

**GIA**<sup>®</sup>

# 2023 Education Catalog

## ONLINE DIVISION - TEXAS RESIDENTS

Online Courses and Lab Classes  
Effective January 1, 2023 - December 31, 2023  
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Gemological Institute of America  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, California 92008 USA  
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GIA.edu



# Welcome

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

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

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

With over 155,000 active alumni in 55 chapters globally, the GIA Alumni Collective™ continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

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

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

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



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# Mission and History

## Mission

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

## Educational Philosophy

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

### Research

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

### Relevance

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

### Leadership

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

### Accessibility

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

### Sustainability

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

## History

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

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

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

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

# Accreditation and Approval

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

## Accreditation

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GIA's Online Education programs are accredited by the Distance Education Accrediting Commission (DEAC). DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. GIA has been continuously accredited by DEAC since 1965.



Distance Education Accrediting Commission  
1101 17th Street NW, Ste. 808  
Washington, DC 20036  
T 202 234 5100  
[deac.org](http://deac.org)

## Licensing and Approvals

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GIA is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE).

GIA is approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas. GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. The school's programs have been approved by TWC since 2009. GIA Applied Jewelry Professional™ (AJP®) program is exempt from regulation under Texas Education Code, section 132.002 (a) (3).

The information contained in this catalog is true and correct to the best of my knowledge.

A handwritten signature in black ink, reading "Susan M. Jacques", is written over a horizontal line.

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

# Governance and Executive Management

## Board of Governors

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

### Chair

Lisa A. Locklear  
Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

### Vice Chair

Stephen F. Kahler  
Senior Advisor, Strategic Planning & Business Development for Everidge

### Dave Bindra

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

### Lake Dai

Seasoned deep tech investor and technology executive  
Applied AI Adjunct Professor, Carnegie Mellon University

### Barbara Lee Dutrow, Ph.D.

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

### Patricia Ann Kikuko 'Kiko' Harvey

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

### Robert Andrew 'Andy' Johnson

CEO, Diamond Cellar Holdings, LLC

### Lawrence Ma

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

### Russell A. Mehta

Managing Director, Rosy Blue (India) Pvt. Ltd.

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

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

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

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

### Tammy Storino

Experienced global operations and finance leader

### Marcus ter Haar

Experienced diamond industry executive

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

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

### Susan M. Jacques, *ex-officio*

President and CEO, GIA

### Thomas M. Moses, *ex-officio*

Executive Vice President and Chief Laboratory and Research Officer, GIA

## Executive Management

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

For the full list of GIA's executive management, please see [GIA.edu/gia-about-mission-governance](https://gia.edu/gia-about-mission-governance)

# Education Management and Faculty

## Education Management

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### GIA Headquarters

Duncan Pay  
Senior Vice President and Chief Academic Officer

Alexandria Anderson  
Manager, Admissions

Vusala Aranja  
Director, Education Compliance  
Title IX and 504 Coordinator

Robyn Burrell  
Director, Financial Aid

Peter Harts  
Manager, Career Services

Brenda Harwick  
Senior Manager, Instruction

Tao Z. Hsu  
Director, Gemology Content and Professional Development

Jennifer Kim  
School Director, New York

Renada Koebel  
Director, Enrollment Services

Sam Kong  
Senior Director, Global Instruction

Paul Mattlin  
Senior Manager, Instruction

Kimberly Overlin  
Dean of Students and Director, Student Services

Amanda Perez  
Assistant Dean of Students

Corey Rosso  
Vice President, Academic Affairs

Mitch Spencer  
Senior Manager, Learning Design & Development

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

Kelly Yantzer  
Vice President, Student Affairs

## Faculty

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GIA faculty meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve). See instructor biographies and qualifications:

Carlsbad: [GIA.edu/gem-education/distance/faculty](https://gia.edu/gem-education/distance/faculty)

Carlsbad Online Education: [GIA.edu/gem-education/distance/faculty](https://gia.edu/gem-education/distance/faculty)

New York: [GIA.edu/gem-education/new-york/faculty](https://gia.edu/gem-education/new-york/faculty)

All information is correct as of December 2022.

### Online Faculty

Mariam Aboushadi  
Heather Cason, Supervisor  
Lo Combs  
Bethany Crane  
Noah Leverton  
Michele Lisso  
Daniela Pacheco  
Adam Shor, Teaching Assistant  
Glenn Wargo  
Danielle Yamamoto

### Lab Class Faculty

John Cason  
Martin Harmon  
Jessica Kramer  
Carson Lee  
Tim Richardson  
Samantha Shor  
Nina Switzer-Spano  
Teresa Tolbert  
Kate Trunnell  
Shelly Verwymeren  
Kate Waterman

# GIA Education Advisory Boards

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

## GIA Education Committee of the Governing Board

### Chair

Barbara Lee Dutrow, Ph.D.  
Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics  
Louisiana State University

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

Patricia Ann Kikuko 'Kiko' Harvey  
Associate Senior Vice President of Audit Services  
University of Southern California (USC)

Robert Andrew 'Andy' Johnson  
CEO, Diamond Cellar Holdings, LLC

Jeffrey E. Post, Ph.D.  
Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

John W. Valley, Ph.D.  
Charles R. Van Hise Professor, Department of Geoscience  
University of Wisconsin - Madison

Susan M. Jacques, *ex-officio*  
President and CEO, GIA

Lisa A. Locklear, *ex-officio*  
Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

## GIA Program Advisory Committee

Pamela Balodimas  
Regional High Jewelry Gemology Advisor, Cartier/Richemont  
New York, NY

Jean Francois Bibet  
Workshop Director, Cartier/Richemont  
New York, NY

Barry S. Block  
President, The Jewelry Judge  
Carle Place, NY

Latoya Boyd  
Jewelry and Fashion Designer, Jeweler and Influencer, Latoya Boyd Jewelry  
San Diego, CA

Wade Clar  
Director of Brand Development, Julez Bryant  
Carlsbad, CA

Ted Doudak  
President, Riva Precision Manufacturing  
Brooklyn, NY

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

Rita Famulare  
Owner, Famulare Jewelers  
Carlsbad, CA

Alexandra Hart  
Owner/Metals Artist and Designer Goldsmith, Alexandra Hart  
San Diego, CA

Malcolm Koll  
Owner, Charles Koll Jewelers  
San Diego, CA

Gail Brett Levine  
Executive Director, National Association of Jewelry Appraisers  
Rego Park, NY

Christine Lopez  
President and Co-Founder, Gem Surprise Box  
San Diego, CA

Mary Todd McGinnis  
Vice President, Ben Bridge Jeweler  
Seattle, WA

Kevin Reilly  
Senior Vice President, Platinum Guild International  
New York, NY

Kapil Seth  
Owner, Malhotra, Inc.  
New York, NY

Ashwani (Sonny) K. Sethi  
Owner, Tara & Sons  
New York, NY

Lauren Stuller  
Territory Manager, Customer Experience, Stuller, Inc.  
Carlsbad, CA

Thom Underwood  
Retired Former Owner, San Diego Gemological Laboratory  
San Diego, CA

Kumud Wastrad  
Director, High Jewelry, Diamond and Gemstone Acquisition, Tiffany & Co.  
New York, NY



# Facilities and Equipment

In the United States, GIA lab classes and student workrooms are offered at GIA campuses in Carlsbad, California and New York, New York.

manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

## Facilities

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

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

GIA's facilities are designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act.

The Carlsbad campus covers 18 acres of land and includes 16 classrooms, a library; a museum gallery, a student lounge, outdoor basketball and sand volleyball courts, a gemological research laboratory, administrative offices, and parking for more than 1,000 vehicles. The New York campus occupies 20,000 square feet and includes 8 classrooms, a library, student commons, study lounge and administrative offices.

Classrooms can accommodate up to 24 students in Carlsbad. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed below.

GIA Student Workrooms provide access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification online course. The self-study Student Workroom is also available if you need to prepare for your Gem Identification 20-stone final exam, take a proctored exam, or simply practice on equipment and gemstones. Student Workrooms can accommodate up to 12 students in Carlsbad. For a list of Student Workroom schedules and availability at GIA locations and affiliated entities, visit [GIA.edu/student-workroom](https://gia.edu/student-workroom).

## Lab Class and Student Workroom Equipment

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The following lists the classroom equipment provided in the Lab classes and the Student Workroom.

### Colored Stone Grading Lab Class

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

### Diamond Grading Lab Class

Classrooms contain a GIA DiamondDock™ and a UV lamp and viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. Each student keeps a lab

# Facilities and Equipment (cont.)

## Gem Identification Lab Class

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

## Pearl Grading Lab Class

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

## Student Workrooms

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

# School Calendar and Hours of Operation

## 2023 Scheduled Campus Closures

Date	Holiday
Jan 02, 2023 (Monday)	New Year's Day Observed
January 16, 2023 (Monday)	Martin Luther King Jr. Day
February 20, 2023 (Monday)	President's Day
May 29, 2023 (Monday)	Memorial Day
June 19, 2023 (Monday)	National Juneteenth Freedom Day
July 04, 2023 (Tuesday)	Independence Day
September 04, 2023 (Monday)	Labor Day
November 23, 2023 (Thursday) through November 24, 2023 (Friday)	Thanksgiving Break
December 25, 2023 (Monday)	Winter Break

## Hours of Operation

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

The campus is closed on weekends and holidays, unless noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor.

## Online Course Schedules

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

Online courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. Pacific Time from the begin date through the end date of your course as specified in your Enrollment Agreement.

Applications must be received no later than one week before your intended start date. You will receive your Student Portal user ID and password within 24 hours after your application is accepted. You may start your coursework on the scheduled class start date. Optional books, if ordered, typically arrive within two to seven business days.

## Lab Class and Student Workroom Schedules

In the U.S., lab classes and student workrooms are currently offered at GIA in Carlsbad or New York.

Visit [GIA.edu](https://gia.edu) for up-to-date lab class schedules. For more information contact admissions in Carlsbad at +1 800 421 7250 ext 4001 or +1 760 603 4001 or email [admissions@gia.edu](mailto:admissions@gia.edu), and in New York at +1 800 366 8519 or +1 212 944 5900, or email [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu)

Student workrooms are available by appointment only. For availability, contact GIA in Carlsbad at +1 800 421 7250 ext 4404 or +1 760 603 4404 or email [lessons@gia.edu](mailto:lessons@gia.edu), and in New York at +1 800 366 8519 or +1 212 944 5900 ext 3533, or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu)

## Lab Class and Student Workroom Hours

Class	Hours
GEM 220L Colored Stone Grading Lab	8:00 a.m. - 4:00 pm
GEM 230L Diamond Grading Lab	8:00 a.m. - 4:00 p.m.
GEM 240L Gem Identification Lab	8:00 a.m. - 4:00 p.m.
GEM 149L Pearl Grading Lab	8:00 a.m. - 4:00 p.m.
Student Workroom	9:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:00 p.m.

For lab classes, there is a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

# Contact Information

Contact	Phone	Toll-Free (U.S. and Canada)	Web and Email
Carlsbad Campus	+1 760 603 4000	+1 800 421 7250	<a href="http://GIA.edu">GIA.edu</a> <a href="mailto:admissions@gia.edu">admissions@gia.edu</a>
504 Coordinator	+1 442 235 2455	+1 800 421 7250 ext 7776	<a href="mailto:504coordinator@gia.edu">504coordinator@gia.edu</a>
Admissions - Online Education	+1 760 603 4001	+1 800 421 7250 ext 4001	<a href="mailto:admissions@gia.edu">admissions@gia.edu</a>
Alumni Collective™	+1 760 603 4145	+1 800 421 7250 ext 4145	<a href="http://collective.GIA.edu">collective.GIA.edu</a> <a href="mailto:alumni@gia.edu">alumni@gia.edu</a>
Career Fair	+1 760 603 4100	+1 800 421 7250 ext 4100	<a href="mailto:careerfair@gia.edu">careerfair@gia.edu</a>
Career Services	+1 760 603 4450	+1 800 421 7250 ext 4450	<a href="mailto:careerservices@gia.edu">careerservices@gia.edu</a>
Certificates and Diplomas	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	<a href="mailto:records@gia.edu">records@gia.edu</a>
Dean of Students	+1 760 603 4093	+1 800 421 7250 ext 4093	<a href="mailto:deanstudents@gia.edu">deanstudents@gia.edu</a>
Online Education Student Support	+1 760 603 4404	+1 800 421 7250 ext 4404	<a href="mailto:lessons@gia.edu">lessons@gia.edu</a>
Financial Assistance	+1 760 603 4005	+1 800 421 7250 ext 4005	<a href="mailto:financialaid@gia.edu">financialaid@gia.edu</a>
<i>Gems &amp; Gemology</i> Subscriptions	+1 760 603 4200	+1 800 421 8161	<a href="http://GIA.edu/gems-gemology">GIA.edu/gems-gemology</a> <a href="mailto:gandg@gia.edu">gandg@gia.edu</a>
Housing Assistance	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	<a href="mailto:housing@gia.edu">housing@gia.edu</a>
GIA Instruments	+1 760 603 4200	+1 800 421 8161	<a href="http://store.gia.edu">store.gia.edu</a> <a href="mailto:giastore@gia.edu">giastore@gia.edu</a>
Library and Information Center	+1 760 603 4046	+1 800 421 7250 ext 4046	<a href="mailto:library@gia.edu">library@gia.edu</a>
Technical Support	+1 760 603 4350	+1 800 421 7250 ext 4350	<a href="mailto:onlinesupport@gia.edu">onlinesupport@gia.edu</a>
Proctor Information	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	<a href="mailto:proctor@gia.edu">proctor@gia.edu</a>
Records and Transcripts	+1 760 603 4000 ext 7312	+1 800 421 7250 ext 7312	<a href="mailto:records@gia.edu">records@gia.edu</a>
Scholarships	+1 760 603 4131	+1 800 421 7250 ext 4131	<a href="mailto:scholarship@gia.edu">scholarship@gia.edu</a>
Student Accounts	+1 760 603 4470	+1 800 421 7250 ext 4470	<a href="mailto:acctsrec@gia.edu">acctsrec@gia.edu</a>
Student Services	+1 760 603 4000 ext 7304	+1 800 421 7250 ext 7304	<a href="mailto:studentservices@gia.edu">studentservices@gia.edu</a>
Student Workroom	+1 760 603 4404	+1 800 421 7250 ext 4404	<a href="mailto:lessons@gia.edu">lessons@gia.edu</a>
Title IX Coordinator	+1 442 235 2455	+1 800 421 7250 ext 7776	<a href="mailto:titleixcoordinator@gia.edu">titleixcoordinator@gia.edu</a>
Veterans Benefits	+1 760 603 4007	+1 800 421 7250 ext 4007	<a href="mailto:VABenefits@gia.edu">VABenefits@gia.edu</a>

# About Online Education

GIA Education's Online Division offers a more flexible option to earn GIA credentials through a combination of self-paced, online courses and short instructor-led Lab classes.

## Online Courses

Online courses offer an engaging learning environment that features text, audio, video, animation and slide shows and allow you study and progress at your schedule. [See Online Course Descriptions on page 24](#)

- Each course has a set number of online assignments with a questionnaire at the end to assess your knowledge and understanding of the subject. The Gem Identification course also has practical assignments and a final 20-stone exam where you identify gemstones that are shipped to your home or office or in a GIA Student Workroom.
- All online course content is available 24/7 beginning on the start date of the course with the exception of questionnaires.
- You must earn a passing grade on a questionnaire in order to progress to the next questionnaire in the assignment.
- You can track your completed assignments and monitor your course progress online.
- You may go back and review completed assignments and download any available content at any time before the end date of the course.
- Each course has a final exam that requires a passing grade to earn your certificate. The final exam in higher-level courses must be taken in the presence of an approved proctor or in a GIA Student Workroom. For more information [See Proctored Exams on page 48](#)

## Schedules and Completion Times

"Essentials" online courses are scheduled to start every Tuesday. All other online courses have monthly starts on the first Tuesday of the month. Each course has a maximum completion time. The start and end dates of the course are specified in your enrollment agreement. You must complete all required coursework and the final exam by 11:59 p.m. Pacific Time on the end date of the course.

## Instructor Support

Your primary instructor is available by email or phone to answer questions and provide instruction and support Monday - Friday, 8:00 a.m. to 5:00 p.m. Pacific Time excluding holidays. [See School Calendar and Hours of Operation on page 11](#)

## Online Access and Technical Support

The My GIA Student Portal is your single point of entry to an array of web-based services and information. Log on anytime.

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

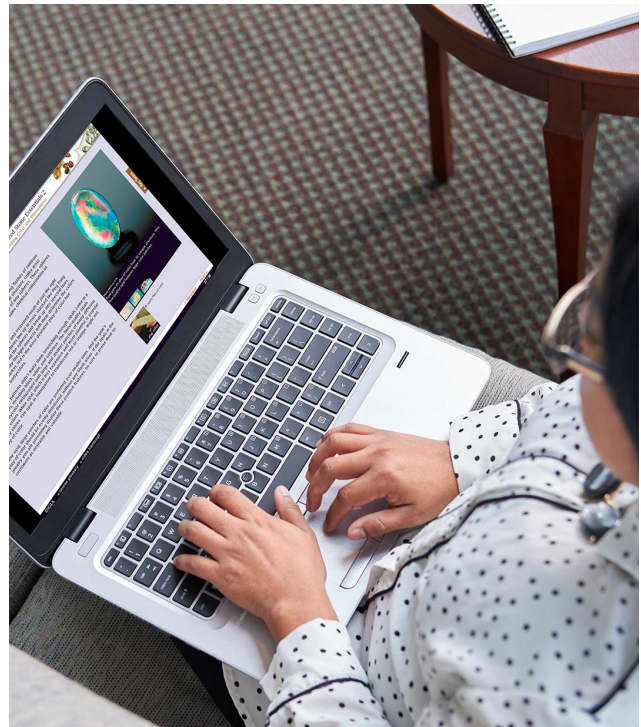
Technical support is available Monday - Friday, 7:30 a.m. to 4:30 p.m. Pacific Time excluding holidays. You may submit your request for technical support online at [GIA.edu/education-support](http://GIA.edu/education-support) or by calling +1 800 421 7250 ext 4350 or +1 760 603 4350.

## Technology Requirements

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

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

JavaScript and Adobe Reader are available as free Internet downloads.



*GIA Online Education empowers you to learn anywhere with Internet access.*

# About Online Education (cont.)

## Stone Set Loan Program

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

## Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. The workroom is also helpful if you are preparing for your 20-stone final exam, taking a proctored exam, or practicing on equipment and gemstones.

The following reservation requirements and fees apply for the Carlsbad campus:

- Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Pacific Time
- Fees are \$50 for half day and \$100 for full day use of the workroom. There is no charge to take a final exam.
- Reservations required- contact us at [lessons@gia.edu](mailto:lessons@gia.edu) or call at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404
- Reservations are not guaranteed for students who arrive late. Students who are repeatedly late may lose Student Workroom privileges.
- Cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

For a complete list of Student Workroom schedules and availability at other GIA locations and affiliated entities, visit [GIA.edu/student-workroom](http://GIA.edu/student-workroom).

## Lab Classes

Lab classes are where you gain hands-on experience by grading diamonds and learning to use professional gemological equipment under the expert guidance and support of a GIA instructor. Lab classes may be taken at any GIA location or GIA-affiliated entity worldwide. [See Lab Class Descriptions](#)

## How to Earn your Online Diploma

When you successfully complete an individual course or class, you will earn a certificate (online courses) or letter of completion (lab classes). To earn your online diploma, you must enroll and complete the required combination of individual online courses and lab classes.

The following page lists the courses and classes required to earn an online Graduate Gemologist, Graduate Colored Stones, Graduate Diamonds, or Applied Jewellery Professional diploma. For more detailed information, [see Graduation Requirements on page 53](#)

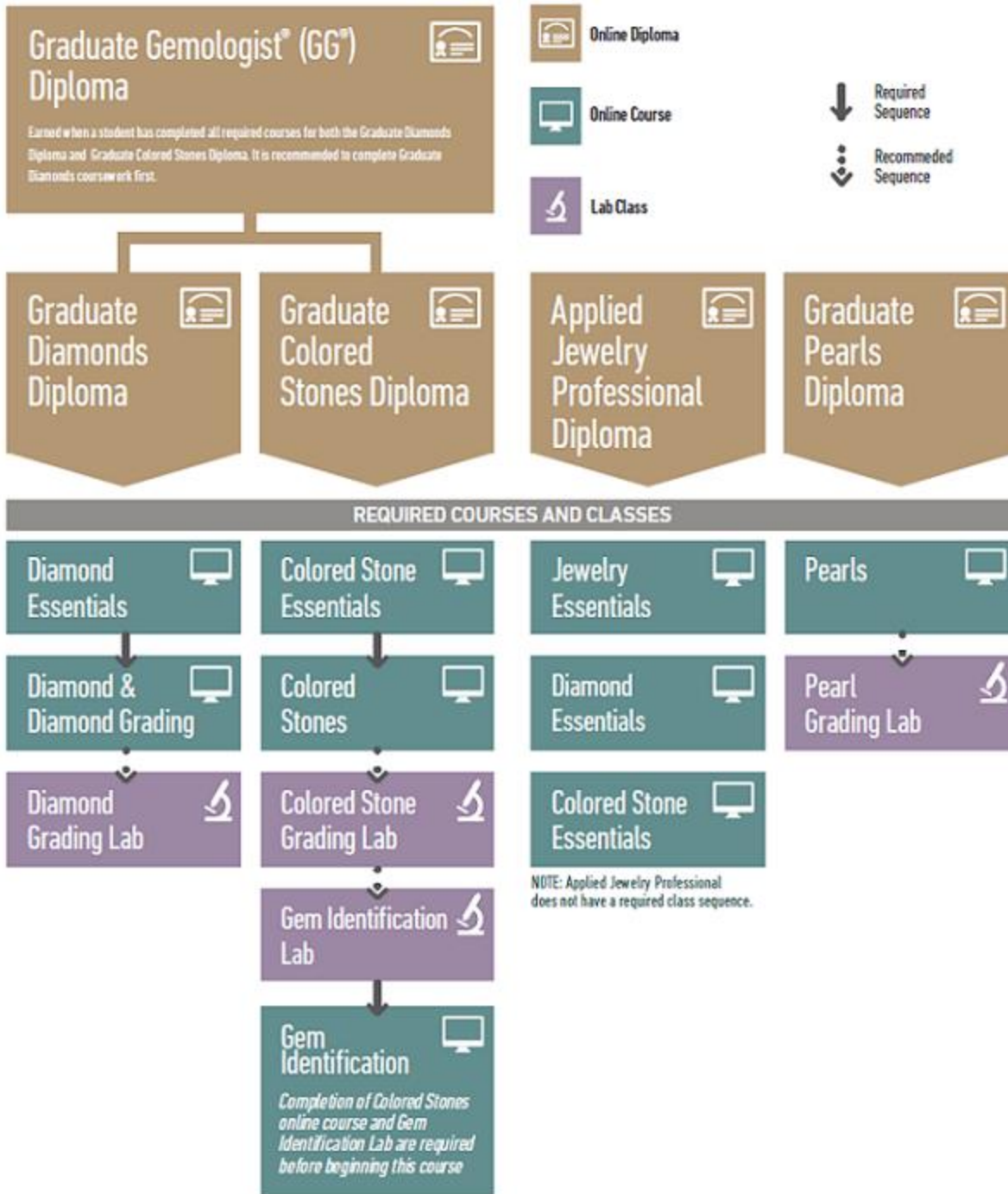


*Top: Students have the option to use a GIA Student Workroom to complete practical coursework, take an exam, or practice using equipment and stones. Bottom: Student works one-on-one with a GIA instructor.*

# About Online Education (cont.)

## Online Diploma Requirements

Enroll and complete the required combination of individual online courses and lab classes to earn your online Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Applied Jewelry Professional or Graduate Pearls diploma.





# Graduate Gemologist®

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Gemologist® Online Diploma

### Occupations May Include

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

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

### Occupational Settings May Include

Retail Store (on ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses or production shops), Stone Dealer Office (inside and outside sales).



# Graduate Gemologist® (cont.)

## Program Details

Earn your Graduate Gemologist diploma by enrolling and completing five online courses and three lab classes.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 months
GEM 240	Gem Identification	GEM 120, GEM 220, GEM 240L	44	24 months
GEM 220L	Colored Stone Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	21 hours
GEM 230L	Diamond Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	35 hours
GEM 240L	Gem Identification Lab	None	Lecture / Lab Format with Instrumentation Exam	35 hours
			Total Lessons: 106	Total Lab Hours: 91

### Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

### Course Descriptions

[See Online Course Descriptions on page 24](#)

[See Lab Class Descriptions on page 28](#)

### Schedules

Essentials online courses are scheduled to start every Tuesday. All other online courses have monthly starts on the first Tuesday of the month. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](http://GIA.edu) for up-to-date schedules. For more information, contact admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001.



# Graduate Diamonds

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Diamonds Online Diploma

### Occupations May Include

Auction House Jewelry Specialist, Diamond Buyer, Diamond Grader, Diamond Assorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Wholesaler

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

### Occupational Settings May Include

Retail Store (on ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses or production shops), Stone Dealer Office (inside and outside sales)

# Graduate Diamonds (cont.)

## Program Details

Earn your Graduate Diamonds diploma by enrolling and completing two online courses and one lab class.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 months
GEM 230L	Diamond Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	35 hours
			Total Lessons: 27	Total Lab Hours: 35

### Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L

### Course Descriptions

[See Online Course Descriptions on page 24](#)

[See Lab Class Descriptions on page 28](#)

### Schedules

Essentials online courses are scheduled to start every Tuesday. All other online courses have monthly starts on the first Tuesday of the month. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](http://GIA.edu) for up-to-date schedules. For more information, contact admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001.



*Rough and polished diamonds.*



# Graduate Colored Stones

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Colored Stones Online Diploma

### Occupations May Include

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

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

# Graduate Colored Stones (cont.)

## Program Details

Earn your Graduate Colored Stones diploma by enrolling and completing three online courses and two lab classes.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 240	Gem Identification	GEM 120, GEM 220, GEM 240L	44	24 months
GEM 220L	Colored Stone Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	21 hours
GEM 240L	Gem Identification Lab	None	Lecture / Lab Format with Instrumentation Exam	35 hours
			Total Lessons: 79	Total Lab Hours: 56

### Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

### Course Descriptions

[See Online Course Descriptions on page 24](#)

[See Lab Class Descriptions on page 28](#)

### Schedules

Essentials online courses are scheduled to start every Tuesday. All other online courses have monthly starts on the first Tuesday of the month. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](http://GIA.edu) for up-to-date schedules. For more information, contact admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001.



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



# Graduate Pearls

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Pearls Online Diploma

### Occupations May Include

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

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

### Occupational Settings May Include

Retail Store (on ground and/or online), Wholesale Jewelry Sales and/or Manufacturer (offices, warehouses or production shops), Pearl Dealer Office (inside and outside sales).

# Graduate Pearls (cont.)

## Program Details

Earn your Graduate Pearls diploma by enrolling and completing one online course and one lab class.

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 149	Pearls	None	8	6 months
GEM 149L	Pearl Grading Lab	None	Lecture / Lab Format with 2-Stone Assessment	7 hours
			Total Lessons: 8	Total Lab Hours: 7

### Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 149, GEM 149L

### Course Descriptions

[See Online Course Descriptions on page 24](#)

[See Lab Class Descriptions on page 28](#)

### Schedules

Essentials online courses are scheduled to start every Tuesday. All other online courses have monthly starts on the first Tuesday of the month. In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Visit [GIA.edu](http://GIA.edu) for up-to-date schedules. For more information, contact admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001.



*South Sea cultured pearl and mollusk*

# Online Course Descriptions

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

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

## GEM 130 Diamond Essentials

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

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

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

### Suggested Timeline

#### Month 1

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

#### Month 2

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

#### Month 3

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

## GEM 230 Diamonds & Diamond Grading

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

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

Self-paced; maximum completion time: 15 months  
Consists of: 20 assignments, 3 quizzes and a final exam  
What you earn: Diamonds & Diamond Grading Certificate

### Suggested Timeline

#### Month 1

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

#### Month 2

Assignment 3, The Modern Diamond Market

#### Month 3

Assignment 4, How Diamonds Form  
Assignment 5, Exploring for Diamonds  
Quiz 1

#### Month 4

Assignment 6, Diamond Mining  
Assignment 7, The Diamond Crystal

#### Month 5

Assignment 8, Diamonds and Light

#### Month 6

Assignment 9, The Evolution of Diamond Cutting  
Assignment 10, Finding and Identifying Clarity Characteristics  
Quiz 2

#### Month 7

Assignment 11, Grading Clarity

#### Month 8

Assignment 12, Diamonds and Color  
Assignment 13, Grading Color

#### Month 9

Assignment 14, Grading Proportions - Table, Crown and Girdle  
Assignment 15, Grading Proportions - Pavilion and Culet and Evaluating Finish  
Quiz 3



# Online Course Descriptions (cont.)

## Month 10

Assignment 16, Grading Fancy Cuts

Assignment 17, Estimating Weight, Recutting, and Repolishing

## Month 11

Assignment 18, Diamond Simulants

Assignment 19, Laboratory-Grown Diamonds and Treatments

## Month 12

Assignment 20, Succeeding in the Marketplace

## Months 13 through 15

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

## GEM 120 Colored Stone Essentials

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

*Prerequisites: None*

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

Self-paced; maximum completion time: 3 months

Consists of: 8 assignments and a final exam

What you earn: Colored Stone Essentials Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction

Assignment 2, Understanding Color and Phenomena

Assignment 3, Clarity, Cut and Carat Weight

Assignment 4, Market Awareness

#### Month 2

Assignment 5, Treatments, Synthetics, Imitations and Disclosure

Assignment 6, Durability, Care and Cleaning

Assignment 7, Presenting Colored Stones

Assignment 8, Presenting the Big 3

#### Month 3

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

## GEM 220 Colored Stones

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

*Prerequisites: GEM 120*

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

Self-paced; maximum completion time: 18 months

Consists of: 27 assignments, 3 quizzes and a final exam

What you earn: Colored Stones Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction to Colored Stones

Assignment 2, Gemstone Formation and Mining

#### Month 2

Assignment 3, Gems & Their Physical Properties

Assignment 4, Gems and Light

#### Month 3

Assignment 5, Synthetics and Imitations

Assignment 6, Treatments

#### Month 4

Assignment 7, The Colored Stone Market

Quiz 1

Assignment 8, Color

#### Month 5

Assignment 9, Cut

Assignment 10, Clarity

#### Month 6

Assignment 11, Carat Weight and the Gem Business

Assignment 12, Ruby

#### Month 7

Assignment 13, Blue Sapphire

Assignment 14, Fancy Sapphire and Phenomenal Corundum

Quiz 2

#### Month 8

Assignment 15, Emerald

Assignment 16, Pearl Formation, Types and Market

# Online Course Descriptions (cont.)

## Month 9

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

## Month 10

Assignment 19, Opal  
Assignment 20, Quartz and Chalcedony

## Month 11

Assignment 21, Tanzanite, Iolite, Chrysoberyl and Andalusite  
Quiz 3  
Assignment 22, Topaz and Beryl

## Month 12

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

## Month 13

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

## Month 14

Assignment 27, Organics and Collectors' Stones

## Months 15 through 18

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

## GEM 240 Gem Identification

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

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

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

Self-paced; maximum completion time: 24 months

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

What you earn: Gem Identification Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Introduction to Gem Identification  
Assignment 2, General Observation of Gem Identification  
Assignment 3, Refraction and the Refractometer  
Assignment 4, Polariscopes Testing  
Assignment 5, Pleochroism and the Dichroscope

#### Month 2

Assignment 6, Magnification  
Assignment 7, Selective Absorption and the Spectroscope  
Assignment 8, Fluorescence and Phosphorescence  
Assignment 9, Additional Tests  
Assignment 10, Separation and Identification  
Worksheet 10, Identify 20 Gemstones

#### Month 3

Assignment 11, Separating Natural Gems from Synthetics and Imitations  
Assignment 12, Detecting Gem Treatments  
Assignment 13, Separating Red, Pink, and Purple Gems  
Assignment 14, Separating Blue and Violet Gems  
Worksheets 11 through 14, Identify 80 Gemstones

#### Month 4

Assignment 15, Separating Green Gems  
Assignment 16, Separating Orange, Yellow, and Brown Gems  
Assignment 17, Separating Colorless, White, Gray, and Black Gems  
Worksheets 15 through 17, Identify 60 Gemstones  
Assignment 18, Identifying Rough Gems, Parcels, and Mounted Gems  
Assignment 19, Advanced Laboratory Testing

#### Months 5 to 12

Worksheets 20 through 36, Identify 320 Gemstones

#### Months 13 through 24

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

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

### Stone Set Loan Program

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

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

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

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

# Online Course Descriptions (cont.)

## Required Equipment

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

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

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

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

## GEM 149 Pearls

*Required for: Graduate Pearls Diploma*

*Prerequisites: None*

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

Self-paced; maximum completion time: 6 months

Consists of: 8 assignments and a final exam

What you earn: Pearls Certificate

### Suggested Timeline

#### Month 1

Assignment 1, Pearls and their Value Factors

Assignment 2, Pearl Farming

#### Month 2

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

Assignment 4, Akoya Cultured Pearls

#### Month 3

Assignment 5, Freshwater Cultured Pearls

#### Month 4

Assignment 6, South Sea Cultured Pearls

Assignment 7, Tahitian Cultured Pearls

#### Month 5

Assignment 8, The Business of Pearls

#### Month 6

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

# Lab Class Descriptions

In the U.S., Lab classes are currently offered at GIA in Carlsbad or New York. Please contact GIA admissions at [admissions@gia.edu](mailto:admissions@gia.edu), +1 800 421 7250 ext 4001 or +1 760 603 4001, or visit [GIA.edu/gem-education/carlsbad/schedule](http://GIA.edu/gem-education/carlsbad/schedule) for up-to-date schedules.

## GEM 220L Colored Stone Grading Lab

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

*Prerequisite: None*

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

Class duration: 3 days (21 clock hours)

What you earn: Letter of Completion

### Lab Schedule

#### Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:30 a.m.	Lecture: Introduction, Class Objectives, Schedule, Student Materials, Student Introductions	0.50	0.00
8:30 - 9:30 a.m.	Lecture: Gemstone Materials, the 4Cs, Gem Cloth, Tweezers, Grading Card	0.50	0.50
9:30 - 10:00 a.m.	Lecture: Color World & Color Nomenclature	0.50	0.00
10:00 - 11:30 a.m.	Lecture/Lab: Color Estimation & Description, Grading Dominant Color & Additional Color	0.50	1.00
11:30 a.m. - 12:30 p.m.	Lunch Break	0.00	0.00
12:30 - 12:45 p.m.	Lecture: Color Verification/Color Comparison Tool	0.25	0.00
12:45 - 1:30 p.m.	Lab: Colored Stone Grading	0.00	0.75
1:30 - 2:30 p.m.	Lecture/Lab: Cut - How it Affects Color and Grading Brilliance	0.50	0.50
2:30 - 3:45 p.m.	Lecture/Lab: Cut - Face-up Outline, Profile & Proportions	0.50	0.75
3:45 - 4:00 p.m.	Lecture: Review of today, preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		3.50	3.50

# Lab Class Descriptions (cont.)

## GEM 220L Colored Stone Grading Lab (cont.)

### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 - 8:30 a.m.	Lecture: Loupe Grading	0.25	0.00
8:30 - 9:00 a.m.	Lecture/Lab: Cut - Finish	0.25	0.25
9:00 - 10:30 a.m.	Lab: Colored Stone Grading	0.00	1.50
10:30 - 11:30 a.m.	Lecture/Lab: Microscope Techniques and Clarity Characteristics	0.50	0.50
11:30 a.m. - 12:30 p.m.	Lunch Break	0.00	0.00
12:30 - 1:45 p.m.	Lecture/Lab: Clarity Grading	0.50	0.75
1:45 - 2:30 p.m.	Lab: Colored Stone Grading	0.00	0.75
2:30 - 2:45 p.m.	Lecture: "The Big 3" (ruby, sapphire, emerald)	0.25	0.00
2:45 - 3:45 p.m.	Lab: Colored Stone Grading	0.00	1.00
3:45 - 4:00 p.m.	Lecture: Review of today, preview of tomorrow	0.25	0.00
Total Daily Clock Hours = 7.00		2.25	4.75

### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 - 10:15 a.m.	Lab: Colored Stone Grading	0.00	2.00
10:15 - 11:45 a.m.	Lab: 2-Stone Exam	0.00	1.50
11:45 a.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:00 p.m.	Lecture: 2-Stone Exam Results	0.25	0.00
1:00 - 1:45 p.m.	Lecture: Grading Mounted Stones - Carat Weight and Weight Estimation	0.75	0.00
1:45 - 2:15 p.m.	Lecture: Treatments	0.50	0.00
2:15 - 3:00 p.m.	Lecture: Pricing & Purchasing	0.75	0.00
3:00 - 3:45 p.m.	Lecture: Grading Phenomenal Stones, Great Gems	0.75	0.00
3:45 - 4:00 p.m.	Lecture: Summary, Review, Current Gem News	0.25	0.00
Total Daily Clock Hours = 7.00		3.50	3.50

# Lab Class Descriptions (cont.)

## GEM 230L Diamond Grading Lab

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

*Prerequisite: None*

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading Lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. As part of your course materials, you will receive and keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

### Lab Schedule

#### Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 10:30 a.m.	Lecture/Lab: Class Requirements, Agenda, Intros, Packets, Overview of 4Cs, Carat Weight & Size, Average Girdle Diameter, Gemcloth, Tweezers, Microscope, Pointer Probe	2.00	0.50
10:30 - 11:45 a.m.	Lecture/Lab: Facet Arrangement, Loupe, Clarity Factors, Clarity Grades	0.60	0.65
11:45 p.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:30 p.m.	Lecture/Lab: Systematic Exam, Internal vs. Surface	0.50	0.25
1:30 - 2:45 p.m.	Lecture/Lab: Inclusions, Blemishes, Callable vs. Non-Callable, Determining Clarity	1.00	0.25
2:45 - 3:50 p.m.	Lab: Determining Clarity	0.00	1.05
3:50 - 4:00 p.m.	Lecture: Assign Homework, Preview Tuesday	0.20	0.00
Total Daily Clock Hours = 7.00		4.30	2.70

#### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 9:00 a.m.	Lecture/Lab: Review, Plotting	0.85	0.15
9:00 - 10:30 a.m.	Lecture/Lab: Clarity Status, Cut Quality Factors, Face-Up Appearance (Brightness, Pattern, Fire)	1.15	0.35
10:30 - 11:45 a.m.	Lecture/Lab: Proportions and Design, Overweight %, Total Depth %, Table % Direct Measurement Flash Method (lecture = 45 minutes, lab = 30 minutes)	0.75	0.50
11:45 p.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 2:15 p.m.	Lecture/Lab: Star Length %, Crown Angle Card, Profile, Face-Up, Crown Height %, Culet Size	0.65	0.85
2:15 - 3:00 p.m.	Lecture/Lab: Pavilion Depth % and Pavilion Angle, Lower Half Length %	0.35	0.40
3:00 - 3:50 p.m.	Lab: Determining Proportions	0.00	0.80
3:50 - 4:00 p.m.	Lecture: Assign Homework, Preview Wednesday	0.20	0.00
Total Daily Clock Hours = 7.00		3.95	3.05

# Lab Class Descriptions (cont.)

## GEM 230L Diamond Grading Lab (cont.)

### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 9:20 a.m.	Lecture/Lab: Review, Girdle Thickness %, Girdle Thickness Description, Girdle Thickness Variation	1.10	0.25
9:20 - 10:30 a.m.	Lecture/Lab: Combined Effect of Proportions, Polish	0.25	0.85
10:30 - 11:45 a.m.	Lecture/Lab: Symmetry, Final Cut Grade	0.60	0.65
11:45 p.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 2:15 p.m.	Lecture/Lab: D-to-Z Color Grading, Estimating Color, Fluorescence	0.90	0.60
2:15 - 3:50 p.m.	Lab: Full Grading Practice	0.00	1.60
3:50 - 4:00 p.m.	Lecture: Assign Homework, Preview Thursday	0.20	0.00
Total Daily Clock Hours = 7.00		3.05	3.95

### Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 9:00 a.m.	Lecture/Lab: Intensive Review; Color/Clarity Grading	0.25	0.75
9:00 - 11:45 a.m.	Lab: Color/Clarity Grading	0.00	2.75
11:45 p.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 2:15 p.m.	Lab: Color/Clarity Grading	0.00	1.50
2:15 - 3:50 p.m.	Lecture/Lab: Diamond Simulants; Grading Lab	1.00	0.30
3:50 - 4:00 p.m.	Lecture: Preview Friday	0.20	0.00
Total Daily Clock Hours = 7.00		1.70	5.30

### Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 9:30 a.m.	Lecture/Lab: Review (Q&A), Grading Lab	0.25	1.25
9:30 - 11:45 a.m.	Lab: Two-Stone Exam	0.00	2.25
11:45 p.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:00 p.m.	Lecture: Exam Results	0.25	0.00
1:00 - 3:30 p.m.	Lecture/Lab: Survey; Fancy Cuts, Mounted Diamonds, Treated & Synthetic Diamonds, Colored Diamonds	2.25	0.25
3:30 - 3:45 p.m.	Lecture: Video (GIA Lab)	0.25	0.00
3:45 - 4:00 p.m.	Lecture: Q&A; Closing	0.25	0.00
Total Daily Clock Hours = 7.00		3.25	3.75

# Lab Class Descriptions (cont.)

## GEM 240L Gem Identification Lab

Required for: Graduate Gemologist® and Graduate Colored Stones Diplomas

Prerequisite: None

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

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

### Lab Schedule

#### Monday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Introduction, Class Objectives, Schedule, Materials, Student Introductions	0.25	0.00
8:15 - 8:45 a.m.	Lecture/Lab: Cloth/Color Card/Tweezers	0.25	0.25
8:45 - 10:00 a.m.	Lecture/Lab: General Observation	0.75	0.50
10:00 - 11:45 a.m.	Lecture/Lab: Refractometer - Flat Facet Reading and Birefringence	0.50	1.25
11:45 a.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:45 p.m.	Lecture/Lab: Polariscope and Dichroscope	0.50	0.50
1:45 - 2:30 p.m.	Lecture/Lab: Microscope Techniques	0.25	0.50
2:30 - 4:00 p.m.	Lab: All observation and equipment techniques learned today	0.00	1.50
Total Daily Clock Hours = 7.00		2.50	4.50

#### Tuesday

Schedule	Description	Lecture Hours	Lab Hours
08:00 - 08:15 a.m.	Lecture: Review	0.25	0.00
08:15 - 10:00 a.m.	Lecture/Lab: Lab Manual, Diffusion Treatment, and Practical Work	0.75	1.00
10:00 - 10:45 a.m.	Lecture/Lab: Glass, Plastic and Assembled Stones	0.50	0.25
10:45 - 11:45 a.m.	Lab: Practical Work - Gem Identification	0.00	1.00
11:45 a.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 2:00 p.m.	Lecture/Lab: Refractometer - Spot Readings and Birefringence Blink	0.50	0.75
2:00 - 2:45 p.m.	Lecture/Lab: Polariscope - Optic Figure Sphere	0.25	0.50
2:45 - 4:00 p.m.	Lab: Practical Work - Gem Identification	0.00	1.25
Total Daily Clock Hours = 7.00		2.25	4.75



# Lab Class Descriptions (cont.)

## GEM 240L Gem Identification Lab (cont.)

### Wednesday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:30 a.m.	Lecture/Lab: Review	0.25	0.25
8:30 - 9:30 a.m.	Lecture: Additional Lighting Techniques and Natural Inclusions	0.75	0.25
9:30 - 10:15 a.m.	Lecture/Lab: Synthetic vs. Imitation - Flame Fusion & Czochralski	0.25	0.50
10:15 - 11:15 a.m.	Lecture/Lab: Synthetic Processes - Flux, Hydrothermal, Skull Melt, Opal & Turquoise	0.50	0.50
11:15 - 11:45 a.m.	Lecture/Lab: Natural vs. Synthetic Ruby	0.25	0.25
11:45 a.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:30 p.m.	Lecture: Spectroscope, Ultraviolet, Specific Gravity, Color Filter	0.75	0.00
1:30 - 4:00 p.m.	Lab: Practical Work - Gem Identification	0.00	2.50
Total Daily Clock Hours = 7.00		2.75	4.25

### Thursday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 - 9:15 a.m.	Lecture/Lab: Gemstone Treatments & Diamond Simulants	0.50	0.50
9:15 - 11:45 a.m.	Lab: Practical Work - Gem Identification	0.00	2.50
11:45 a.m. - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 4:00 p.m.	Lab: Practical Work - Gem Identification	0.00	3.25
Total Daily Clock Hours = 7.00		0.75	6.25

### Friday

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Review	0.25	0.00
8:15 - 10:00 a.m.	Lab: Practical Work - Gem Identification	0.00	1.75
10:00 a.m. - 12:00 p.m.	Lab: Instrumentation Exam	0.00	1.75
12:00 - 12:45 p.m.	Lunch Break	0.00	0.00
12:45 - 1:15 p.m.	Lecture/Lab: Review Instrumentation Exam	0.25	0.25
1:15 - 3:00 p.m.	Lab: Practical Work - Gem Identification	0.00	1.75
3:00 - 3:45 p.m.	Lecture/Lab: Treatments, Synthetics, Imitations	0.25	0.50
3:45 - 4:00 p.m.	Lecture: Reports - Emerald, Alexandrite, Gem News Updates, Summary and Class Surveys	0.25	0.00
Total Daily Clock Hours = 7.00		1.00	6.00

# Lab Class Descriptions (cont.)

## GEM 149L Pearl Grading Lab

*Required for: Graduate Pearls Diploma*

*Prerequisite: None*

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

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

### Lab Schedule

Schedule	Description	Lecture Hours	Lab Hours
8:00 - 8:15 a.m.	Lecture: Introduction, Objectives, Schedule, Materials	0.25	0.00
8:15 - 8:45 a.m.	Lecture: What is a Pearl? Formation & Culturing	0.50	0.00
8:45 - 9:15 a.m.	Lecture: Pearl Types	0.50	0.00
9:15 - 10:00 a.m.	Lecture/Lab: Grading and the 7 Factors	0.25	0.50
10:00 - 10:15 a.m.	<i>Break</i>	0.00	0.25
10:15 a.m. - 11:45 p.m.	Lecture/Lab: Grading and the 7 Factors, Continued	0.50	1.00
11:45 a.m. - 12:45 p.m.	<i>Lunch Break</i>	0.00	0.00
12:45 - 1:30 p.m.	Lecture/Lab: Grading and the 7 Factors, Continued	0.25	0.50
1:30 - 2:30 p.m.	Lab: Fancy Color Grading; 2-Stone Assessment	0.00	1.00
2:30 - 3:00 p.m.	Lecture: Other Pearls	0.50	0.00
3:00 - 3:30 p.m.	Lecture: Pearl Treatments	0.50	0.00
3:30 - 4:00 p.m.	Lecture: Care and Cleaning of Pearls, Review, Current Pearl News, Class Survey, Q&A	0.50	0.00
Total Daily Clock Hours = 7.00		3.75	3.25

# Professional Development

GIA's professional development courses are designed to educate individuals who would like to further their skills or knowledge in the gem and jewelry industry. The Applied Jewelry Professional™ (AJP®) diploma coursework is intended to educate persons on new advancements, or to build additional expertise in the field. AJP is avocational in nature and is exempt from Texas Workforce Commission(TWC) regulations. Students must take and complete three self-study, correspondence courses delivered online to earn their diploma.

## Applied Jewelry Professional™

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

### What You Earn

GIA Applied Jewelry Professional Online Diploma

### Courses

Course Number	Course Title	Prerequisites	Number of Lessons	Maximum Time to Complete
GEM 110	Jewelry Essentials	None	6	3 months
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 130	Diamond Essentials	None	7	3 months

### Course Descriptions

#### GEM 110 Jewelry Essentials

*Prerequisite: None*

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

Maximum completion time: 3 months

Number of Lessons: 6

1. Jewelry and Jewelry Sales (Month 1)
2. Selling Rings (Month 1)
3. Selling Necklaces, Bracelets, Earrings and Pins (Month 1)
4. Designer, Branded, Custom, and Estate Jewelry (Month 2)
5. Watches and Giftware (Month 2)
6. Serving and Building Your Clientele (Month 2)

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

# Professional Development (cont.)

## GEM 120 Colored Stone Essentials

*Prerequisite: None*

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

Self-paced; maximum completion time: 3 months

Consists of: 8 assignments and a final exam

What you earn: Colored Stone Essentials Certificate

1. Introduction (Month 1)
2. Understanding Color and Phenomena (Month 1)
3. Clarity, Cut and Carat Weight (Month 1)
4. Market Awareness (Month 1)
5. Treatments, Synthetics, Imitations and Disclosure (Month 2)
6. Durability, Care and Cleaning (Month 2)
7. Presenting Colored Stones (Month 2)
8. Presenting the Big 3 (Month 2)

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

## GEM 130 Diamond Essentials

*Prerequisite: None*

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

Self-paced, maximum completion time: 3 months

Consists of: 7 assignments and a final exam

What you earn: Diamond Essentials Certificate

1. Diamonds and Diamond Value (Month 1)
2. Clarity and Value (Month 1)
3. Color and Value (Month 1)
4. Cut and Value (Month 2)
5. Carat Weight and Value (Month 2)
6. The Daily Retail Business (Month 2)
7. Presenting Diamond Jewelry (Month 2)

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

# Admissions Policies and Procedures

## Admissions Requirements

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

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

All classes are taught in English unless otherwise indicated. GIA does not offer English as a second language (ESL) instruction. Applicants must have the ability to read and write in English at the level of a graduate of a secondary school where English is the primary language of instruction.

### Required Documentation

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

If your legal name has changed, and your required documents reflect a previous name, you must submit a legal name change document, such as a marriage certificate.

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

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

## How to Apply and Related Deadlines

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### Online Courses

Apply online at [GIA.edu/gem-education/admissions](http://GIA.edu/gem-education/admissions). Your admission is not confirmed until GIA has received a completed application, any required documents and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

### Registration and Enrollment

Within 24 hours of your acceptance of admission, you will receive login credentials for the My GIA Student Portal to register and pay for your courses.

All "Essentials" courses (GEM 110, GEM 120, and GEM 130) have scheduled weekly starts each Tuesday. All other courses (GEM 149, GEM 220, GEM 230, GEM 240) have scheduled monthly starts on the first Tuesday of each month. If a course reaches capacity, you may be placed on a waitlist and notified if a seat becomes available.

The registration deadline is five days before the start date of any course. Within 24 hours of registration, an enrollment agreement is sent to your email address on file for you to review and sign. The agreement includes course details, financial obligations, as well as important policies and notices.

Your registration will be canceled if you fail to make the required payment or accept the terms of the enrollment agreement within five days of your registration date.

For the Gem Identification course (GEM 240), you must complete an interview with the instructor before registration to ensure you understand the course requirements and have access to the required gemological equipment. The instructor must confirm the student has all required equipment in hand prior to granting a student permission to register for this course. This includes the student providing photos of the equipment to the instructor, unless completing the course within a Student Workroom. This process must be completed at least two weeks (14 calendar days) prior to the class start date.

### Lab Classes

Apply online at [GIA.edu/gem-education/admissions](http://GIA.edu/gem-education/admissions). Your admission is not confirmed until GIA has received a completed application, any required documents and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

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

Your registration will be canceled if you fail to make the required payment or accept the terms of the enrollment agreement within five days of your registration date.

# Admissions Policies and Procedures (cont.)

## Payment Methods / Student Accounts

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

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

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

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

## Third-Party Payer Information

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

## Applicant Screening

All applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) regulations, and other applicable laws and regulations. Additional information may be requested. In accordance with US law, GIA may not admit applicants who reside in a country or territory sanctioned by the U.S. government.

## Prior Criminal Offenses

GIA does not require applicants to provide information about prior criminal offenses; however, it is important to note that certain prior criminal convictions may result in challenges in securing employment upon graduation.

## Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrollment in GIA on the basis of race, color, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations, and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

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

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

# Admissions Policies and Procedures (cont.)

## GIA Transfer Credit Policy

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

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

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

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The following describes the transferability of work completed in a GIA On Campus program and/or through a GIA affiliated entity toward a GIA online diploma.

- Coursework successfully completed through an On Campus program at any GIA location or affiliated entity will be accepted toward completion of individual online courses or lab classes.
- Lab classes and correspondence courses successfully completed at any GIA location or affiliated entity will be accepted toward applicable online diplomas.
- Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location or affiliated entity will be accepted towards the Graduate Gemologist online diploma.

Students should contact the office of the dean of students for more information.

## Consumer Information

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

# Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2023 through December 31, 2023, and are subject to change. Amounts shown are in U.S. dollars.

## Online Courses

Course	Tuition	No-Interest Tuition Payment Plan Options <sup>1</sup>	Equipment <sup>2</sup>	Optional Books <sup>3</sup>
GEM 110 Jewellery Essentials	\$300.00	N/A	N/A	\$70.00
GEM 120 Colored Stone Essentials	\$300.00	N/A	N/A	\$140.00
GEM 130 Diamond Essentials	\$300.00	N/A	N/A	\$70.00
GEM 149 Pearls	\$600.00	N/A	N/A	\$150.00
GEM 220 Colored Stones	\$1,863.00	4, 6 and 10-month plans available; starting at \$186.30 per month	N/A	\$325.00
GEM 230 Diamonds & Diamond Grading	\$1,670.00	4, 6 and 10-month plans available; starting at \$167.00 per month	N/A	\$175.00
GEM 240 Gem Identification	\$3,036.00	4, 6 and 10-month plans available; starting at \$303.60 per month	\$2,500	\$325.00

<sup>1</sup> Full tuition or your first plan installment is due at registration. Students must opt into an available payment plan option prior to the class start date.

<sup>2</sup> Students must have access to the equipment listed on page 27. The estimated cost to purchase this equipment is \$2,500.00 excluding any applicable shipping, handling, and tax. As an alternative, students may complete practical assignments in a fully equipped GIA Student Workroom. Student Workroom fees are \$50 half day or \$100 full day for the use.

<sup>3</sup> Optional books are available for purchase after registration but are not required for successful completion. Additional fees for shipping, handling and tax apply.

## Lab Classes

Class	Tuition	Fees	Total Charges Due at Registration*
GEM 230L Diamond Grading Lab	\$1,680.00	\$160.00 (Books) \$30.00 (Materials) \$14.73 (CA Sales Tax) \$5.00 (CA STRF) \$2.66 (NY Sales Tax)	\$1,889.73 - Carlsbad Campus \$1,872.66 - New York Campus
GEM 220L Colored Stone Grading Lab	\$1,008.00	\$100.00 (Books) \$32.00 (Materials) \$10.23 (CA Sales Tax) \$2.50 (CA STRF) \$2.84 (NY Sales Tax)	\$1,152.73- Carlsbad Campus \$1,142.84 - New York Campus
GEM 240L Gem Identification Lab	\$1,680.00	\$215.00 (Books) \$28.00 (Materials) \$18.83 (CA Sales Tax) \$5.00 (CA STRF) \$2.49 (NY Sales Tax)	\$1,946.83 - Carlsbad Campus \$1,925.49 - New York Campus
GEM 149L Pearl Grading Lab	\$336.00	\$45.00 (Books) \$6.00 (Materials) \$3.95 (CA Sales Tax) \$0.53 (NY Sales Tax)	\$390.95 - Carlsbad Campus \$387.53 - New York Campus

\* Total charges include tuition, books, materials, and applicable sales tax. Due at the time of registration.



# Tuition and Fees (cont.)

## Total Program Price

Total program price includes Online courses and all required lab class(es); In the U.S., lab classes are offered in California or New York. The purchase of books and materials is optional for all Online courses. The maximum total price for each program is shown both without and with optional books. Any sales tax and shipping and handling charges for the purchase of optional books is not included. Books and materials that are part of the lab class are never optional. Students register separately for each course or class in the program; some courses have prerequisites.

Below are the maximum total program prices, rounded up to the nearest \$5:

Program	Course Numbers	Maximum Total Program Price for Texas Residents (Travel Costs, Proctor Fees, Shipping Fees, Optional Equipment Not Included)
Graduate Gemologist (GG)	GEM120 GEM220 GEM130 GEM230 GEM240 GEM220L GEM230L GEM240L	GG without optional books = \$12,180 GG with optional books = \$12,425
Graduate Diamonds (GD)	GEM130 GEM230 GEM230L	GD without optional books = \$3,865 GD with optional books = \$4,110
Graduate Colored Stones (GCS)	GEM120 GEM220 GEM240 GEM220L GEM240L	GCS without optional books = \$8,315 GCS with optional books = \$9,105
Graduate Pearls (GP)	GEM149 GEM149L	GP without optional books = \$995 GP with optional books = \$1,145
Applied Jewelry Professional™ (AJP)	GEM110 GEM120 GEM130	AJP without optional books = \$900 AJP with optional books = \$1,180

### Total prices listed do not include the following:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Optional books including shipping, handling, applicable tax, customs fees and duties
- Proctor fees for exams that are not taken on a GIA campus
- Required equipment for students enrolled in the Gem Identification Online course (see below)
- Gem Identification return stone set shipping fees
- 20-stone exam return shipping fees (\$15.00 per domestic shipment)
- Gem Identification stone set shipping and handling charges, duties, taxes and fees when a stone set has been previously shipped and now requires reshipping

### Additional Fees May Include:

- \$50 half day or \$100 full day for the use of Student Workroom
- Fees for completing remedial work in a Student Workroom
- Expedited shipping fees for stones, including exams
- Fees for lost or damaged stones or equipment
- \$70 diploma replacement fee
- \$65 certificate replacement fee
- \$10 fee for each transcript
- \$15 returned check fee
- Wire transfer fees

# Financial Assistance and Scholarships

GIA's online courses and lab classes offered through the Online division are not eligible for federal financial aid. GIA has been approved by the U.S. Department of Education to offer Title IV federal financial aid to qualified students in GIA's On Campus full time Graduate Gemologist (GG), Graduate Jeweler (GJ), and Jewelry Design & Technology (JDT) programs offered through the On Campus division. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## Veterans Affairs (VA) Education Benefits

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Students may not use VA GI Bill® Education Benefits for GIA online courses or lab classes. Depending on the authorization from the student's VA counselor, GIA online courses or lab classes may qualify for use of Vet Readiness and Employment (VR&E) benefits.

## Vocational Rehabilitation Education Benefits

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

## Scholarships

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GIA-administered scholarships are available to qualified students and can be issued for recognized and acceptable purposes. Applicants will be considered for all available scholarships for the courses or classes they indicate on their application.

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

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

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

# Cancellation, Withdrawal and Refund Policies

## Gemology Online Courses

### Cancellation Policy for Texas Residents

Students can cancel their enrollment at any time. Please read your Enrollment Agreement carefully before accepting it. It contains all of the information you need to understand your obligations and those of GIA, including the cancellation and refund policies. GIA retains the right to terminate a student's enrollment at any time.

Students who exceed the online course completion time limit without successfully completing the course, and who have not submitted a notice of cancellation, must pay 100% of tuition.

The notice of cancellation must be submitted in writing to the manager of admissions at The Robert Mouawad Campus, Mailstop #3, 5345 Armada Drive, Carlsbad, California 92008, by fax at +1 760 603 4003, or by email [admissions@gia.edu](mailto:admissions@gia.edu)

### Refund Policy

1. Refund computations will be based on the number of lessons in the program.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - A. the date of notification to the student if the student is terminated;
  - B. the date of receipt of written notice from the student; or
  - C. the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$50 shall be retained by the school.
4. If the student who enters an asynchronous online course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$50 of the tuition and fees and the minimum refund policy must provide that the student will be refunded the pro rata portion of the remaining tuition, fees, and other charges that the number of lessons completed and serviced by the school or college bears to the total number of lessons in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - A. an enrollee is not accepted by the school;
  - B. if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - C. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentations by the owner or representatives of the school; or
  - D. the student cancels the enrollment agreement or contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed by the prospective student.
6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - A. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - B. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or
  - C. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

### Books and Materials

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

### Sample Online Course Refund Calculation

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

Total Price = \$500

Per Assignment Charge = \$50 (Total Price ÷ Total Number of Required Assignments)

Number of Assignments Submitted for Grading = Four (4)

Tuition Used = \$200 (\$50 x 4 assignments)

Refund = \$300 (Total Price - Tuition Used)

# Cancellation, Withdrawal and Refund Policies (cont.)

## Gemology Lab Classes

### Refund Policy

In the U.S., gemology lab classes are currently only offered at GIA's Carlsbad, California and New York, New York campus locations. The refund policies for each location comply with each state's requirements, and are found at [GIA.edu](http://GIA.edu).

If gemology lab classes were offered in Texas, they would be subject to the following refund policy.

1. Refund computations will be based on the period of enrollment computed on basis of course time (clock hours).
2. The effective date of termination for refund purposes will be the earliest of the following:
  - A. the date of the last date of attendance; or
  - B. the date of receipt of written notice from the student
3. If tuition and fees are collected in advance of entrance, and the student does not enter school, not more than \$100 shall be retained by the school.
4. If the student withdraws, or is discontinued at any time before completion of the program, the student will be refunded the pro rata portion of tuition, fees, and other charges that the number of class hours remaining in the program after the effective date of termination bears to the total number of class hours in the program.
5. A full refund of all tuition and fees is due in each of the following cases:
  - A. an enrollee is not accepted by the school;
  - B. if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
  - C. if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school or misrepresentations by the owner or representatives of the school; or
  - D. the student fails to enter the program.
6. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
  - A. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
  - B. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a
  - C. substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or
  - D. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
    - i. satisfactorily completed at least 90 percent of the required coursework for the program; and
    - ii. demonstrated sufficient mastery of the program material to receive credit for completing the program.
7. Refunds will be totally consummated within 60 days after the effective date of termination.

# Student Services

GIA Student Services is dedicated to making your experience as a student pleasant and productive and offers the following student support services.

## Career Services

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

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

### GIA Gem & Jewelry Career Center

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

### Career Fair - Powered by GIA

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

### Job Seeker's Handbook

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

### Career Preparation Assistance

The GIA Career Services team is eager to help you make your job search easier. We have invaluable resources that will empower you to create a

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

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

## Guest Speakers

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



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

# Student Services (cont.)

## Library and Learning Resources

The Richard T. Liddicoat Gemological Library and Information Center, which includes the Cartier Rare Book Repository and Archives, occupies nearly 8,000 square feet of space at GIA World Headquarters and The Robert Mouawad Campus in Carlsbad, California. The Library houses a growing collection of more than 65,000 books, over 1,000 periodical titles in various languages, and more than 2,000 videos and other media. The collections are searchable in the Library's Online Public Access Catalog (OPAC) via the library's section of the GIA website [GIA.edu/library](http://GIA.edu/library).

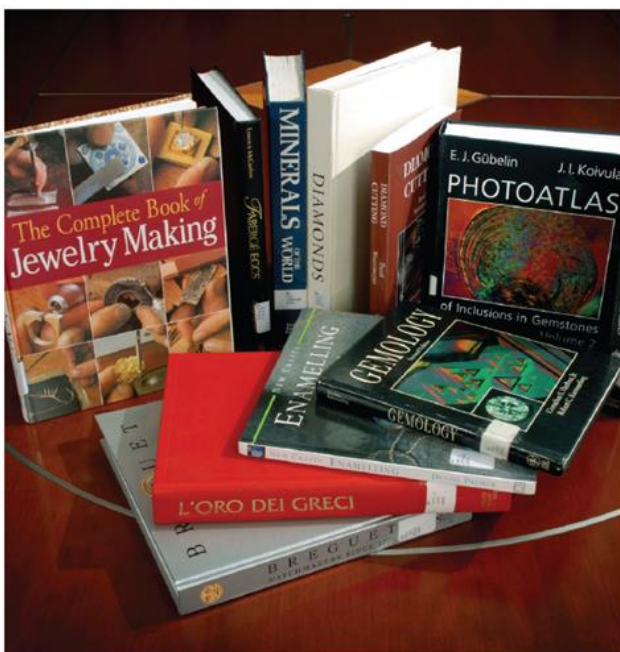
The lending library consists of over 16,000 volumes, 124 current subscriptions and approximately 2,000 videos. Students may borrow print materials when they are on campus and class is in session. In the Library's archives, there are 49,000 books and periodicals; the earliest work dates to 1496. Both lending and archive collections cover topics on gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacture and history. Works no longer under copyright (pre-1926) are being digitized by the Library and made available on Internet Archive, <https://archive.org/details/gialibrary>. The Library has scanned almost 1,000 tomes, now freely available for all on the Library's collection page. Print materials in the archives are accessible by appointment only.

All students and alumni have access to the Library's contemporary e-book collection, available through the Libby app from OverDrive, <https://libbyapp.com>. Contact the Library's reference desk, [library@gia.edu](mailto:library@gia.edu), for a username and password. The library section of the GIA website also has extensive resources for students, from recommended book lists to listings of gemstone pricing guides and appraisal associations.

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

## Computer and Internet Access

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



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

# Student Services (cont.)

## GIA Museum

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GIA's Carlsbad campus is home to the GIA Museum, which houses an extraordinary collection of gems, gem minerals, jewelry, objets d'art and historical cutting equipment to enhance your learning experience. Displays throughout campus complement student stone sets and allow visitors to observe additional specimens of stones.

## Housing (Lab Class Students)

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

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

Current monthly housing costs for the Carlsbad campus range from about \$1,600 to \$2,500 or more for apartments. Long-term and short-term-stay hotel arrangements are also available. Long-term stays start at \$2,100 per month. Short-term-stay hotel rates average \$80 to \$350 per night depending on the season, location and rating. Prices do not include taxes and other fees.

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

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

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

## Food and Beverage

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

## Health Care and Medical Insurance

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

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

## GIA Alumni Collective™

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After successfully completing a GIA course, students become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 155,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational, and passionate community that aims to help graduates cultivate a lifetime of success. Our alumni engage with one another through chapter meetings, industry events and the online community at [collective.GIA.edu](http://collective.GIA.edu).

GIA alumni are key influencers throughout the gem and jewelry industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewelry professionals and display their credentials in our Alumni Directory. Not only can GIA graduates view and participate in virtual and in-person events in their local areas, they can go beyond their borders and network with alumni from around the world.

GIA Continuing Education seminars offered through the GIA Alumni Collective are developed by our Institute experts and designed for gem and jewelry professionals to continue their professional growth. These online and in-person seminars deliver in-demand knowledge and skills on a variety of topics important to our industry. To explore our current seminars, visit [collective.GIA.edu/seminars](http://collective.GIA.edu/seminars)

The GIA Alumni Collective is here to provide GIA graduates with diverse opportunities, insights, and connections that fuel their development, progress, and passion at every point of their career. For more information, contact us at [alumni@gia.edu](mailto:alumni@gia.edu), or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

# Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates.

## Grading System

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

## Grading Policy

Students can access final grades at any time in their My GIA Student Center at [GIA.edu/mygia](https://gia.edu/mygia). Grades and enrollment history are maintained and available indefinitely. For online courses, students can monitor their progress, view assignment grades and exam results in Backboard, GIA's Learning Management System.

- Online questionnaire, quiz and exam results are available immediately after submission.
- Results for practical stone assignments and exams are generally available within 7 business days upon receipt. Students will be notified of processing delays.
- Lab class exam results are available prior to the end of class. Exams taken in a Student Workroom are graded upon submission.

## Online Course Exams

### Maximum Attempts

Students are allowed a maximum number of attempts to pass a final exam. All exam attempts must be completed prior to the course end date.

- A maximum of three (3) attempts are allowed for online exams
- A maximum of ten (10) attempts are allowed on the 20-Stone practical exam. After five (5) unsuccessful attempts, students are required to complete remedial work before the next attempt.

### Time Limit

Each final exam has a specified time limit, as follows:

- Jewelry Essentials, Colored Stone Essentials, Diamond Essentials, and Pearls: 1 hour
- Colored Stones and Diamonds & Diamond Grading: 2 hours
- Gem Identification: 6 hours

Exams attempted but not submitted within the specified time limit receive a score of zero (0).

### Exam Grades

To earn a passing grade of P (Pass), students must score 75% or higher on online exams and 100% on the 20-Stone practical exam. Students who do not earn a passing grade within the maximum allowed exam attempts receive a grade of NP (No Pass), regardless of their course end date.

Students who do not pass may re-enroll and repeat the course from the beginning; current tuition and fees apply.

### Proctored Exams

Exams for higher-level online courses (GEM 220, GEM 230, GEM 240) must be taken either in the presence of an approved local proctor or in a GIA Student Workroom at any GIA location or affiliated entity. A proctor is someone who supervises your exam when it's not possible to take it at a GIA campus.

- There is no charge to take an exam in a GIA Student Workroom. Workrooms are subject to availability; [see About Online Education on page 13](#).
- Students are responsible for finding a local proctor and paying any proctoring and related shipping fees. All proctors must be approved by GIA. Proctor approval is at GIA's discretion and may be revoked at any time.

Student must submit their request to take proctored exam using the exam request forms in the My GIA Student Portal at <https://education.gia.edu>

Because all coursework and exams must be completed before the course end date, students must allow sufficient time to take the maximum number of exam attempts. This includes the time it takes to process a proctored exam request, complete any remedial work, and ship practical exams.

- Proctored exam requests require five business days for processing, excluding weekends and holidays.
- Proctored 20-Stone practical exams are typically shipped within 3 business days, excluding weekends and holidays.

Once sent, an exam is valid for 30 days or up to the course end date.

### Acceptable Proctors

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



# Academic Policies and Procedures (cont.)

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

## Unacceptable Proctors

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

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

## Online Course Completion Time

GIA's online courses are delivered via correspondence modality, which is a self-paced, asynchronous learning model. Students receive the materials needed for the course and complete assignments on their own time, within the course completion period.

Each course has a maximum completion time listed in the course descriptions. [See Online Course Descriptions on page 24](#) The start and end dates of the course are specified in the student's enrollment agreement. Students must complete all required coursework and the final exam prior to the end date of the course.

Online course completion times are strictly enforced; there are no extensions. Students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. Students who do not pass may re-enroll and repeat the course from the beginning; current tuition and fees apply.

## Lab Class Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense so students are strongly encouraged not to miss any lab time.

Lab classes begin promptly at their scheduled starting times. A student may not leave the classroom, other than at regularly scheduled break times. Students are responsible for keeping track of their attendance and may ask their instructor for their attendance record at any time.

Students who are out of class *for one hour or more* during scheduled class hours are marked absent. Students who miss any portion of the first day of class, or otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD on their final transcript.

## Maximum Allowable Absences

Attendance is applicable to the Lab class to which you are enrolled.

Lab Class	Absences
Lab Class (1 day or 7 hours)	Cannot miss any hours
Lab Class (3 days or 21 hours)	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5 days or 35 hours)	Cannot miss any portion of the first day. 3 hours maximum.

## Clock Hours

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

## Classroom Policies (Lab Class and Student Workroom)

Students enrolled in lab classes and those using the Student Workroom are required to adhere to the following classroom policies.

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in class. Exceptions may be approved by the instructor for safety or ergonomic reasons. If approved, GIA is not responsible for loss of or damage.
- Photography or reproduction of quizzes, exams, keycards, worksheets, education gemstones and any other sensitive materials is strictly prohibited without instructor permission.
- Keycards are the property of GIA and cannot be taken from the class.
- Students cannot take blank or completed worksheets, quizzes or exams out of the classroom.
- Students cannot remove any projects or materials from the Lab classroom without their instructor's permission.
- Use of cell phones and other mobile communication devices is strictly prohibited unless otherwise approved by the instructor. These devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours.
- Eating is not permitted in classrooms. However, beverages in closed containers are allowed.

# Academic Policies and Procedures (cont.)

## Academic Dishonesty

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

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

## Testing Policy

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Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. The following requirements apply to both online and practical exams unless otherwise approved or directed by your instructor or proctor.

- All 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 representative.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if the testing area has to be evacuated for any reason.
- All quiz and exam submissions are final.
- Reviews of specific exam questions are not provided. General reviews of areas missed are provided by instructors at the request of the student.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited without instructor permission.
- All exams must be completed within the specified time limit.
- All proctored exams must be taken in a Student Workroom or in the presence of a GIA-approved proctor.
- Exams sent to a proctor must remain in the proctor's custody and control at all times.
- Exams in higher-level online courses (GEM220, GEM230, GEM240) are closed-book with the exception of use of the lab manual during the 20-Stone exam.

- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, non-programmable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be approved for use in some classes following instructor's directions.

## Student Identity Verification

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

- A copy of a government-issued photo ID or passport identifying full name, birth date, citizenship, and country of birth
- A secure login username and password to access online courses and My GIA student center
- Proctored examinations where a qualified proctor approved by GIA must verify the identity of the student taking the exam
- Lab class attendance recorded and monitored by instructor

## Satisfactory Academic Progress (SAP) Policy

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

### Online Courses

Online students must pass each online assignment with a score of 75% or higher in order to progress to the next questionnaire in the assignment. Students enrolled in GEM 240 must also meet specific grading criteria for each practical assignment and pass the 20-stone practical exam with a score of 100% within the allowed number of attempts. Students receive academic progress reports at scheduled benchmarks during the course. Students who do not complete all course requirements including all assignments and the final exam within the allowed completion time will receive a final grade of No Pass (NP).

# Academic Policies and Procedures (cont.)

## Lab Classes

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

## Behavioral Probation

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

## Leave of Absence Policy - Online Courses

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Students enrolled in lab classes with 40 clock hours or less will not be granted a leave of absence. Students enrolled in online courses may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA is approved for a documented family emergency, serious illness or for active military duty. Under limited circumstances, GIA may approve an LOA for involuntary reasons such as national or state emergency, pandemic, and other unforeseen circumstances that prevent the student from continuing their education.

The LOA request must be submitted in writing to the office of the dean of students in advance of the leave. Additionally, the written request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, GIA may grant the student's request for a leave of absence and collect the written, signed and dated request at a later date.

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

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

Prior to approving a leave, GIA must determine that there is a reasonable expectation that the student will return, that the request complies with this policy, and there is space availability for the student to return to the program within the maximum allowable length of leave. If the LOA is approved, a Change of Status form is generated.

Contact the office of the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu) if you have questions or for additional information.

## Repeat Courses

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Students who do not pass an online course or lab class may re-enroll and repeat the course or class to earn a passing grade. Current tuition and fees apply at the time of re-enrollment. Students are required to appeal for re-enrollment into an online course after two (2) unsuccessful repeat attempts. Submitting an appeal does not guarantee re-enrollment. Re-enrollment is at the sole discretion of GIA and is subject to space availability.

### Appeal for Re-enrollment Process

Students who wish to repeat an online course after two unsuccessful attempts, must submit a completed Appeal for Re-enrollment Form to the dean of students. At a minimum, the appeal includes the student's self-assessment of the reasons that prevented them from successfully completing the course and the actions they would take to ensure that they would be able to meet and maintain academic progress going forward.

Appeals are reviewed by the Admissions Committee and the director of enrollment services will notify the student of the decision in writing within 10 business days of the receipt of the appeal. If an appeal is approved, the student may re-enroll and repeat the course from the beginning, paying current tuition and fees. If an appeal is denied, the student is required to wait one year before submitting another appeal. A maximum of three appeals are allowed.

# Academic Policies and Procedures (cont.)

## Dismissal Policy

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

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

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy. Scholarship recipients who are dismissed are liable for any outstanding tuition balance at the time of dismissal.

### Appeal for Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmission terms or conditions. Students who are dismissed for academic or behavioral reasons must submit a completed Appeal for Readmission Form and any additional supporting documentation to the dean of students. 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.

Appeals are reviewed by the Admissions Committee. The director of enrollment services will notify the student of the decision in writing within 10 business days of the receipt of the appeal. If an appeal is approved, the student may apply for readmission. Students who retake the same course or class are required to re-enroll 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 the first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

# Academic Policies and Procedures (cont.)

## Graduation Requirements

In order to graduate, students must meet:

- the Satisfactory Academic Progress Policy [See Satisfactory Academic Progress \(SAP\) Policy on page 50](#)
- minimum attendance standards for lab classes [See Academic Records on page 55](#)
- specific academic requirements shown on the following tables

All course tuition and 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.

### Graduate Gemologist Diploma

Students must meet the graduation requirements for the online Graduate Diamonds and Graduate Colored Stones Diplomas listed below. Maximum time allowed is 63 months.

### Graduate Colored Stones Diploma

Maximum time allowed is 45 months.

Course / Class	Minimum Requirement	Maximum Exam Attempts
<b>GEM 120 Colored Stone Essentials</b>		
Online Assignments	100% completed; 75% score on each	–
Final Exam	75% score	3
<b>GEM 220 Colored Stones</b>		
Online Assignments	100% completed; 75% score on each	–
Final Exam	75% score	3
<b>GEM 220L Colored Stone Grading Lab</b>		
2-Stone Practical Exam	75% score	3*
<b>GEM 240L Gem Identification Lab</b>		
Instrumentation Exam	75% score	3*
<b>GEM 240 Gem Identification</b>		
Online Assignments	100% completed; 75% score on each	–
Practical Stone Assignments	100% completed	
20-Stone Practical Exam	100% score	10**

All online assignments and exams must be completed prior to the course end date.

\*One practical exam attempt is taken in class. Additional attempts are taken in a Student Workroom at no charge. Students have up to 365 days from the end date of the lab class to pass the exam.

\*\*After five (5) unsuccessful attempts, students are required to complete remedial work before the next attempt. If using the Student Workroom, standard fees apply to complete remedial work ([See Tuition and Fees](#)). All exam attempts must be completed prior to the course end date.

# Academic Policies and Procedures (cont.)

## Graduate Diamonds Diploma

Maximum time allowed is 18 months.

Course / Class	Minimum Requirement	Maximum Exam Attempts
<b>GEM 130 Diamond Essentials</b>		
Online Assignments	100% completed; 75% score on each	–
Final Exam	75% score	3
<b>GEM 230L Diamond Grading Lab</b>		
2-Stone Practical Exam	75% score	3*
<b>GEM 230 Diamonds &amp; Diamond Grading</b>		
Online Assignments	100% completed; 75% score on each	–
Final Exam	75% score	3

All online assignments and exams must be completed prior to the course end date.

\*One practical exam attempt is taken in class. Additional attempts are taken in a Student Workroom at no charge. Students have up to 365 days from the end date of the lab class to pass the exam.

## Graduate Pearls Diploma

Maximum time allowed is 6 months.

Course / Class	Minimum Requirement	Maximum Exam Attempts
<b>GEM 149 Pearls</b>		
Online Assignments	100% completed; 75% score on each	
Final Exam	75% score	3
<b>GEM 149L Pearl Grading Lab</b>		
2-Stone Assessment	75% score	1

All online assignments and exams must be completed prior to the course end date.

## Applied Jewelry Professional™ Diploma (Professional Development)

Maximum time allowed is 9 months.

Course / Class	Minimum Requirement	Maximum Exam Attempts
<b>GEM 110 Jewelry Essentials</b>		
Online Assignments	100% completed; 75% score on each	
Final Exam	75% score	3
<b>GEM 120 Colored Stone Essentials</b>		
Online Assignments	100% completed; 75% score on each	
Final Exam	75% score	3
<b>GEM 130 Diamond Essentials</b>		
Online Assignments	100% completed; 75% score on each	
Final Exam	75% score	3

All online assignments and exams must be completed prior to the course end date.

# Academic Policies and Procedures (cont.)

## Academic Records

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

### Letters of Good Standing

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

### Transcripts

Official transcripts are available for \$10 each. Current students may order an official transcript through their My GIA Student Portal at <https://education.GIA.edu>. Students who are not actively enrolled may order their transcript directly from our vendor at <https://www.parchment.com/u/registration/individual> or contact student records at [records@gia.edu](mailto:records@gia.edu) for further instructions.

### Diplomas and Certificates

Once all graduation requirements are met and a diploma has been conferred by the student records office, a digital and hard copy diploma will be provided to the student. Hard copy diplomas are mailed directly to the student's address on record. Students may update their shipping address on the MY GIA Student Portal at <https://education.GIA.edu> or by emailing [records@gia.edu](mailto:records@gia.edu). When the diploma is shipped, the student will receive a second notification with access to their digital diploma from the credential vendor.

For online courses, certificates are issued in a digital format only; a hard copy is not issued. Students have the option to purchase a hard copy of the certificate through the vendor.

In the event that a student's hard copy diploma is not received within 10 business days after receiving the confirmation email that it was shipped or is reported in writing that it was damaged or destroyed in transit, our vendor will print and mail a replacement at no charge within 15 business days of receipt of the written notification. Contact student records at +1 800 421 7250 ext 7312, +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

### Diploma and Certificate Holds

Diplomas and certificates are issued only if a student has satisfied all academic and financial obligations. Students will not receive a diploma or certificate until all academic and financial obligations are met.

### Replacement Diplomas and Certificates

Reprint diplomas and certificates are \$70 and \$65 respectively. Reprint diplomas and certificates are issued in the current format and will include the reissue date. All reprints bear the signatures of GIA's current school officials. If you were issued a digital certificate, you may request a digital replacement certificate at no cost. To order a replacement, contact Parchment at <https://parchmentsupport.force.com> or GIA student records at +1 800 421 7250 ext 7312, +1 760 603 4000 ext 7312 or [records@gia.edu](mailto:records@gia.edu)

### Diploma or Certificate Name

The student's name will appear based on the student's legal first, middle and last name in their record. Students may not remove the legal first or last name that appears on their record unless an official change of name was submitted to the student records office. Students may request to not display their middle name on their credential by contacting the records department.

### Change of Name

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

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

### Preferred Name and Pronouns

GIA recognizes that many students use a first name other than their legal first name to identify themselves. Members of the GIA community respect each other by using the personal pronouns individuals identify for themselves. Students may provide a preferred first name and pronouns at the time of admission or anytime thereafter via the My GIA Student Portal.

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. A student's preferred name will be displayed on class rosters, in the learning management system, Blackboard, and in the My GIA Student Portal.

## Graduation Announcements

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

# Academic Policies and Procedures (cont.)

## Education Verification

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

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at [GIA.edu/doc/GIA\\_Education\\_Verification-Request.pdf](https://www.gia.edu/doc/GIA_Education_Verification-Request.pdf). For information about directory information that may or may not be released, see [The U.S. Family Educational Rights and Privacy Act \("FERPA"\) on page 60](#)

## Academic Credentials Usage Policy

### Applicability

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

### Usage Guidelines for Academic Credentials

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

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

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

### General Usage

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

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

### Diplomas

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

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

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

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

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

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

### Employment Citations

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



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



# Administrative Policies

This section includes a collection of student conduct standards, policies, and procedures that describe the responsibilities of students as individuals, members of the community, and representatives of the institution, as well as the rights, protections, and privileges that come with being part of the GIA family.

## Student Code of Conduct and Standards of Behavior

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

Prohibited behavior includes, but is not limited to:

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

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

### Social Media and Networking

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

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

### Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. See [Title IX Compliance on page 61](#) for the description of the Title IX policy and process. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

### Sanctions

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

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

## Drug and Alcohol Abuse Prevention Policy

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

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

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

# Administrative Policies (cont.)

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

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

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the office of the dean of students. GIA also offers the My SSP service that connects students with free, confidential emotional health and wellbeing support conveniently available 24/7 via mobile app, telephone and web.

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

## Smoking

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

## Safety and Security

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

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

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

Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without taking

proper precautions. Students must always follow all safety policies, guidelines and their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

### Student Notification of Classroom Chemical Usage

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

### Timely Warnings

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

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

### Emergency Notifications

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

# Administrative Policies (cont.)

evacuation procedures, see GIA's Annual Safety Report at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Weapons

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

## Search and Seizure

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

## Video and Audio Monitoring

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

## Student Privacy Notice

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

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

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

# Administrative Policies (cont.)

## Student Personal Data Collection, Use and Processing

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

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

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

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

The Family Educational Rights and Privacy Act (“FERPA”) affords eligible students enrolled at a GIA campus located in the United States (“student,” or “you”) certain rights with respect to their education records. If you are enrolled or enrolling at GIA as a part of the GIA Education Corporate Sponsor Program, additional terms and conditions also apply. For complete disclosure and updates, please refer to the Notification of Rights Under the Family Educational Rights and Privacy Act (“FERPA”) located on GIA's website at [GIA.edu/ferpa](https://gia.edu/ferpa)

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 from you to access your education records.
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 opt-out of the disclosure or release of directory information as further defined and specified in the “Directory Information Definition and Opt-Out” section below
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in the applicable FERPA regulations. Except for disclosures to school officials (as further detailed at [GIA.edu/ferpa](https://gia.edu/ferpa)), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, GIA is required to record the disclosure.

## Directory Information Definition and Opt-Out

FERPA specifies that directory information includes, without limitation, any information contained in a student's education record(s) that would not generally be considered harmful or an invasion of privacy if disclosed. As such, directory information can be disclosed or released without your written consent. GIA's directory information includes title, first name, last name, phone number, address (home and mailing), email address, business name, business address, business website, business email address, year in applicable program, status and academic level (e.g., full-time or part-time), total clock hours, location of attendance, fields of study, dates of enrollment, degrees, diplomas, certificates awarded, letters of attendance/completion, expected date of graduation, dates conferred, dates of attendance, participation in GIA-recognized activities, academic honors and awards received (including, without limitation, type and date or term granted), previously attended educational agencies or institutions, and any unique identifying number created for the purpose of compiling, releasing, or transmitting directory information.

You have the right to restrict the further disclosure or further release any or all of your directory information. If you do not want GIA to further disclose or further release your directory information, you must submit a written request to that effect to the education records department, and such request must indicate whether you want to restrict the disclosure or release of certain categories of directory information or all categories of directory information. You can repeal any such requested restriction at any time by filing a written request to that effect to the education records department.

## Reasonable Accommodation

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

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

# Administrative Policies (cont.)

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

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

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

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

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

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

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

## Animals on Campus

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

## Title IX Compliance

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

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

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

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

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

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

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

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

# Administrative Policies (cont.)

## Complaint Policy and Procedure

### Complaint Policy

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

### Student Complaint Procedure

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

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

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

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

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

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

### Unresolved Complaints

Students must address their concerns about this school or any of its educational programs by following the grievance process outlined above. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If as a student you were not provided with this information, please inform school management.

Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with the Texas Workforce Commission (TWC), as well as with other relevant agencies or accreditors, if applicable.

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at [csc.twc.state.tx.us/](http://csc.twc.state.tx.us/)

GIA holds a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is S3437. GIA Applied Jewelry Professional (AJP™) program is exempt from regulation under Texas Education Code, section 132.002 (a) (3).

Students who reside in Texas may direct unresolved complaints to:

The Texas Workforce Commission Career Schools and Colleges  
Room 226T 101 East 15th Street  
Austin, TX 78778-0001  
T 512 463 2222  
[twc.state.tx.us](http://twc.state.tx.us)

## Non-Retaliation Policy

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

## 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. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through. Bare feet and clothing with derogatory or offensive messages is prohibited.

# Administrative Policies (cont.)

## Commercial Activities

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

## Visitors On Campus

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

## Gifts

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

## Parking

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There is no charge for student parking in the Carlsbad campus parking lot. Students must have a valid driver's license to receive a campus parking permit. All vehicles must display a current parking permit. The parking lot is secured every night after 6:00 p.m. Pacific Time; vehicles may not be left in the lot overnight. The speed limit in the parking lot is 15 miles per hour. Students who violate the parking policy will be warned and are subject to loss of parking privileges and dismissal for repeated violations.

## Lost or Damaged Equipment, Metal and Stone Policy

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

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

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

## Names, Trademarks and Copyrights

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

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

## Unauthorized Usage

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

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

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

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

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

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

# Administrative Policies (cont.)

## Copyright Infringement

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

## Lost or Damaged Equipment, Metal and Stone Policy

---

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

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

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



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Gaborone  
Hong Kong  
Johannesburg  
Mumbai  
New York  
Ramat Gan  
Surat  
Tokyo

### RESEARCH CENTERS

Bangkok  
Carlsbad  
New York

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

