaks and holidays. Program length may be as much as five weeks longer than the instructional length. This is the distinction between instructional weeks and total program length.
- Start Date (eLearning students): the first day the course is available and accessible to the student.
- Start Date (On Campus and Lab class students): The first scheduled day of instruction.
- Withdrawal: When a student's enrollment is terminated, with the exception of cancellations; includes all cases where a student is no longer enrolled (i.e., student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA Policy).

## Refund Policy

GIA's On Campus and eLearning Refund Policies comply with California Education Code §94919 which specifies that Institutions shall provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance. Institutions shall also refund 100% of the amount paid for institutional charges less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Additionally, GIA's Lab Class Refund Policy complies with California Education Code §94921, and utilizes an alternative method of calculating tuition refunds.

Note that GIA does not charge or retain an application fee or deposit. More detail on the refunds issued for On Campus programs, eLearning courses and Lab Classes are provided in the sections below.

If a student has received U.S. federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds. Any refund is first calculated according to the Federal Student Aid Return to Title IV Policy. [See Return of Title IV Funds on page 48](#) Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund returned to the lender. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

Students will receive a full refund of all monies paid if the class is canceled by GIA. The CA STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

# Cancellation, Withdrawal and Refund Policies (cont.)

If a refund is due, it will be processed within 30 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

## On Campus Refunds

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

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

## eLearning Refunds; Carlsbad Campus

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

All charges associated with the purchase of optional books and materials are nonrefundable.

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

## Sample eLearning Refund Calculation

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

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

## Lab Class Refunds

### Lab Classes 5 Days in Length

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

### Lab Classes 1-3 Days in Length

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

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

## Sample Lab Class Refund Calculation

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

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

# Cancellation, Withdrawal and Refund Policies (cont.)

## Return of Title IV Funds

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

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

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

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

Students who have not completed the first 30 days of their program before they withdraw will not receive any Direct Loan funds they would have received had they remained enrolled past the 30th day.

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

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

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

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

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

A student must make arrangements with GIA or the Department of Education to return the unearned grant funds.

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

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

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

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

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

# California Student Tuition Recovery Fund (STRF)

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education: physical address: 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818; www.bppe.ca.gov; phone +1 916 574 8900 or +1 888 370 7589; fax +1 916 263 1897.

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

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

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

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

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

Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0.00).

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

## Definitions:

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

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

# Student Services

GIA Student Services 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 jewelry industry, be assured that you will always remain a part of GIA's extended family.

### GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is the premier online job board exclusively 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](http://GIA.edu/gem-job)

### GIA Jewelry Career Fair

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

### Job Seeker's Handbook

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

### Career Preparation Assistance

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

If you have any questions or require further information contact Career Services staff in Carlsbad at [careerservices@gia.edu](mailto:careerservices@gia.edu) or call +1 800 421 7250 ext 4450 or +1 760 603 4000 ext 4450.

## Guest Speakers

GIA is pleased to offer regularly scheduled Guest Lecture Series as a means of enhancing and inspiring the intellectual life of the GIA community at large. Each month, the Guest Lecture Series brings to the GIA campus a variety of stimulating speakers and an array of subjects impacting the gem and jewelry industry. These events, which are free to students and alumni, offer abundant opportunities to introduce different career paths and gain perspective on the skills, knowledge, abilities, and how they apply to the workplace. Practicing professionals share their expertise on subjects such as diamond and gemstone treatments, jewelry manufacturing and design, field gemology, and more. All students and graduates are invited to take part in this inspiring series that ignites the imagination and expands knowledge.



Annual Career Fairs provide students with the opportunity to meet with employers hiring for open positions.

# Student Services (cont.)

## Library and Learning Resources

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA World Headquarters and The Robert Mouawad Campus in Carlsbad, California. The Library houses a growing collection of more than 65,000 books, 700 periodical titles, and over 1,000 videos and other media.

The library's Online Public Access Catalog (OPAC) allows searchable access to the Library's collection. The OPAC may be searched via the library's section of the GIA website: [GIA.edu/library](http://GIA.edu/library). Through the OPAC, there is also free access to a growing collection of digitized, out-of-copyright books via Internet Archive, available directly at [archive.org/details/gialibrary](http://archive.org/details/gialibrary). Books dating from 1496 on gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacture and history are continually being digitized and added to the Library's collection. Today, 768 tomes are available for download for free to students, researchers and the public through an agreement with Internet Archive, available directly at [archive.org/details/@gia\\_library](http://archive.org/details/@gia_library)

All students and alumni also have access to OverDrive at [GIA.overdrive.com](http://GIA.overdrive.com). Through OverDrive, GIA's digital library offers a variety of resources to students. Students are required to obtain a password by contacting the GIA Library in Carlsbad via email to [library@gia.edu](mailto:library@gia.edu) to be able to check out these contemporary books or videos. Approximately 660 items are available for temporary checkout through this digital library, and the Library is continually adding more titles. The library section of the GIA website also has extensive resources for students, from recommended book lists to listings of industry price guides and appraisal associations. Bibliographies on a variety of gem topics are added on a continuing basis.

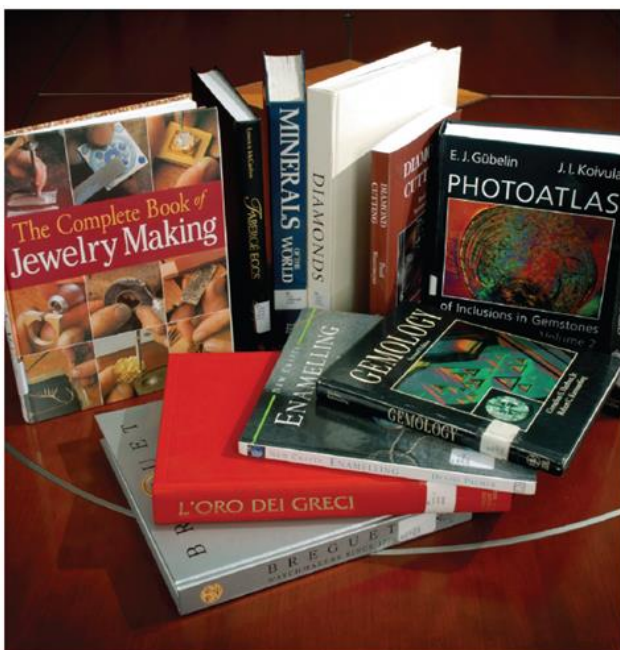
Whether in person or by phone or email, the library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors and the media from every corner of the globe. Providing quick reference on topics including treatments, laboratory-grown gems, business management, jewelry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

## Computer and Internet Access

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

## GIA Museum

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



Top - Helpful library staff are ready to answer your questions at the Richard T. Liddicoat Gemological Library and Information Center. / Middle - Research the latest gem treatments, jewelry history, and the science of gemstones at the world's largest gemological library. / Bottom - GIA Museum collection pieces displayed in the Mikimoto Rotunda.

# Student Services (cont.)

## Housing

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

GIA encourages students to use reputable third-party providers to find housing. GIA strongly encourages every student to research thoroughly any options before taking residence. This due diligence should include, but is not limited to, performing an Internet search of the address and of any individuals living in the home, as well as conducting research via websites such as those of local law enforcement.

Current monthly housing costs for the Carlsbad campus ranges from about \$750 for modest home-stay arrangements to \$2,400 or more for apartments. Long-term and short-term-stay hotel arrangements are also available. Long-term stays start at \$2,100 per month. Short-term-stay hotel rates average \$80 to \$250 per night depending on the season, location and rating. Prices do not include taxes and other fees.

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

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

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

## Food and Beverage

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Students have several choices for snacks and meals. Food can be purchased on campus or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for students who prefer to bring their own food. The student lobby is furnished with tables and chairs. Outdoor seating is also available. Refuse containers for proper disposal of food and beverage trash are plentiful in each of these areas.

## Health Care and Medical Insurance

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

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

## International Student Advisors

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GIA's international student advisors provide specialized support to international students by helping them prepare for and adjust to living and studying in the U.S. Our advisors help new and returning students get oriented to campus and provide information about important immigration-related issues. An international student advisor can also provide assistance or advise in other areas such as travel, insurance, health care, housing, and obtaining a driver's license. Advisors provide specific assistance with the visa application process and any other applicable immigration applications. An international student advisor is available Monday through Friday from 7:30 a.m. to 5:00 p.m. Pacific Standard Time at +1 760 603 4400 or by email at [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## GIA Alumni Association<sup>TM</sup>

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After successfully completing a GIA course, students become part of our alumni community, an indispensable global network which has over 155,000 members across chapters worldwide. The GIA Alumni Association fosters lifelong learning through continuing education from and for industry leaders and professionals around the world. Our alumni engage with one another through chapter meetups, industry events and the GIA Alumni Association Online Directory.

GIA Alumni are key influencers throughout the gem and jewelry industry. In early 2022, the GIA Alumni Association introduced a portal to a new virtual community connecting our global alumni, all in one place. This will allow you to network with like-minded gem and jewelry professionals. Not only will you be able to view and engage in virtual and in-person events in your area, but you can go beyond your borders and network with Alumni from the other side of the world. You can easily get noticed by connecting to the global network through the Alumni Directory, request to use your GIA Alumni Association Member logo for use digitally and in print, sign up for alumni communications, have access to continuing education seminars, as well as many other exclusive Alumni benefits.

GIA Continuing Education seminars offered through the GIA Alumni Association are designed for gem and jewelry professionals and developed by our institute experts. These online and in-person seminars deliver in-demand knowledge and skills on a variety of topics important to our industry. For a listing of seminars, visit [GIA.edu/gia-alumni/continuing-education](http://GIA.edu/gia-alumni/continuing-education)

The GIA Alumni Association is here to collaborate with you to find your path, realize ambitions and stay connected. For more information, visit [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni), contact us at [alumni@gia.edu](mailto:alumni@gia.edu), or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

# 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

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

### On Campus

All written assignments, quizzes and final exams are submitted online. Results are immediately available. All practical assignments are submitted in person and typically graded and returned within two business days.

### Distance Education

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

For 20-Stone final exams, it is recommended that Distance Education students allow sufficient time to attempt the maximum of ten proctored 20-stone examinations, and remedial work if applicable. Each exam request requires five business days for processing, not including exam shipping time, weekends, or holidays. Once sent to your proctor, the exam is valid for 30 days or up to the course end date. 20-stone exams results are typically sent within 3 days of receipt, not including weekends or holidays.

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

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

## On Campus Orientation

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

## Attendance Policy

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

- Absence is defined as being out of class for one hour or more during daily scheduled class hours, 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 Programs

For programs with 780 clock hours, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. For all programs, 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.

### Lab Classes

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

# Academic Policies and Procedures (cont.)

## Maximum Allowable Tardies and Absences

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

Program, Course, or Class	Tardies	Absences
Graduate Diamonds	5	3
Graduate Colored Stones	15	5
Graduate Gemologist	20*	8*
Graduate Jeweler	20*	8*
Jewelry Design & Technology	20*	8*
Jewelry Design	5	3
Comprehensive CAD/CAM for Jewelry course	5	3
Lab Class (1 day 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.

## 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 or student workroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If approved and allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets, education gemstones and any other sensitive 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.

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

## 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, education gemstones and any other academically sensitive materials, which 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 gemology students who did not pass.

# Academic Policies and Procedures (cont.)

- For Distance Education students, reviews of specific exam questions are not provided. General reviews of areas missed are provided by instructors at the request of the student.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is 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 without instructor permission.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- Exams sent to a proctor must remain in the proctor's custody and control at all times. See Proctored Exams in this section, or contact education records at +1 760 603 4000 ext 7312 or [proctor@gia.edu](mailto:proctor@gia.edu) for proctor requirements.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

## Distance Education Exams

Distance Education eLearning exams that require a proctor are specified in the course descriptions; see [eLearning Course Descriptions on page 30](#). These must be taken in the presence of an approved local proctor or in GIA Student Workrooms. Each exam request requires five business days for processing, not including exam shipping time, weekends, or holidays. GIA Workrooms are subject to availability; see [Student Workrooms on page 14](#).

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

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

For the Gem Identification course, a maximum of ten 20-stone examination attempts are permitted. Distance Education students who fail the Gem

Identification course 20-stone examination five times are required to complete remedial work prior to attempting the exam again.

Distance Education students who do not achieve a passing grade on the tenth examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. Students who wish to re-enroll into a course are required to pay current full tuition and fees and complete all course assignments and exams with a passing score within the allowed completion time.

## Proctored Exams

A proctor is someone approved by GIA to supervise your exams when it's not possible to take them at a GIA campus. All proctors must be approved by GIA. Proctor approval is at GIA's discretion and may be revoked at any time. Students are responsible for finding a local proctor and paying any proctoring and related shipping fees.

### Acceptable Proctors

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

Other professionals may be approved to proctor exams at GIA's discretion. To ensure the proctor meets our designated criteria, please provide documentation evidencing current and valid qualifications (business card, licensure/certification as applicable, etc.). The proctor must be able to visually and audibly monitor the student during the full length of the exam. The student will need to access to a computer with wired internet access for written/online exams (no wireless connection).

### Unacceptable Proctors

- Relatives or spouses/partners/significant others
- Friends and/or roommates
- Co-workers, supervisors or business associates
- Anyone in the gem and jewelry industry
- Anyone who cannot monitor the student during the exam

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

# 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
- A secure login username and password to access online courses and My GIA student center
- Proctored examinations where a qualified proctor approved by GIA must verify the identity of the student taking the exam
- Class attendance recorded and monitored by instructor

## Satisfactory Academic Progress (SAP) Policy

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

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

SAP is evaluated at the midpoint of the student's 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.
- **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.

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

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

Probation. See [Financial Aid Academic Requirements on page 44](#) for more information about the financial aid appeal process.

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

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

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

### Distance Education

eLearning students must pass each course assignment with a score of 75% or higher in order to progress to the next assignment. Students enrolled in GID Course 240 must also meet specific grading criteria for each practical assignment, and must earn 100% to pass the 20-stone practical exam within ten allowed attempts. Students receive progress reports at 25%, 50%, and 75% of their course completion time. After 30 days of inactivity and near the end date of the course, students receive a notification encouraging continued progress. Students who do not complete all course requirements including assignments, practical work and the final exam within the allowed completion time will receive a final grade of No Pass (NP).

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions, hands-on lab sessions and the final exam 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

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

### Academic Advising

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

### Academic Probation

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

### Financial Aid Probation

Students receiving federal student aid who fail to meet satisfactory academic progress requirements at the midpoint of their program are no longer eligible for federal assistance. A student may appeal to reestablish aid eligibility. If the appeal is approved, the student's aid is reestablished and the student is placed on Financial Aid Probation for the following payment period. Financial Aid Probation is equivalent to Academic Probation.

### Attendance Probation

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

### Behavioral Probation

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

## Night/Extended Lab

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

## Make-Up Policy

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

## Leave of Absence Policy

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

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students must provide the required date of return within five (5) business days of submitting their LOA request, or they will be withdrawn from their program, course or class. Students requesting an extension of an approved leave must make the request in writing to the office of the dean of students prior to the expiration of their original LOA. Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the class, course or program from the beginning at current tuition and fees.

For Distance Education students, generally, an LOA is approved for a documented family emergency, serious illness or for active military duty. Under limited circumstances, GIA may grant an LOA for involuntary reasons such as national or state emergency, pandemic, and other unforeseen circumstances that prevent the student from continuing their education. The maximum time for a leave of absence is 365 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 365 calendar days per course or program. During an approved leave of absence, the end date of the course will be extended to reflect the number of days granted for the leave of absence.

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

# Academic Policies and Procedures (cont.)

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

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

## Dismissal Policy

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

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

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy. Students receiving financial aid are subject to the Return of Title IV Funds policy listed on [page 48](#). Scholarship recipients who are dismissed are liable for any outstanding tuition balance at the time of dismissal.

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

## Appeal for Readmission Following Dismissal

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

### Appeal Process

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

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

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

# 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 Gemology

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

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Distance Education Gemology

Program	Minimum Requirement	Maximum Number of Attempts During Program
<b>Graduate Gemologist Diploma</b>		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas		
<b>Graduate Diamonds Diploma</b>		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Diamond Essentials Final Exam	75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam	75% score	5*
Diamonds & Diamond Grading Final Exam	75% score	3
<b>Graduate Colored Stones Diploma</b>		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Colored Stone Grading Lab Class 2-Stone Practical Exam	75% score	5*
Gem Identification Lab Class Instrumentation Exam	75% score	5*
Gem Identification 20-Stone Practical Exam	100% score	10**
<b>Graduate Pearls Diploma</b>		
Pearls Final Exam	75% score	3
Pearl Grading Lab Class 2-Stone Assessment	75% score	1
<b>Applied Jewelry Professional™ Diploma</b>		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

\* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees [on page 41](#)).

\*\* Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees [on page 41](#)). Exam attempts must be taken within the course completion time.

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Jewelry Arts

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

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

# Academic Policies and Procedures (cont.)

## Academic Records

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

### Letters of Good Standing

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

### Transcripts

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

### Diploma and Certificate Holds

Please note that diplomas and certificates will be issued 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 certificate 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. Contact education records at +1 800 421 7250 ext 7312, +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

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. If you were issued a digital certificate, you may request a digital replacement certificate at no cost.

### Change of Name

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

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

### Preferred Name

GIA recognizes that some community members wish to use a first name other than a legal first name to identify themselves. Students may provide a preferred first name in this case. A person's legal first, middle, and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas.

## Graduation Announcements

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

## 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](http://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 66



*Earn your GIA credential and find your ideal career.*

# Academic Policies and Procedures (cont.)

## Academic Credentials Usage Policy

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### Applicability

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

### Usage Guidelines for Academic Credentials

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

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

### Diplomas

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

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

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

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

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

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

### Employment Citations

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

# 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 Behavior

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

Prohibited behavior includes, but is not limited to:

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

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

## Social Media and Networking

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

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

## Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. [See Title IX Compliance on page 68](#) for the description of the Title IX policy and process. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student (s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

## Sanctions

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

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 insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities. Reporting to campus under the influence of alcohol, drugs or any substance that impairs a student's mental or physical capacity is a violation of this Policy. In addition, GIA may discipline its students for off-campus activities that include the illegal use of alcohol or drugs. As a condition of acceptance, students agree to reasonable suspicion (also referred to as "for-cause") drug testing throughout their attendance as set forth in this Policy. Students or any person in the school community who are aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Notwithstanding recent changes to state laws, this Policy prohibition includes all forms of marijuana used for any purpose. Marijuana remains illegal under federal law, and use of medical or recreational marijuana is not an exception to this Policy. Any student using physician-prescribed medication or other medication that may impair performance in the classroom is encouraged to inform his or her instructor.

Alcoholic beverages are prohibited at any GIA location. It is unlawful to sell, furnish or give away alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this Policy for anyone under the age of 21 to possess or consume alcohol in any area of GIA.

A violation of this Policy will be handled according to GIA's disciplinary sanctions rules and may result in the imposition of sanctions up to and including dismissal from GIA.

# Administrative Policies (cont.)

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

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

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

## Smoking

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

## Safety and Security

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

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

GIA has safety policies applicable to courses and programs where hot metal, sharp tools, chemicals, and high-speed machines require special attention to safety.

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

## Student Notification of Classroom Chemical Usage

The American Chemical Society's (ACS) Committee on Chemical Safety (CCS) promotes and facilitates safe practices in chemical activities and provides guidance for academic institutions. Such guidance includes asking institutions to promote awareness to individuals who may be exposed to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

## Timely Warnings

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

For detailed information on timely warnings, see GIA's Annual Safety Report at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Emergency Notifications

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

# Administrative Policies (cont.)

## Novel Coronavirus (COVID-19) Safety Guidelines

The health and safety of everyone at the Institute is our priority. We strictly follow all applicable regulations and health orders and take every appropriate step to keep our educational facilities safe. Each member of the GIA educational community is responsible for respecting and supporting the health, safety, and well-being of themselves and others. This commitment that we make to each other is especially important now, as the school faces evolving challenges while operating in the context of the COVID-19 pandemic. All academic activities and campus operations are aligned with the goal of preventing the spread of COVID-19.

The latest information, guidance and protocols for the Carlsbad campus are posted on GIA's website at [GIA.edu/coronavirus-update-carlsbad-campus](https://gia.edu/coronavirus-update-carlsbad-campus)

Failure to comply with GIA's health and safety protocols may result in disciplinary action up to and including dismissal.

## 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.

# Administrative Policies (cont.)

- 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.

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 enrollment, degrees, diplomas, certificates awarded, dates conferred, academic honors and awards received.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/ferpa](http://GIA.edu/ferpa) for more information.

## Reasonable Accommodation

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

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

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

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

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

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

Vusala Arango, Director, Education Compliance, Title IX  
and 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
+1 760 603 4000 ext 7776  
The Robert Mouawad Campus  
Mailstop #1  
5345 Armada Drive  
Carlsbad, California 92008 USA

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

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

## Animals on Campus

Service animals are permitted on campus. All other animals and pets are prohibited on campus grounds, including all facilities and parking lots.

# Administrative Policies (cont.)

## Title IX Compliance

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex in any education program or activity operated by a recipient that receives federal financial assistance. As an educational institution subject to Title IX, GIA has adopted the Title IX Non-Discrimination & Grievance Policy and Process. As set forth in detail herein, GIA:

- Does not discriminate on the basis of sex, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects of its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect to the rights of all parties involved.

The policy can be accessed by visiting [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information). Inquiries about GIA's Title IX Non-Discrimination & Grievance Policy & Process may be referred to GIA's Title IX Coordinator.

The Title IX Coordinator oversees implementation and enforcement of this Policy, which includes primary responsibility for coordinating GIA's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Title IX Coordinator may be contacted with questions about this Policy, to file a report or Formal Complaint, or to otherwise assist individuals in ensuring equal access to GIA's educational programs or activities in compliance with Title IX.

Vusala Arango, Director, Education Compliance, Title IX  
and 504 Coordinator  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
+1 760 603 4000 ext 7776  
The Robert Mouawad Campus  
Mailstop #1  
5345 Armada Drive  
Carlsbad, California 92008 USA

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

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

## Complaint Policy and Procedure

### Complaint Policy

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

### Student Complaint Procedure

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

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

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

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201  
(703) 247-4212 [www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>

A student or any member of the public may file a complaint about this institution with the California Bureau for Private Postsecondary Education (CA BPPE) by calling +1 888 370 7589 toll free, or by completing a complaint form, which can be obtained on the Bureau's website at

# Administrative Policies (cont.)

[bppe.ca.gov](http://bppe.ca.gov). Students may utilize GIA's internal complaint process, but are not required to exhaust internal processes prior to contacting the CA BPPE. Students may submit a concern at any time to the BPPE or other oversight agency.

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

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

Residents of Kansas can submit a complaint by contacting the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240 or at [kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](http://kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

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

Residents of Nevada may submit a complaint to Nevada Commission on Postsecondary Education by email at [mjwu@det.nv.gov](mailto:mjwu@det.nv.gov), by fax at 702-486-7340, or mail at 2800 E. St. Louis Avenue, Las Vegas, NV 89104.

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

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

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

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

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. For more information, please visit [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## 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. There is a fee to replace lost badges. ID cards or badges must be returned to Student Services if a student is no longer enrolled 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.

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

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

# Administrative Policies (cont.)

## Gifts

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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](#)

## Parking

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

## Lost or Damaged Equipment, Metal and Stone Policy

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

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

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

## Names, Trademarks and Copyrights

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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 Alumni Association™, its seal and logo
- GIA educational materials and publications in any medium including but not limited to print, web, video or audio
- Gems & Gemology quarterly journal and its logo

## Unauthorized Usage

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

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

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

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

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

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

## Copyright Infringement

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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](#)

# Index

504 Coordinator .....	67	Emergency Notification .....	65	Payment Methods .....	37
Absences .....	53	Employment Citations .....	63	Pearl Grading Lab .....	29
Academic Advising .....	57	English-Language Proficiency Requirements .....	36	Pearls eLearning Course .....	34
Academic Credentials Usage Policy .....	63	Events and Activities .....	11	Prior Criminal Offenses .....	37
Academic Dishonesty .....	54	Executive Management .....	6	Proctored Exams .....	55
Academic Policies and Procedures .....	53	Facility .....	9	Program Advisory Committee .....	8
Academic Probation .....	57	Faculty .....	7	Program Requirements .....	15
Academic Records .....	62	Family Educational Rights and Privacy Act .....	66	Reasonable Accommodation .....	67
Accreditation and Licensing .....	5	Federal Student Aid .....	43	Refund Policy .....	46
Accrediting Commission of Career Schools and Colleges (ACCSC) .....	5	Fees .....	40	Replacement Diplomas .....	62
Administrative Policies .....	64	FERPA .....	66	Return of Title IV Funds .....	48
Admissions Policies and Procedures .....	35	Financial Aid .....	43	Safety and Security .....	65
Admissions Requirements .....	35	Financial Aid Academic Requirements .....	44	Satisfactory Academic Progress (SAP) Policy .....	56
Advisory Boards .....	8	Financial Aid Appeals .....	44	Scheduled Carlsbad Campus Closures .....	10
Alumni Association .....	52	Financial Aid Entrance and Exit Counseling .....	45	Scholarships .....	43, 45
Americans with Disabilities Act ("ADA") .....	67	Financial Aid Probation .....	57	School Calendar .....	10
Animals on Campus .....	67	Food and Beverage .....	52	Search and Seizure .....	66
Appeal for Readmission Following Dismissal .....	58	Gem Identification .....	33	SEVIS .....	38
Applicant Screening .....	37	Gem Identification Lab .....	29	Smoking .....	65
Applied Jewelry Professional .....	22	Gifts .....	70	Stone Set Loan Program .....	14
Attendance Policy .....	53	Grading Policy .....	53	Student Body Council .....	11
Attendance Probation .....	57	Grading System .....	53	Student Code of Conduct and Standards of Behavior .....	64
Behavioral Probation .....	57	Graduate Colored Stones Program .....	20	Student ID Badges .....	69
Board of Governors .....	6	Graduate Diamonds Program .....	18	Student Identity Verification .....	56
Cancellation or Withdrawal of Enrollment .....	46	Graduate Gemologist Program .....	16	Student Life .....	11
Career Fair .....	50	Graduate Jeweler Program .....	24	Student Notification of Classroom Chemical Usage .....	65
Career Preparation Assistance .....	50	Graduate Pearls Program .....	23	Student Privacy Notice .....	66
Career Services .....	50	Graduation Announcements .....	62	Student Services .....	50
Change of Name .....	62	Graduation Requirements .....	59	Student Tuition Recovery Fund (STRF) .....	49
CIP Code .....	5	Guest Speakers .....	50	Student Workroom Fees .....	41
Classification of Instructional Programs .....	5	Health Care .....	52	Student Workrooms .....	14
Classroom Hours .....	10	History .....	4	Tardies .....	53
Classroom Policies .....	54	Hours of Operation .....	10	Technology Requirements	
Clock Hours .....	54	Housing .....	52	eLearning .....	13
Code of Conduct .....	64	How to Apply and Related Deadlines .....	36	Graduate Gemologist, Diamonds, Colored Stones .....	17
Colored Stone Essentials Course .....	30	I-20MN .....	38	Jewelry Design & Technology .....	25
Colored Stone Grading Lab .....	29	International Student Advisor .....	52	Testing Policy .....	54
Colored Stones Program .....	32	Jewelry Design & Technology Program .....	25	Third-Party Payer Information .....	37
Commercial Activities .....	69	Jewelry Design Program .....	28	Timely Warning .....	65
Complaint Policy and Procedure .....	68	Jewelry Essentials .....	30	Title IX Compliance/Coordinator .....	68
Computer and Internet Access .....	51	Lab Class Descriptions .....	29	Transcripts .....	62
Consumer Information .....	45	Lab Class Refunds .....	47	Transfer Credit .....	39
Contact Information .....	12	Leave of Absence Policy .....	57	Tuition and Fees .....	40
Copyright Infringement .....	70	Letters of Good Standing .....	62	Tuition Recovery Fund .....	49
Cost of Attendance .....	44	Library and Learning Resources .....	51	Veterans Administration Education Benefits .....	44
DEAC .....	5	Lost or Damaged Equipment, Metal and Stone Policy .....	70	Video and Audio Monitoring .....	66
Diamond Essentials .....	31	Make-Up Policy .....	57	Visa Requirements .....	37
Diamond Grading Lab .....	29	Maximum Timeframe .....	56	Visitors On Campus .....	69
Diamonds & Diamond Grading .....	31	Medical Insurance .....	52	Vocational Rehabilitation Education Benefits .....	44
Diploma and Certificate Holds .....	62	Mission Statement .....	4	Weapons .....	66
Dismissal Policy .....	58	Museum .....	51	Welcome Message .....	2
Distance Education .....	13	Names, Trademarks and Copyrights .....	70		
Distance Education Accrediting Commission .....	5	Net Price Calculator .....	45		
Distance Education Exams .....	55	Night/Extended Lab .....	57		
Dress Code .....	69	Non-Retaliation Policy .....	69		
Drug and Alcohol Abuse Prevention Policy .....	64	Nondiscrimination Policy .....	39		
Education Advisory Boards .....	8	Notice Concerning Transferability of Credits .....	39		
Education Committee of the Governing Board .....	8	Notice of Federal Student Financial Aid Penalties for Drug Law Violations .....	45		
Education Management .....	7	On Campus Education .....	13		
Education Verification .....	62	On Campus Refunds .....	47		
eLearning Course Descriptions .....	30	Orientation .....	53		
eLearning Refunds .....	47	Over-Awards .....	45		
eLearning Technology Requirements .....	14	Parking .....	70		

# GIA Locations



## GIA Campus Locations

### CARLSBAD – MAIN SCHOOL

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

### NEW YORK - BRANCH OF CARLSBAD

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

### LONDON

GIA England  
104 Great Russell Street  
London, WC1B 3LA UK  
T +44 20 7813 4321, F +44 20 7813 4331  
gialondon@gia.edu  
London.GIA.edu

### MUMBAI

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

### BANGKOK

GIA (International) Company Ltd.  
U Chu Liang Building, 2nd Floor  
968 Rama IV Road  
Silom, Bangrak  
Bangkok, 10500 Thailand  
T +66 2779 6100, F +66 2632 4595  
giabkkedu@gia.edu  
Bangkok.GIA.edu

### HONG KONG

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

### TAIPEI

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

## Satellite Locations

### SURAT

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

## GIA Laboratory and Research Locations

### LABORATORIES

Antwerp  
Bangkok  
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

