



GIA®

2019 Education Catalogue

London Campus



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Everywhere.

GIA®

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






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

ON THE COVER

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

Table of Contents

Programmes

	Graduate Gemologist® Diploma The professional credential that opens doors in the gem and jewellery industry	08
	Graduate Diamonds Diploma The tremendous, treasured and timeless diamond	09
	Graduate Colored Stones Diploma Countless colours, limitless possibilities	10
	Jewelry Design Certificate Illustrate your way to a successful future.	11
	Comprehensive CAD/CAM for Jewelry Certificate The driving force in jewellery design and manufacturing technology.	12

Contents

What Is GIA?	05
Accreditation and Licensing	06
Programmes and Courses	07
Lab Class Descriptions	13
Admissions Policies and Procedures	15
Course Fees	16
Scholarships	17
Cancellation, Withdrawal and Refund Policies	18
Student Services and Related Policies	19
Student Life on the London Campus	23
Academic Policies and Procedures	26
School Calendar and Hours of Operation	35
2019 London Class Schedule	36
Governance and Executive Management	37
Education Management	38
Faculty	38
GIA Education Advisory Boards	39

Welcome

As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life.

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

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

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

Take some time to explore the Education Catalogue and find the programme that is right for you. Then get ready to embrace a whole new world of opportunities. We look forward to helping you on your professional journey.



A handwritten signature in black ink that reads "Susan M. Jacques". The signature is fluid and cursive, with a horizontal line underneath the name.

Susan M. Jacques, GIA GG
President and CEO

What Is GIA?

Mission

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

History

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

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

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

Educational Philosophy

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

Research

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

Relevance

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

Leadership

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

Accessibility

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

Sustainability

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

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

Accreditation in the U.K.

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

In the United Kingdom, GIA's courses are offered as international qualifications, and have been benchmarked to the United Kingdom education framework by the U.K. NARIC (the National Academic Recognition and Information Centre for the United Kingdom).

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

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

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

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

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



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educationaloversight.co.uk



DEAC
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+1 202 234 5100

deac.org

Programmes and Courses

The following On Campus diploma programmes and certificate courses are offered at GIA's London campus. "On Campus" refers to full-time, instructor-led programmes and courses lasting seven weeks or longer. GIA also offers Distance Education programmes comprised of eLearning courses and Lab classes. eLearning courses are offered by GIA's campus in Carlsbad, California while lab classes may be taken at GIA campuses worldwide. See GIA.edu for more information.

GEMMOLOGY



Graduate Gemologist®

This diploma programme gives you the knowledge and practical skills to help you start a career in the gem and jewelry industry.



Graduate Diamonds

You'll learn from the creators of the 4Cs of diamonds in this diploma programme. Delve into the treasured beauty of diamonds.



Graduate Colored Stones

The possibilities are endless with this diploma programme – just like the variety of gemstones out there.

JEWELLERY MANUFACTURING ARTS



Jewelry Design

Hand illustrations of custom jewellery pieces are timeless, and so is this certificate programme where you'll explore this craft.



Comprehensive CAD/CAM for Jewelry

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



DIPLOMA PROGRAMME

Graduate Gemologist®

GIA Graduate Gemologists often choose these careers:

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

TECHNOLOGY REQUIREMENTS

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

Personal Computer:

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

Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

The Professional Credential that Opens Doors in the Gem and Jewellery Industry

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

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Graduate Gemologist® Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma

PROGRAMME DETAILS

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

SCHEDULES

Please see the class schedule on page 36 or specific dates.



DIPLOMA PROGRAMME

Graduate Diamonds

GIA Graduate Diamonds graduates often choose these careers:

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



Above - Diamonds in many shapes and sizes.

The Tremendous, Treasured and Timeless Diamond

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

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Graduate Diamonds Diploma

PROGRAMME DETAILS	
Programme Number	GEM 2200
Programme Title	Graduate Diamonds
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (programme length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 36 or specific dates

TECHNOLOGY REQUIREMENTS

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

Personal Computer:

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

Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher



DIPLOMA PROGRAMME

Graduate Colored Stones

GIA Graduate Colored Stones graduates often choose these careers:

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

Countless Colors, Limitless Possibilities

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

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Graduate Colored Stones Diploma

PROGRAMME DETAILS	
Programme Number	GEM 2300
Programme Title	Graduate Colored Stones
Clock Hours/Instructional Weeks	570 clock hours / 19 instructional weeks
Programme Length (Calendar duration)	20+ calendar weeks (programme length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 36 or specific dates

TECHNOLOGY REQUIREMENTS

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

Personal Computer:

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

Tablet or Mobile Device:

- Mac iOS 10 and higher or Android 4.2 and higher

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





CERTIFICATE COURSE

Jewelry Design

GIA Jewelry Design graduates often choose these careers:
 Custom Designer
 Hand Renderer
 Jewellery Business Owner
 Jewellery Designer
 Sales Associate

Illustrate Your Way to a Successful Future

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

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Jewelry Design Certificate



Above - Students hand-illustrating faceted gemstones

PROGRAMME DETAILS	
Programme Number	JMA 370
Programme Title	Jewelry Design
Clock Hours/Instructional Weeks	270 clock hours / 9 instructional weeks
Programme Length (Calendar duration)	9+ calendar weeks (programme length may vary based on holidays and other scheduled breaks)

SCHEDULES

Please see the class schedule on page 36 or specific dates



CERTIFICATE COURSE

Comprehensive CAD/CAM for Jewelry

GIA Comprehensive CAD/CAM graduates often choose these careers:

- CAD Service Bureau Technician
- Jewellery CAD Technician
- Product Developer

TECHNOLOGY REQUIREMENTS

Although a computer is not required for this course, it is strongly recommended. A one-year student licence for Rhinoceros is included in the Books and Materials fee.

Computer Type:

- Windows-based laptop or desktop computer system, with mouse and keyboard, is the only computer system that is recommended.

Processor:

- Minimum: Intel i5 with 2.8 GHz or higher / Recommended: Intel i7 or AMD equivalent

RAM:

- Minimum: 8 GB / Recommended: 16 GB or more

Graphics Card (GPU):

- OpenGL 4.1 capable video card with 2 GB VRAM
Recommended: NVIDIA GeForce 1000 Series (GTX 1050, 1060, 1070) or better

Operating System

- (64-bit) Windows 7 SP1; (64-bit) Windows 8/8.1; (64-bit) Windows 10

Hard Drive

- Minimum: 120GB free main hard drive space / Recommended: 512GB SSD with 1TB HDD

Monitor Resolution

- Minimum: 1920 × 1080 or higher with 32-bit color

The Driving Force in Jewellery Design and Manufacturing Technology

This comprehensive seven-week course covers the skills necessary to become a CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) technician. Skills taught include using CAD software to develop models, photorealistic rendering, subtractive and additive CAM (Computer-Aided Manufacturing) machines, jewelry manufacturing techniques, and jewelry-engineering fundamentals. You will receive a student licence for Rhinoceros software and an external hard drive.

WHAT YOU WILL LEARN

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

WHAT YOU EARN

GIA Comprehensive CAD/CAM for Jewelry Certificate

PROGRAMME DETAILS

Programme Number	JMA 400
Programme Title	Comprehensive CAD/CAM for Jewelry
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	7+ calendar weeks (programme length may vary based on holidays or other scheduled breaks)

SCHEDULES

Please see the class schedule on page 36 for specific dates

COMPUTER PROFICIENCY

Basic proficiency in the Windows operating system is required, 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 programme.

CLASS DESCRIPTIONS

Lab Classes

The Ideal Blend of Classroom Instruction and Hands-on Learning

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

Lab classes are where you gain hands-on experience under the watchful eye of experienced GIA instructors. You will also learn to use professional gemmological equipment.



Above - Identify the characteristics of gemstones.

Lab Class Descriptions

GEM 220L COLORED STONE GRADING LAB

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

Class duration: 3 days (21 clock hours)

What you earn: Letter of Completion

GEM 240L GEM IDENTIFICATION LAB

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemmological experts. Tools used include: a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 27) Students must pass an instrumentation exam to complete the class successfully. You will receive a lab manual, a gem cloth, a pinpoint incandescent light source and a colour grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

GEM 230L DIAMOND GRADING LAB

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. You will receive a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

GEM 149L PEARL GRADING LAB

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value and quality in merchandise. Students must pass a two-stone assessment to complete the class successfully. You will receive a gem cloth and a lab manual.

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

Admissions Policies and Procedures

Admissions Requirements

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

All classes are taught in English. GIA does not offer English as a second language (ESL) instruction. On Campus course applicants who are not U.K. citizens must demonstrate English proficiency by meeting GIA's English language proficiency requirement.

On Campus Programmes

The GIA campus in London requires the following documents:

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

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

If your legal name has changed, and your required documents reflect a previous name, please also submit a legal name change document, such as a deed poll or marriage certificate.

U.K. Residency / Visa Status

The On Campus application form asks for your nationality/nationalities, and whether or not you are a permanent U.K. resident. This information, along with your English language proficiency level, is assessed during the admissions process, so that GIA's London campus may advise you on the subsequent visa process. There are different U.K. student visas according to the length of the GIA course that you intend to take, and more information is provided to you in the London campus Visa Guide.

On Campus English Proficiency Requirements

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

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

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

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

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

Lab Classes

The GIA campus in London requires the following documents:

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

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

If your legal name has changed, and your required documents reflect a previous name, please also submit a legal name change document, such as a deed poll or marriage certificate.

U.K. Residency / Visa Status

The Lab Class application form asks for your nationality/nationalities, and whether or not you are a permanent U.K. resident. This information is assessed during the admissions process, so that GIA's London campus may advise you on the subsequent visa process. The U.K. student visa required for lab classes will depend upon your current residency/visa status, and more information is provided to you in the London campus Visa Guide.

How to Apply and Related Deadlines

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited, so apply early. If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

To apply, download the application form at GIA.edu/gem-education/london#admissions. Scanned, emailed copies of both the completed form and all documents are preferred, and should be sent to: londonadmissions@gia.edu

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

Students wishing to apply for admission at a GIA campus other than London should contact the appropriate campus directly, or for additional information about admissions requirements and the application process visit the campus section on GIA.edu

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

Course Fees

The fees shown for each course offered at GIA in London are shown below and are valid for courses taking place from 1 January to 31 December 2019.

Fees are not subject to change at the London campus.

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

On Campus - Gemmology and Jewellery Manufacturing Arts

Programme Number	Programme Title	Tuition	Fees	Total Charges*	First Payment (Refundable Deposit)**	Final Payment***
GEM 2500	Graduate Gemologist	£15,900	£950 (Books) £1,150 (Materials)	£18,000	£2,150	£15,850
GEM 2200	Graduate Diamonds	£5,200	£300 (Books) £50 (Materials)	£5,550	£2,150	£3,400
GEM 2300	Graduate Colored Stones	£10,700	£650 (Books) £1,100 (Materials)	£12,450	£2,150	£10,300
JMA 370	Jewelry Design	£5,100	£100 (Books) £200 (Materials)	£5,400	£2,150	£3,250
JMA 400	Comprehensive CAD/CAM for Jewelry	£4,600	£250 (Books) £300 (Materials)	£5,150	£2,150	£3,000

Amounts shown are in Pounds Sterling.

*Total Charges include tuition, books and materials. Books and materials are required.

**First Payment (Refundable Deposit) is due with application and required for each programme to reserve your place in the class.

***Final Payment is due seven days before the start of the programme.

Lab Class - Gemmology

Class Number	Class Title	Tuition	Fees	Total Charges (Due at Enrolment)*
GEM 230L	Diamond Grading Lab	£1,100	£120 (Books) £30 (Materials)	£1,250
GEM 220L	Colored Stone Grading Lab	£850	£70 (Books) £30 (Materials)	£950
GEM 240L	Gem Identification Lab	£1,100	£120 (Books) £30 (Materials)	£1,250
GEM 149L	Pearl Grading Lab	£220	£40 (Books) £10 (Materials)	£270

Amounts shown are in Pounds Sterling.

* Total Charges due at the time of enrolment include tuition, books and materials. Books and materials are required.

Course Fees (cont.)

Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Bank transfer fees that the student incurs
- Replacement or additional refractive index (RI) liquid 1.81
- Shipping and handling fees
- Optional books and materials
- Comprehensive CAD/CAM for Jewellery students are not required to do work at home. However, students may find it helpful to have a computer that meets the minimum requirements described on page 12. The estimated average cost to purchase this computer is approximately £1,200. Estimate reflects current prices at the time of publication, and are subject to change

Additional Student Fees May Include:

- £35 per half day use of Student Workroom
- £10 for replacement ID or badge
- £10 for replacement locker key
- Academic transcripts and replacement certificates/diplomas are purchased centrally from the Carlsbad campus and are charged in U.S. dollars:
 - > 40 USD certificate replacement fee
 - > 45 USD diploma replacement fee
 - > 10 USD for each transcript

Payment Methods / Student Accounts

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

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

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

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

Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, the payer will be required to provide full name, country of residence, and a copy of a valid government-issued photo ID or passport at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or employer will be required to provide the full company name and address or other identifying information at GIA's request.

Scholarships

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

Scholarships are available for On Campus programmes offered at the London campus. Applicants will be considered for all available scholarships for the programme they indicate on their application. Applications must be submitted online during the following application periods:

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

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

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

Cancellation, Withdrawal and Refund Policies

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

Cancellation or Withdrawal of Enrolment

Students may cancel their enrolment at any time before their end date by notifying the admissions and administration team by mail or in person at 104 Great Russell Street, London, WC1B 3LA, UK; by email at londonadmissions@gia.edu; by phone at +44 20 7813 4321; or by fax at +44 20 7813 4331. Students who wish to withdraw after the class has started should notify the school director.

Students will be withdrawn from class if they fail to return from a leave of absence, do not maintain satisfactory academic progress or are otherwise dismissed due to a violation of GIA policy.

In all cases where a student's enrolment is terminated (cancellation or withdrawal), refunds are calculated based on the Refund Policy below.

Refund Policy

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

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

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

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

Processing Refunds

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Refunds are processed within 30 calendar days after GIA receives the notice of cancellation.

The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Pro Rata Refund Schedule

PERCENTAGE COMPLETED BY STUDENT	GIA RETAINS	REFUNDED TO STUDENT
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

Sample Refund Calculation

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

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

Student Services and Related Policies

Student Code of Conduct and Standards of Behaviour

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

Prohibited 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

Violations

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

Sanctions

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

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

Equality Statement; Nondiscrimination Policy

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

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

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

In accordance with the Equality Act 2010, GIA makes every effort to provide appropriate accommodations to individuals with diagnosed and documented disabilities. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is available to discuss these tasks with applicants to allow them to evaluate their potential for success and decision to apply.

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

The form is submitted to the London campus manager or school director, and should be submitted at least 30 days prior to the date accommodations will first be needed. Information on the accommodations that can be made will be communicated to the student as quickly as possible.

Medical Conditions

If students have any medical conditions that may cause unexpected discomfort to them in the day-to-day classroom environment, for example fits or seizures, they should make their instructors aware of the conditions and the best course of action to take when assisting them, should an episode occur. The campus manager and school director are also available to discuss personal matters with students in confidence, and are available to consult with any students who prefer to speak with one of them before approaching their instructor.

Student Services and Related Policies (cont.)

Quality Policy

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

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

The School has a strategy for the delivery of education which sets out a common framework for all programmes of study. We aim to meet and exceed the needs of diverse students. However, all programmes must work within the common framework or system, which requires the setting of targets and performance criteria, against which they are monitored, reviewed and evaluated. Please see Satisfactory Academic Progress Policy on page 29.

Anti-Extremism Policy – GIA London's Duties Regarding 'Prevent'

The United Kingdom Counter Terrorism and Security Act 2015 requires education and training providers to strive to ensure that students are aware of the risks associated with radicalisation and extremism. GIA's London campus must therefore 'take due regard to the need to prevent people from being drawn into terrorism'. Being a relatively small institution, where groups of individuals work together on a full-time basis for periods from one day up to 28 weeks, our primary way of protecting one another against the risks from extremist views is the on-going encouragement of open and active communication channels. Should the actions or expressions of any individual (student, staff member, outside contractor, guest speaker or other visitor) cause concern to any member of the GIA London campus community, he or she should speak to the school director or campus manager to express concerns.

The Metropolitan Police also has a free-phone, completely confidential telephone helpline: 0800 789 321 (+44 800 789 321 if dialing from a non-U.K. mobile or cellphone). More details about the current 'It's Probably Nothing, But...' media campaign are available on the student noticeboard in the Student Lounge, and at: content.met.police.uk/Site/terrorism

Applicant Screening

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

Campus Health & Safety

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

First Aid Boxes Locations

Reception
Basement Kitchen
Classroom 2A

Emergency Procedures

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

Students must:

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

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

Fire

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

Robbery

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

Personal Injury

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

Student Services and Related Policies (cont.)

Complaint Policy and Procedure

Complaint Policy

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

Complaint Procedure

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

A formal complaint must be submitted to the school director in written form. It must contain, at a minimum, the basis of any allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that support the complaint should also be included.

Students are required to cooperate with all GIA representatives during any investigation in which GIA believes their statements might provide relevant information.

Within 10 days of receiving the complaint, the school director will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 days, the student will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, they may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. When contacting the dean of students, the email must include at a minimum: the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included (this information will usually be escalated as a case file and the student is not required to submit the complaint again).

Within 10 days of receiving the complaint, the dean of students will respond to the student with a written summary of GIA's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 days, the student will be notified in writing that additional time is needed.

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

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

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

Student Privacy Notice

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

For complete disclosure and updates, please refer to the GIA Privacy Notice at GIA.edu/privacy-notice and to the Student Privacy Notice at GIA.edu/privacy-notice#student-privacy-notice

Student Personal Data Collection, Use and Processing

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

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at GIA.edu/privacy-notice#student-privacy-notice, including to facilitate your experience with GIA and provide you with educational courses, programs and related services. We may share your Personal Data with our GIA Affiliated Entities at GIA.edu/affiliated-entities and others as described in this Notice. Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational courses, programs and related services you request.

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

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

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request for access.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA.

Student Services and Related Policies (cont.)

The name and address of the office that administers FERPA is:

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

Disclosures that GIA May Make Without Student Consent:

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

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

Career Services

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

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

GIA Gem & Jewelry Career Center

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

Job Seeker's Handbook

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

Career Preparation Assistance

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

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

GIA Jewelry Career Fair

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

GIA Alumni Association – Central and London

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

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

You can also visit the alumni section of the GIA website at GIA.edu/gia-alumni to manage your alumni membership, sign up for alumni communications, find GIA alumni and catch up on alumni news; check out the alumni global events and a complete listing of the GIA Alumni Chapters worldwide.

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

Student Life on the London Campus

Facilities

GIA's London location occupies nearly 4,000 square feet and includes four classrooms, a library, reception and student lounge, kitchen and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

The London campus is open to students from 8.30 a.m. to 5.00 p.m. from Monday to Friday.

Other than the Ground Floor Reception area, the campus building is not accessible to individuals with severe mobility constraints, such as wheelchair users. The building is unfortunately not able to be adapted or altered due to its Grade II listing status. Students are advised to contact us before submitting an application if they have any concerns about accessibility. We will be pleased to discuss individual needs and advise on options for enrolling in GIA courses.

Housing

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

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

Current monthly housing costs range from about £850 for modest flat-share arrangements to £1,500 or more for luxury apartments. Short-term stay hotel arrangements are also available for students attending Lab Classes or Student Workroom, starting at about £70 per night.

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

Student Change of Address

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

Visitors on Campus

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

Animals on Campus

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

Food and Beverage

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

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

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

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

Student Lockers

Lockers are issued to students for the duration of the programme. Students are responsible for the locker, the key, and its contents. Should the key be lost, a replacement fee of £10.00 is charged. It is advisable to keep books for daily use in the locker, along with tools and the Lab Manual, which will be used regularly from the beginning.

Student Property

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

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful, and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn (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.

Smoking

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

Student Life on the London Campus (cont.)

Health Care and Medical Insurance

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

Drug and Alcohol Abuse Prevention Policy

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

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

GIA's London Campus Safety Statistics and Information

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

We are pleased to report that the GIA facilities in London have no reported incidents of any of the following types of criminal offenses: murder/non-negligent manslaughter; forcible sex offense; non-forcible sex offense; robbery; aggravated assault; burglary; theft; arson; negligent manslaughter or simple assault. There have been no arrests for liquor law violations, drug law violations or illegal weapons possessions. This report covers the time period of 1 July 2010 to 4 October 2018.

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

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

Weapons

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

Video and Audio Monitoring

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

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.

Photo ID Cards and Student Cards

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

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

Student Life on the London Campus (cont.)

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.

Image Rights

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

Retaliation

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

Gifts

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

Social Networking

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

Computer and Internet Access

GIA's London campus has computers available on campus for student use and computer portals and power suppliers to accommodate laptops and other portable devices. Wireless Internet access is available at no charge.

Guest Speakers

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

Library and Learning Resources - Central and London

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

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemmologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewellery history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewellery professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at library@gia.edu, or +1 800 421 7250 ext 4046 or +1 760 603 4046.

The library section of the GIA website, GIA.edu/library, also has resources for students from recommended book lists to industry price guides. There is also free access to a growing collection of digitized, out-of-copyright books via Internet Archive, available directly at archive.org/details/gialibrary. Bibliographies on a variety of gem topics are added on a continuing basis. Students can also consult specialized databases, including LIRN for general academic references and EBSCO GeoRef for references to geoscience information.

Academic Policies and Procedures

These policies and requirements help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's certificates and diplomas. These policies and requirements apply to all courses and programmes, unless otherwise noted. Policies are subject to change.

Grading System

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

Grading Policy

Students can access their grades at any time in Student Center at my.GIA.edu. Grades and enrolment history are maintained and available indefinitely. Homework, quizzes, and exams are normally graded within 48 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

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 instructor, other than at regularly scheduled break times. Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

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

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

On Campus Students

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

Lab Class Students

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

Maximum Allowable Tardies and Absences

Programme, Course or Class	Tardies	Absences
Graduate Diamonds	5	3
Graduate Colored Stones	15	5
Graduate Gemologist	20*	8*
Jewelry Design	5	3
Comprehensive CAD/CAM for Jewelry	5	3
Lab Class (1 day or 7 hours)	N/A	Cannot miss any hours
Lab Class (3-6 days or 21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5-10 days or 35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

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

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

Clock Hours

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

Academic Policies and Procedures (cont.)

Classroom Policies

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

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in the classroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If approved and allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets and any other materials is strictly prohibited without instructor permission.
- Keycards are the property of GIA and cannot be taken from any classroom.
- Students cannot take blank or completed worksheets, quizzes or exams
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Mobile phones and other mobile communication devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the internet, texting or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor.
- Seats are rotated every 3-4 weeks; your instructor will be assigning your seats. The instructor is willing to accept request for special consideration concerning visual or linguistic difficulties. You will be able to choose your first seat.

Safety in the Classroom

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

Student Notification of Classroom Chemical Usage

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

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

Classroom Equipment

Colored Stone Grading Lab Class

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

Diamond Grading Lab Class

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

Gem Identification Lab Class

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

Graduate Colored Stones

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

Graduate Diamonds

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

Graduate Gemologist

See Graduate Diamonds and Graduate Colored Stones.

Pearl Grading Lab Class

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

Jewelry Design

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

Comprehensive CAD/CAM for Jewelry

Each student is assigned a workstation equipped with a PC, two flat-screen monitors, a keyboard and a mouse. Each computer is loaded with Rhinoceros software. Each student is provided with a student licence for Rhinoceros software. Students are also provided with a 1 TB USB external hard drive to store course materials.

Student Workroom

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

Academic Policies and Procedures (cont.)

Equipment and Materials; Lost Stone Policy

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

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

Schedule and Student Record Book

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

Stone Requirements (Gemmology Only)

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

Extended Lab

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

Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies section on page 29. Cheating is defined as any unauthorised assistance in meeting the requirements of a class, including but not necessarily limited to, the following:

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

Academic Policies and Procedures (cont.)

Testing Policies

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

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorised electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- Late entrance into the classroom during exams and quizzes may be permitted at the instructor's discretion. However, no student may enter the room after another student taking the same assessment has left it.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus gemmology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is considered academic dishonesty and is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit.
- All quizzes and exams are closed-book unless the instructor indicates otherwise. Non-native English speaking students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed out-of-sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

Satisfactory Academic Progress (SAP) Policy

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

On Campus Students (Graduate Gemologist)

SAP is evaluated on both qualitative (grade-based) and quantitative (time-based) measures at the midpoint of the programme. 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 programme syllabus.
- **Pace of progression:** Students must progress through the programme at a pace that ensures they will complete their programme within 150% of the published programme length. Pace is calculated by dividing the number of clock hours the student has completed by the number of clock hours the student has attempted. The student's completion ratio must be 67% or higher. Pace is calculated and reviewed in both hours and weeks.

For example, a student who attends 360 of 390 scheduled clock hours has a completion ratio of 92.3%, calculated by dividing 360 by 390 clock hours.
- **Maximum timeframe:** The maximum timeframe in which students must complete the educational programme may not exceed 150% of the published programme length. Students who exceed the maximum timeframe of 150% will be dismissed. For example, a student must complete a 28-week programme within 42 weeks from their start date.

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

All students who fail to meet SAP requirements at the midpoint of the programme, 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.

In addition to the SAP requirements above, students are held to institutional academic standards evaluated at benchmarks specified in the programme 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 programme 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 programme or course within a maximum timeframe not exceeding 150% of the published programme length, measured in calendar time and clock hours.

Academic Policies and Procedures (cont.)

Lab Classes

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

Make-Up Policy

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

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

Probation and Academic Advising

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

Academic Advising

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

Academic Probation

On Campus students enrolled in the Graduate Gemologist programme who fail to meet satisfactory academic progress requirements at the midpoint of their programme 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 school director. If the student meets all conditions by the date specified in their Academic Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Attendance Probation

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

Behavioural Probation

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

Leave of Absence

On Campus students may request a leave of absence at any time during their studies with proper cause and supporting documentation. A leave of absence will be approved for a documented family emergency, serious illness, or for active military duty. Students receiving financial aid and international students on Student Visas must meet with the campus manager to evaluate their specific situation before requesting a leave of absence. If approved, a Change of Status form is generated and it must be signed by the student and by GIA. Students enrolled in lab classes are not eligible for a leave of absence.

The maximum length of time for a leave of absence is 180 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Prior to returning from a leave of absence, a student must request reinstatement from the school director. Reinstatement is based on class availability.

Students who do not return as agreed following a leave of absence are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied. In this case, students who wish to continue their studies are required to re-enrol into the course or programme from the beginning at current tuition and fees.

Academic Policies and Procedures (cont.)

Dismissal Policy

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

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

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

Appeals and Readmission Following Dismissal

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

Appeal Process

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

If the appeal is approved, the student may apply for readmission. Students who are retaking the same course or programme are required to re-enrol into the programme 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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

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

GIA Transfer Credit Policy

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

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

Credit for lab classes successfully completed at any GIA location will be accepted toward applicable distance education programs. Credit for coursework successfully completed through an On Campus programme will be accepted towards distance education courses or lab classes as applicable. Students should contact the dean's office for more information.

Academic Policies and Procedures (cont.)

Graduation Requirements

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

Graduation Requirements - On Campus Programmes and Courses

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

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

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

Completion Requirements - Lab Classes

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

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. 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 17).

Academic Policies and Procedures (cont.)

Academic Records

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

Letters of Good Standing

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

Transcripts

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

Diploma/Transcript Holds

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

Replacement Diplomas

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

Change of Name

GIA requires official documentation and written 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

Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or programme is the same student who participates in and completes the course or programme and receives the academic credit. GIA verifies the identity of a student who participates in class or coursework by using at least one of the following options in all programmes, courses, and classes in London.

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

Academic Credentials Usage Policy

Applicability

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

Usage Guidelines for Academic Credentials

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

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

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

General Usage

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

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

Diplomas

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

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

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

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

Employment Citations

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

Academic Policies and Procedures (cont.)

Names, Trademarks and Copyrights

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

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

Unauthorised Usage

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

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

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

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

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

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

GIA Alumni Identity Programme

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

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

Copyright Infringement

Students are reminded that they must comply with federal copyright laws. Unauthorised 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

School Calendar and Hours of Operation

Hours of Operation

The London facility is open to students from 8:30 a.m. to 5:00 p.m., Monday through Friday.

The campus is closed on weekends and bank holidays. Classrooms are secured and students are required to leave the classroom during morning and lunch breaks, unless otherwise directed by the instructor. Students should expect to spend several hours each day outside of class on homework.

2019 Scheduled London Campus Closures

Date	Holiday
January 1 (Tuesday)	New Year's Day
April 19 (Friday)	Good Friday
April 22 (Monday)	Easter Monday
May 6 (Monday)	May Day
May 27 (Monday)	Spring Bank Holiday
August 26 (Monday)	Late Summer Holiday
December 23 (Monday)	Closure Day
December 24 (Tuesday)	Closure Day
December 25 (Wednesday)	Christmas Day
December 26 (Thursday)	Boxing Day
December 27 (Friday)	Closure Day
December 30 (Monday)	Closure Day
December 31 (Tuesday)	Closure Day

Classroom Hours

Class schedules for the London campus are listed on page 36; see GIA.edu for the most current class schedules. Classroom hours are listed here.

Programme, Course, Class	Standard Classroom Hours
Graduate Gemologist Programme*	9:00 a.m. to 4:00 p.m.
Graduate Colored Stones Programme*	9:00 a.m. to 4:00 p.m.
Graduate Diamonds Programme*	9:00 a.m. to 4:00 p.m.
Jewelry Design Course*	9:00 a.m. to 4:00 p.m.
Comprehensive CAD/CAM for Jewelry Course*	9:00 a.m. to 4:00 p.m.
Colored Stone Grading Lab Class	8:45 a.m. to 4:45 p.m.
Gem Identification Lab Class	8:45 a.m. to 4:45 p.m.
Diamond Grading Lab Class	8:45 a.m. to 4:45 p.m.
Pearl Grading Lab Class	8:45 a.m. to 4:45 p.m.

*Orientation is scheduled for 10:00 a.m. to 1:00 p.m. Classroom hours for On Campus programmes will be extended to 5:00 p.m. to accommodate for GIA-observed holidays or special events.

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

2019 London Class Schedule

All classes are held at GIA's London facility located at 104 Great Russell Street, London, WC1B 3LA UK unless otherwise indicated.

The start date shown for On Campus courses and programmes is the mandatory orientation date. GIA reserves the right to reschedule or cancel classes.

GEMMOLOGY

On Campus

GEM 2500 Graduate Gemologist®

9am - 4pm **£18,000**
Jan 31 - Aug 16
Mar 14 - Sep 27
Jun 6 - Dec 20
Sep 26 - Apr 24, 2020
Oct 24 - May 22, 2020

GEM 2200 Graduate Diamonds

9am - 4pm **£5,550**
Jan 31 - Mar 29*
Mar 14 - May 10*
Jun 6 - Aug 2*
Sep 26 - Nov 22*
Oct 24 - Dec 20*

GEM 2300 Graduate Colored Stones

9am - 4pm **£12,450**
Jan 3 - May 24*
Mar 28 - Aug 16*
May 9 - Sep 27
Aug 1 - Dec 20*
Nov 21 - Apr 24, 2020*
Dec 19 - May 22, 2020*

Lab Classes

GEM 220L Colored Stone Grading

8:45am - 4:45pm **£950**
Jan 28 - 30**
May 28 - 30**
Sep 2 - 4**
Nov 4 - 6**

GEM 230L Diamond Grading

8:45am - 4:45pm **£1,250**
Jan 14 - 18**
Jan 21 - 25**
May 20 - 24**
Jun 3 - 7**
Sep 9 - 13**
Sep 16 - 20**
Oct 21 - 25**
Oct 28 - Nov 1**

GEM 240L Gem Identification

8:45am - 4:45pm **£1,250**
Jan 7 - 11
Apr 29 - May 3
Aug 19 - 23
Sep 30 - Oct 4

GEM 149L Pearl Grading

8:45am - 4:45pm **£270**
Jan 31**
May 31**
Sep 5**
Nov 7**

JEWELLERY MANUFACTURING ARTS

On Campus

JMA 370 Jewelry Design

9am - 4pm **£5,400**
Jan 10 - Mar 15
Mar 28 - May 31
Aug 15 - Oct 18

JMA 400 Comprehensive CAD/CAM

9am - 4pm **£5,150**
Jun 13 - Aug 2
Oct 31 - Dec 20

STUDENT WORKROOM

9:30am - 4:30pm

Please call for availability

Jan 22 - Feb 16
Apr 30 - May 25
Aug 6 - Aug 31

Student Workroom Reservations

Student workroom is available on a first-come, first-served basis for up to four weeks. Please contact us at +44 20 7813 4321 or londonadmissions@gia.edu for availability and to reserve a seat.

The fee is £35 per half day use of Student Workroom. There is no fee for exams.

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

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

* Dates offered on a standby basis; please call for availability. You will be placed on a waiting list until 30 days prior to the programme start date when space availability can be confirmed.

** Lab class held at Birmingham Assay Office, Birmingham

Governance and Executive Management

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Managing Director for Asia Pacific

Sriram Natarajan
Vice President of Operations, India Laboratory

Susan M. Schindelar
Vice President of Global Marketing

Wuyi Wang
Vice President of Research and Development

Zeeshan Kazmi
Chief Information Security Officer and Enterprise Architecture

Education Management

Mehdi Saadian
Director, London School

Tessa Lovell
Campus Manager
London

Sam Kong
Senior Director, Global
Education Leadership

Duncan Pay
Vice President of
Education and Chief
Academic Officer

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

Faculty

Instructor Qualifications

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

See qualifications for instructors on GIA.edu/gem-education/london#faculty

All information is correct as of December 2018.

London Faculty

Alexander Lind
Ana Lucia Tres
Aneta Wojszko
Anu Manchanda
Bingham Henderson
Francesca Lawley
Miriam Moscicki
Paula Carter Andrews

GIA Education Advisory Boards

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

GIA Education Committee of the Governing Board

Barbara A. Sawrey, Ph.D.

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

Amit Dhamani

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

Barbara Lee Dutrow, Ph.D.

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

Dione D Kenyon

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

John W. Valley, Ph.D.

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

Lawrence Ma

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

Robert Andrew Johnson

CEO
Diamond Cellar Holdings, LLC
Dublin, OH

Susan M. Jacques

President and Chief Executive Officer
GIA
Carlsbad, CA

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New York, NY

Alexandra Hart

Owner, Alexandra Hart
San Diego, CA

Barbara Wasserstrom

Principal Owner, Barbara Lynne
Designs
San Diego, CA

Barry S. Block

President, The Jewelry Judge
New York, NY

Edward C. Petersen

Vice President Product
Development & Production
New York, NY

Gail Brett Levine

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

Karen Sampieri

Independent Consultant, KS
Sampieri Consulting
New York, NY

Malcolm Koll

Owner, Charles Koll Jewelers
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
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Robert C. Aretz

President, Gem Appraisers &
Consultants,
New York, NY

Shant Dakessian

Co-Owner, Simone and Son,
Huntington Beach, CA

Thom Underwood

Owner, San Diego Gemological
Laboratory
San Diego, CA



GIA®

GIA Locations

GIA Campus Locations

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Additional Education Locations

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GIA Laboratory and Research Locations

LABORATORIES

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

REGIONAL BRANCH

Dubai

RESEARCH CENTRES

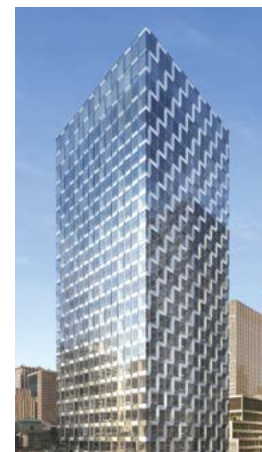
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