



**GIA**<sup>®</sup>

# 2023 Education Catalog

## CARLSBAD CAMPUS, ON CAMPUS DIVISION

On Campus Programs

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Gemological Institute of America  
The Robert Mouawad Campus  
5345 Armada Drive  
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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 Licensing

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

## Accreditation

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

## Licensing and Approvals

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Ste. 225 Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number +1 888 370 7589, or by fax +1 916 263 1897. As required by California Education Code 94909(a)(12), GIA discloses it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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

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



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[bppe.ca.gov](http://bppe.ca.gov)

# Governance and Executive Management

## Board of Governors

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

**Chair**  
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

John Cason  
Manager, On Campus Instruction

Peter Harts  
Manager, Career Services

Vicki Hou  
Registrar

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

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

## Carlsbad On Campus Faculty

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GIA faculty meet or exceed the accreditation standards and state requirements for experience and education. See qualifications for instructors on [GIA.edu/gem-education/carlsbad/faculty](http://GIA.edu/gem-education/carlsbad/faculty)

All information is correct as of October 2022.

Darla Alvarez  
Manuel Basmajian  
Rebecca Beals  
Paula Carter-Andrews  
David Etheridge  
Doug Hall  
Martin Harmon  
Jessica Kramer  
Carson Lee  
Timothy Meier  
Tim Richardson  
Samantha Shor  
Carrie Skinner  
Nina Switzer-Spano  
Teresa Tolbert  
Kate Trunnell  
Shelly Verwymeren  
Kate Waterman  
Elly Wedge

# 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



# Carlsbad Campus

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

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

## Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. It covers 18 acres of land and includes 16 classrooms; the world's largest gemological library containing more than 65,000 books, over 1,000 periodical titles in various languages, and more than 2,000 videos and other media; a museum gallery; a student lounge; outdoor basketball and sand volleyball courts; a gemological research laboratory; administrative offices; parking for more than 1,000 vehicles, electric car charging stations, bike racks and access to public transportation.

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

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

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

## Classrooms and Equipment

Gemology classrooms can accommodate up to 24 students and jewelry arts classrooms up to 20 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each program description in this catalog.

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



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

# School Calendar and Hours of Operation

## 2023 Scheduled Carlsbad Campus Closures

Date	Holiday
January 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 12, 2023 (Monday)	Instructor In-Service Day
June 19, 2023 (Monday)	National Juneteenth Freedom Day
July 04, 2023 (Tuesday)	Independence Day
September 04, 2023 (Monday)	Labor Day
November 20, 2023 (Monday) through November 24, 2023 (Friday)	Thanksgiving Break
December 18, 2023 (Monday) through December 29, 2023 (Friday)	Winter Break

## Hours of Operation

The Carlsbad facility is open from 7:30 a.m. to 5:00 p.m. Pacific Time (PT), Monday through Friday. The campus is closed on weekends and holidays, unless noted otherwise.

## Class Schedules and Classroom Hours

Visit [GIA.edu/gem-education/carlsbad/schedule](https://gia.edu/gem-education/carlsbad/schedule) for up-to-date schedules.

Classroom hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. PT. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

Orientation is scheduled prior to the class start from 8:00 a.m. to 11:45 p.m. PT.

# Student Life

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

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

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

## Events and Activities

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

GIA's Student Body Council often hosts opportunities for optional special tours that may be available to students attending the Carlsbad campus, such as:

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

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

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

## Student Body Council (SBC)

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



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

# Contact Information

Contact	Phone	Toll-Free (U.S. and Canada)	Web and Email
Carlsbad Campus	+1 760 603 4000	+1 800 421 7250	<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	+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="mailto: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>
Financial Assistance	+1 760 603 4005	+1 800 421 7250 ext 4005	<a href="mailto:financialaid@gia.edu">financialaid@gia.edu</a>
Gems & Gemology 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>
International Student Advisor	+1 760 603 4001	+1 800 421 7250 ext 4001	<a href="mailto:intladvisor@gia.edu">intladvisor@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="http://GIA.edu/education-support">GIA.edu/education-support</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>
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>

# On Campus Programs

The following diploma and certificate programs are offered at GIA's Carlsbad campus. "On Campus" refers to full-time, instructor-led programs lasting seven weeks or longer.

## GEMOLOGY

[Graduate Gemologist® - Page 14](#)

[Graduate Diamonds - Page 16](#)

[Graduate Colored Stones - Page 18](#)

## JEWELRY ARTS

[Jewelry Design & Technology - Page 21](#)

[Comprehensive CAD/CAM for Jewelry - Page 23](#)

[Jewelry Design - Page 24](#)



*GIA DLScope Professional with rough and polished amethyst*



# Graduate Gemologist<sup>®</sup>

## Program Description

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

### What You Will Learn

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

### What You Earn

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

### Occupations May Include

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

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

## Program Details

### Program Details

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$26,751.10

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. [See Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

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

# Graduate Gemologist® (cont.)

## Technical 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.



*Sapphire rough. Courtesy: Bill Larson, Pala International*



# Graduate Diamonds

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Diamonds Diploma

### Occupations May Include

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

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

## Program Details

### Program Details

Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$7,158.41

\*Total charges in US dollars include tuition, books, materials, CA STRF and applicable sales tax. See [Tuition and Fees on page 30](#) for details.

### Schedules and Class Hours

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

### Equipment and Materials

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



# Graduate Diamonds (cont.)

## Technology Requirements

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

- Computer
  - Windows 8 and higher, macOS 10.12 and higher
  - Recommended Browsers (Desktop): Firefox 78 or later, Chrome 87 or later; Edge 87 or later, Safari 13 or later (macOS only); Internet Explorer is not supported
  - Recommended Browsers (Mobile): Firefox 33 or later, Chrome 33 or later; Edge 46 or later, Safari 12 or later (iOS only)
  - 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.



*Rough and polished diamonds.*



# Graduate Colored Stones

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Colored Stones Diploma

### Occupations May Include

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

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

## Program Details

### Program Details

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$19,592.69

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax. [See Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

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

# Graduate Colored Stones (cont.)

## Technology Requirements

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

- Computer
  - Windows 8 and higher, macOS 10.12 and higher
  - Recommended Browsers (Desktop): Firefox 78 or later, Chrome 87 or later; Edge 87 or later, Safari 13 or later (macOS only); Internet Explorer is not supported
  - Recommended Browsers (Mobile): Firefox 33 or later, Chrome 33 or later; Edge 46 or later, Safari 12 or later (iOS only)
  - 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.



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



# Graduate Jeweler

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Graduate Jeweler Diploma

### Occupations May Include

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

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

Program Details	
Program Number	JMA 3300
Program Title	Graduate Jeweler
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$25,273.89

\*Total charges in US dollars include tuition, books, materials, CA STRF and applicable tax. See [Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

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



# Jewelry Design & Technology

## Program Description

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

### What You Will Learn

- Use fundamental design concepts, including texture, shape, form, balance, color and more
- Learn concept sketching using Sketchbook software
- Design and develop CAD model engineering concepts to make durable and comfortable pieces that are long lasting
- Create, render and prototype designs using Rhinoceros and ZBrush software, and a 3D printer
- Understand manufacturing processes for the creation of jewelry for casting
- Develop digital and physical portfolios of class projects and custom designs that are ready for presentation to potential clients and employers, and display work in a final design exhibition

### What You Earn

GIA Jewelry Design & Technology Diploma

### Occupations May Include

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

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

## Program Details

### Program Details

Program Number	JMA 3400
Program Title	Jewelry Design & Technology
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$24,272.55

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. For details and payment, [see Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

Classrooms contain computers with networking software for instructors to view and interact with students' CAD designs remotely. Students share a 3D printer. Students are assigned their own desktop computer workstation with dual monitors and a graphic tablet for classroom use. Each computer has Rhinoceros, ZBrush, Preform, Netfab and Sketch Book software installed. Students are also provided with a 1 TB USB external hard drive for storing course materials, projects and their design portfolio. As part of your course materials, you will receive and keep a student license for Rhinoceros, a 6-month subscription for ZBrush software, an external hard drive, a 10x loupe, a hand-measuring tool, graphic tablet with pen and printed course materials.

### Computer Proficiency

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

# Jewelry Design & Technology (cont.)

## Technology Requirements

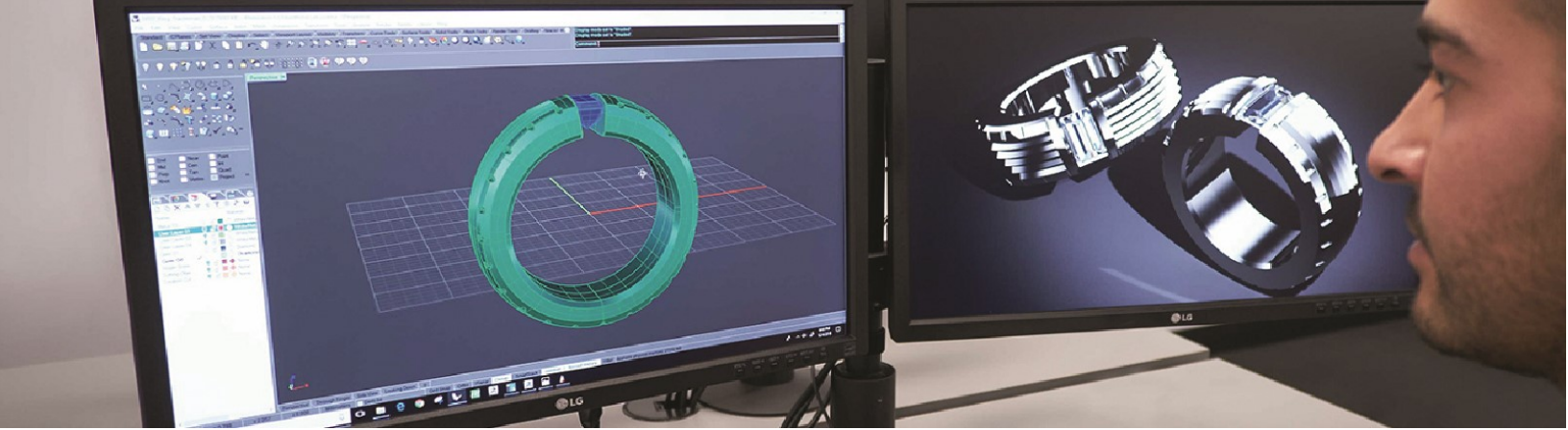
Students are required to have access to a computer that meets the minimum requirements specified below to complete their homework. Note that homework is assigned starting the first day of class. The estimated average cost to purchase a laptop meeting the recommended specifications is \$1,800.

- Computer Type
  - Windows-based laptop or desktop computer with mouse and keyboard required.
  - Recommended: Multiple-button mouse with a scroll wheel.
- Processor
  - Minimum: Intel i7 with 2.8 GHz or higher / Recommended: Intel i9, AMD Ryzen 7 or Threadripper
- RAM
  - Minimum: 16 GB or more
- Graphics Card (GPU)
  - Minimum: OpenGL 4.1 capable video card with 4 GB VRAM
  - Rhino software uses the video card to create photo-realistic renderings. To be able to render quickly, we highly recommend the NVIDIA GeForce 2000 or 3000 series
- Operating System
  - 64-bit Intel or ARM processor (not ARM)
  - Windows 11, 10 or 8.1
- Hard Drive:
  - Minimum: 512GB free main hard drive space
  - Recommended: 1TB HDD or greater (SSD drive highly recommended)
- Monitor Resolution
  - Minimum: 1920×1080 or higher with 32-bit color

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



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



# Comprehensive CAD/CAM for Jewelry

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

### Occupations May Include

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

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

## Program Details

Program Details	
Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$6,777.71

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable sales tax. For details and payment, see [Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

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

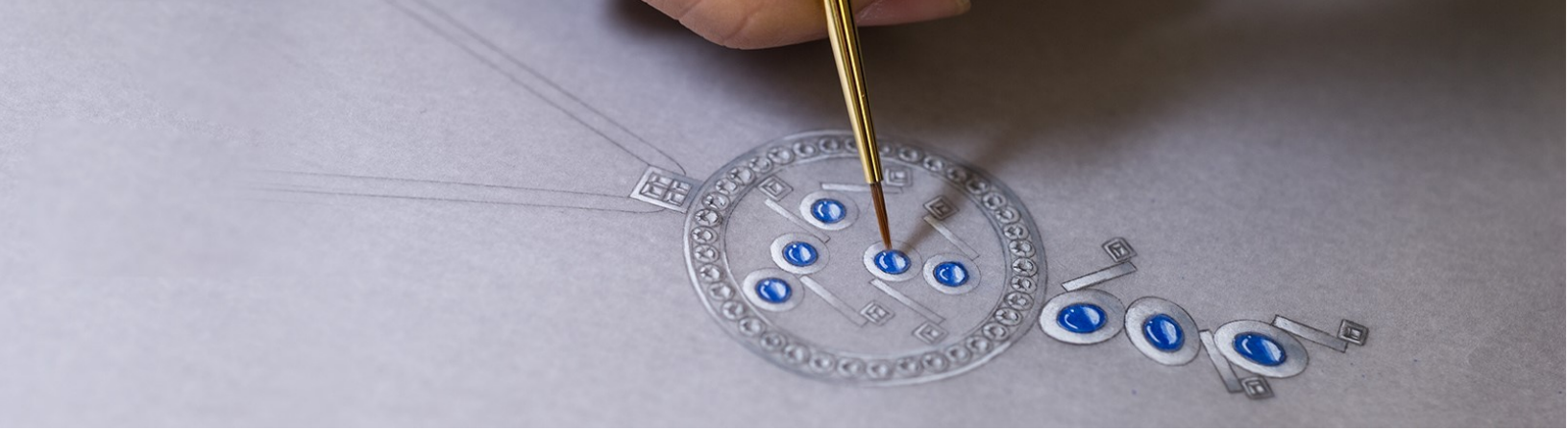
### Computer Proficiency

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

### Technology Recommendations

It is strongly recommended that students have access to a computer that meets the requirements below to review and practice coursework outside of classroom hours. The estimated average cost to purchase a laptop meeting the recommended specifications is \$1,800.

- Computer Type
  - Windows-based laptop or desktop computer with mouse and keyboard required.
  - Multiple-button mouse with a scroll wheel recommended
- Processor
  - Minimum: Intel i7 with 2.8 GHz or higher / Recommended: Intel i9, AMD Ryzen 7 or Threadripper
- RAM
  - 8 GB or more is recommended
- Graphics Card (GPU)
  - OpenGL 4.1 capable video card with 4 GB VRAM is recommended
- Operating System
  - 64-bit Intel or AMD processor (Not ARM)
  - Windows 11, 10 or 8.1
- Hard Drive:
  - Minimum: 512GB free main hard drive space
  - Recommended: 1TB HDD or greater (SSD drive highly recommended)
- Monitor Resolution
  - Minimum: 1920×1080 or higher with 32-bit color



# Jewelry Design

## Program Description

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

### What You Will Learn

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

### What You Earn

GIA Jewelry Design Certificate

### Occupations May Include

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

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

## Program Details

Program Details	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	\$8,399.53

\*Total charges in US dollars include tuition, books, materials, CA STRF fee and applicable tax. [See Tuition and Fees on page 30](#)

### Schedules and Class Hours

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

### Equipment and Materials

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



# Admissions Policies and Procedures

## Admissions Requirements

Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs. Applicants must be at least 18 years of age prior to attending orientation and any class.

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

### Required Documentation

The following documents are required for admission. GIA accepts copies, but may request original documentation. All documents sent to GIA admissions must be in English or accompanied by an English-language translation provided by a translation service. Admissions documentation for applicants from foreign countries is to be translated and certified to be at least equivalent to the U.S. high school diploma. The translation and certification service provider must be a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

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

### All Applicants

1. Completed application
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.

**Additional Documentation Required for Non-U.S. Citizens**  
In addition to the documents required for all applicants, non-U.S. citizens applying for admission to an On Campus program must provide the following documents.

1. Proof of English-language proficiency. [See English-Language Proficiency Requirements on page 26](#)
2. Copy of U.S. permanent residency card (U.S. permanent residents only)
3. Proof of financial support
  - Letter or bank statement showing that you or your sponsor has sufficient liquid assets to cover all tuition and estimated living expenses for the duration of your courses. Estimated living expenses are at least \$3,500 USD per month of study at GIA in Carlsbad.
  - For personal, relative, non-relative, business or corporate funding: Submit an official copy of a bank statement or financial institution letter. The statement or letter must have the name of the account holder, business or corporation, be dated within the last six months, and have specific available funds and denomination of currency.
  - For private scholarships, bank loans, government sponsorship or other similar financial support: Submit an official letter from the organization, government or financial institution. This letter must be from the organization, government or financial institution, on their official letterhead, signed and dated within the last six months by the official responsible for funds distribution, include the student's full legal name, sponsorship type, amount and duration of the sponsorship. The amount must show specific available funds and denomination of currency.
4. Letter of financial support from the person who is providing your financial support if the above letter or bank statement is not from your personal bank account.
  - If you did not submit proof of personal financial support, your sponsor must submit a copy of a letter of financial responsibility with his or her financial documents. The financial responsibility letter must be a dated document, which includes the student's name and signature, sponsor's name and signature, relationship to the student, sponsorship duration and amount. Please request the financial responsibility letter from GIA admissions or the international student advisor.

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

# Admissions Policies and Procedures (cont.)

## English-Language Proficiency Requirements

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

- International English Language Testing System (IELTS™)\* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. [ielts.org](https://ielts.org)
- Test of English as a Foreign Language (TOEFL®)\*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL, 500 on the paper-based TOEFL test, or overall band score of 8 on TOEFL Essentials. The TOEFL institutional code is 9144 for GIA in Carlsbad. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](https://ets.org/toefl)
- International Test of English Proficiency (iTEP Academic-Plus)\*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)\*: Achieve a score of 50 or higher on the PTE Academic test. [pearsonpte.com](https://pearsonpte.com)
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the B2 First, C1 Advanced or C2 Proficiency [cambridgeenglish.org/exams-and-tests/](https://cambridgeenglish.org/exams-and-tests/)
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. [els.edu](https://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language, submit a copy of your diploma or an official transcript. [See Required Documentation on page 25](#)
  - If you graduated from a school in a country where English is not the official language, submit an official letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
  - If you attended but did not graduate, you must have completed a minimum of three years at a school where English was the medium instruction. Submit supporting documentation on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

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

## How to Apply and Related Deadlines

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

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

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

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

## Payment Methods / Student Accounts

Students enrolled in GIA's Carlsbad campus may make payments online through the My GIA Student Portal at <https://education.gia.edu>. Student account staff are available Monday through Friday from 7:30 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 [educationacctsrc@gia.edu](mailto:educationacctsrc@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 [educationacctsrc@gia.edu](mailto:educationacctsrc@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

Students who owe GIA past due monies may not enroll in future courses or programs until they have settled the payment(s) owed.

## 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 once 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.

# Admissions Policies and Procedures (cont.)

## 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.

## Nonimmigrant Visa Requirements

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

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

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

The M-1 visa is required for the following full-time On Campus programs: Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Graduate Jeweler, Jewelry Design & Technology, Jewelry Design and Comprehensive CAD/CAM for Jewelry. GIA issues the Certificate of Eligibility I-20MN form only to students accepted for enrollment into these specific full-time On Campus diploma or certificate programs.

## Dependents

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

## SEVIS and Your I-20MN

GIA will issue your I-20MN within 5 business days after you receive your registration confirmation. It is important to review your personal details prior to applying for your nonimmigrant visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. Contact the international student advisor regarding any changes to your I-20MN. Information about the Student and Exchange Visitor System (SEVIS), what to expect at your visa interview, port of entry requirements, the SEVIS I-901 fee and more is on their website at [studyinthestates.dhs.gov/students](https://studyinthestates.dhs.gov/students). If you have any questions regarding your student visa or the requirements for enrollment of students from outside the United States, please contact the GIA international student advisor in Carlsbad at +1 800 421 7250 ext 4400, +1 760 603 4400, or [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## SEVIS I-901 Fee Information

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

# Admissions Policies and Procedures (cont.)

## Applying for Your Nonimmigrant Visa

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

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

## Special Information for Canadian and Bermudian Citizens

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

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

## Nonimmigrant Student Resources

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

Additional resources:

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

## U.S. Arrival and Departure

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

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

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

## 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.

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

# Admissions Policies and Procedures (cont.)

## GIA Transfer Credit Policy

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

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

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

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Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location or affiliated entity will be accepted toward the Graduate Gemologist diploma program. Individual online courses and lab classes are not transferable into full-time, On Campus programs.

## 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.

## On Campus Programs

Program	Tuition	Fees	Total Charges <sup>1</sup>	First Payment <sup>2</sup>	Second Payment <sup>2</sup>	Final Payment <sup>2</sup>
GEM 2500 Graduate Gemologist	\$23,130.00	\$1,495.00 (Books) \$1,803.00 (Materials) \$255.60 (CA Sales Tax) \$67.50 (CA STRF)	\$26,751.10	\$2,500.00	\$15,186.10	\$9,065.00
GEM 2200 Graduate Diamonds	\$6,600.00	\$405.00 (Books) \$97.00 (Materials) \$38.91 (CA Sales Tax) \$17.50 (CA STRF)	\$7,158.41	\$2,500.00	\$4,658.41	N/A
GEM 2300 Graduate Colored Stones	\$16,530.00	\$1,090.00 (Books) \$1,706.00 (Materials) \$216.69 (CA Sales Tax) \$50.00 (CA STRF)	\$19,592.69	\$2,500.00	\$11,327.69	\$5,765.00
JMA 3300 Graduate Jeweler	\$22,620.00	\$1,040.00 (Books) \$1,365.00 (Materials) \$186.39 (CA Sales Tax) \$62.50 (CA STRF)	\$25,273.89	\$2,500.00	\$13,963.89	\$8,810.00
JMA 3400 Jewelry Design & Technology	\$22,620.00	\$785.00 (Books) \$693.00 (Materials) \$114.55 (CA Sales Tax) \$60.00 (CA STRF)	\$24,272.55	\$2,500.00	\$12,962.55	\$8,810.00
JMA 370 Jewelry Design	\$7,830.00	\$175.00 (Books) \$335.00 (Materials) \$39.53 (CA Sales Tax) \$20.00 (CA STRF)	\$8,399.53	\$2,500.00	\$5,899.53	N/A
JMA 400 Comprehensive CAD/CAM for Jewelry	\$6,090.00	\$370.00 (Books) \$252.00 (Materials) \$48.21 (CA Sales Tax) \$17.50 (CA STRF)	\$6,777.71	\$2,500.00	\$4,277.71	N/A

<sup>1</sup> Total charges include tuition, books, materials, California STRF assessment fee and applicable sales tax. See [California Student Tuition Recovery Fund \(STRF\) on page 38](#)

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

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

- Housing, food, insurance, transportation, entertainment and other living expenses
- Jewelry Design & Technology: Students must have access to a computer that meets the minimum requirements [on page 22](#). The estimated cost is \$1,800 excluding any applicable shipping, handling, and tax (subject to change).
- Comprehensive CAD/CAM for Jewelry: Students are not required to do work at home, however it is strongly recommended that students have access to a computer that meets the minimum requirements [on page 23](#). The estimated cost is approximately \$1,800 excluding any applicable shipping, handling, and tax (subject to change).

### Additional Fees May Include:

- \$70 diploma replacement fee
- \$65 certificate replacement fee
- \$10 fee for each transcript
- \$15 ID badge replacement fee
- \$10 student locker key replacement fee
- \$10 parking permit replacement fee
- \$15 returned check fee
- Wire transfer fees
- Fees for lost or damaged equipment, precious metals and stones
- Fees for replacement books, tools and materials

# Tuition and Fees (cont.)

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

# Financial Assistance and Scholarships

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

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

## Federal Student Aid (FSA)

Federal financial aid is available for the following six-month, On Campus programs for those who qualify: Graduate Gemologist (GG), Graduate Jeweler (GJ), and Jewelry Design & Technology (JDT). Federal aid includes Pell and Federal Supplementary Educational Opportunity Grants (FSEOG) and Direct Student Loans through the U.S. government, and is available to those eligible full-time On Campus students who are U.S. citizens or hold U.S. permanent resident status. For more detailed information about federal financial aid and to apply, please visit [GIA.edu/gem-education-financial-aid](https://gia.edu/gem-education-financial-aid)

### FSA Citizenship Requirements

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

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

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

### FSA Application Deadlines

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

### Federal Grant Information

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

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

### Federal Loan Information

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

Federal student loans provide a range of repayment options. For more information on the repayment options, please visit [studentaid.gov/manage-loans/repayment/plans](https://studentaid.gov/manage-loans/repayment/plans) It is essential that you understand your commitment and responsibility to repay your loans according to the stipulated repayment schedules.

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

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

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

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



# Financial Assistance and Scholarships

## Cost of Attendance / Student Budget and Family Contribution

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

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

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

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

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

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

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

## Financial Aid Academic Requirements

Students must maintain Satisfactory Academic Progress (SAP) to receive federal financial aid. Satisfactory Academic Progress is reviewed at the midpoint of the program which corresponds to the end of the first payment period. A student's continued eligibility for financial aid in a subsequent payment period shall be dependent upon the student's academic record as of the end of the previous payment period. Federal regulations require that all institutions participating in Title IV federal student aid programs establish academic standards to ensure students make satisfactory progress. [See Satisfactory Academic Progress \(SAP\) Policy on page 44](#)

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

## Financial Aid Appeals

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

## VA - Veterans Administration Education Benefits

Students with eligible VA GI Bill® Education Benefits may use them for qualifying On Campus programs. VA GI Bill® Education Benefits provide financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2011, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for VA GI Bill® Education Benefits. Check eligibility status with the U.S. Department of Veterans Affairs at <https://benefits.va.gov/gibill/> and determine the amount for which you qualify prior to enrolling.

Tuition and fee payments will be waived up to 90 days from the program start date.

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

If you are the spouse or child of a service member who is serving on active duty, you may be eligible for financial assistance from the DOD for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's VA GI Bill® Education Benefits to you. To check your eligibility and how to apply, please visit <https://www.va.gov>

## Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs administered by the Veterans Administration (Veteran Readiness and Employment or VR&E), individual state agencies or private agencies authorize students to enroll and study at GIA's On Campus programs. For more information, contact [financialaid@gia.edu](mailto:financialaid@gia.edu) or visit [GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure](https://gia.edu/gem-education-vocational-rehabilitation-enrollment-procedure)

# Financial Assistance and Scholarships

## Private Loans

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

## Award Notification

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

## Financial Aid Entrance and Exit Counseling

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

Entrance counseling is designed to acquaint you with your responsibilities, rights and obligations. If you fail to attend online or in-person entrance counseling, you will not be able to obtain your federal student loan. . All students receiving loans are required to attend exit counseling with a staff member of the office of student financial assistance. Exit counseling is designed to remind you of your loan obligations, repayment schedule and deferment rights under the various loan programs. Failure to attend exit counseling will result in your diploma being withheld.

## How Financial Aid Is Disbursed

All financial aid funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment. Consequently, all aid will be divided in half and disbursed twice during your program. The first half of the federal financial aid awarded funds will be issued no sooner than 30 days after the program starts. The second half of the funds will be disbursed after completing more than 50%, which is the mid-point of your program.

If you are enrolled in more than one six-month program, you will receive more than one financial aid award. Financial aid for each award period will be disbursed in multiple increments as outlined above.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. [See Return of Title IV Funds on page 36](#) policy for additional details.

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

## Over-Awards

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

## Net Price Calculator

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

## Consumer Information

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

## Scholarships

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

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

GIA scholarship funds may be used toward program tuition and fees. Scholarship recipients are responsible for all other fees and related expenses, including but not limited to visa applications, travel, housing, food and other expenses.

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

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for the Carlsbad campus are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA admissions at +1 760 603 4001, +1 800 421 7250 ext 4001 (Toll-free US/Canada) or email [admissions@gia.edu](mailto:admissions@gia.edu)

## Cancellation or Withdrawal of Enrollment

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

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

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

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

## Definitions

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

- **Cancellation:** When a student terminates enrollment within a period of time during which the student is entitled to a full refund of all institutional charges.
- **Cancellation or Withdrawal Date:** The date GIA receives the student's official notice of cancellation or withdrawal, or the student's last day of attendance, whichever is later.
- **Class:** Any course of study within a program.
- **Date of Determination (DOD):** The date on which the notice of cancellation or withdrawal is received by GIA, or if GIA has not been notified of intent to cancel and the student has stopped attending, the Date of Determination is the date on which GIA determines that the unapproved absence means the student is no longer enrolled, not later than 14 days after the last date of attendance, as determined by GIA from its attendance records. The 30-day time period for issuing refunds begins on the Date of Determination.
- **Days:** Calendar days, unless otherwise stated.
- **End Date:** The end date of the course as specified in the enrollment agreement.
- **Enrollment:** The date that the enrollment agreement is fully executed with signatures of both the student and the GIA authorized representative.
- **First class session:** The first full day of instruction.
- **Instructional Hours, Days or Weeks:** The hours, days or weeks during which clock hours are scheduled.

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

## Refund Policy

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

Students will receive a full refund of all monies paid if the class is canceled by GIA.

Note that GIA does not charge or retain an application fee or deposit. More detail on the refunds issued for On Campus programs is provided in the section below.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full borrowed amount of the loan, plus interest, less the amount of any refund returned to the lender. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter. [See Return of Title IV Funds on page 36](#)

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

# Cancellation, Withdrawal and Refund Policies (cont.)

## Refund Details

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

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

The CA STRF fee is nonrefundable unless students cancel their enrollment prior to their start date.

## Return of Title IV Funds

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

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

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

If a student did not receive all of the funds that they earned, the student may be due a post-withdrawal disbursement. If a student's post-withdrawal disbursement includes loan funds, GIA must get the student's permission before it can disburse them. The student may choose to

decline some or all of the loan funds so that they do not incur additional debt. GIA may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. GIA needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give his or her permission, the student will be offered the funds. It may be in the student's best interest to allow GIA to keep the funds to reduce the student's debt to GIA.

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

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

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

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

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

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

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

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

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

# Cancellation, Withdrawal and Refund Policies (cont.)

Effective January 5, 2021, section 1019 of Public Law 116-315 of the U.S. Department of Veterans Affairs made schools financially liable, instead of the student, for payments directly paid to a school. When a school debt is created, the Regional Processing Office (RPO) of jurisdiction sends a letter notifying the school of the overpayment with details regarding the associated student, debt amount, and the reason for the creation of the debt. Students may owe tuition to GIA based on the amount of debt calculated by the U.S. Department of Veterans Affairs. GIA will coordinate the return of any debt calculated to the U.S. Department of Veterans Affairs. In some instances, students may owe tuition to GIA and/or owe other debts issued from the U.S. Department of Veterans Affairs.

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

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

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

# California Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

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

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

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

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

## Definitions:

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

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

# Student Services

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

## Career Services

GIA offers much more than academic growth. As a GIA student or 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, 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.

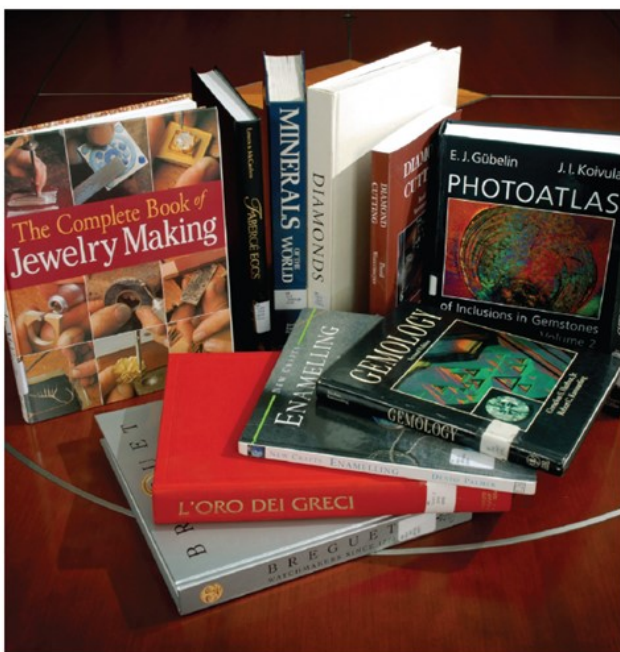
The Richard T. Liddicoat Gemological Library and Information Center is the first point of reference for gem and jewelry professionals. Whether in person or by phone or email, the Library staff answers questions from scientists, jewelers, gemologists, students, researchers, authors and the media from 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.

## GIA Museum

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



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



# Student Services (cont.)

## Housing

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 housing 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

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

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

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

## International Student Advisors

GIA's international student advisors provide specialized support to international students by helping them prepare for and adjust to living and studying in the U.S. Our advisors help new and returning students get oriented to campus and provide information about important immigration-related issues. An international student advisor can also provide assistance or advise in other areas such as travel, insurance, health care, housing, and obtaining a driver's license. Advisors provide specific assistance with the visa application process and any other applicable immigration applications. An international student advisor is available Monday through Friday from 7:30 a.m. to 5:00 p.m. Pacific Standard Time at +1 760 603 4001 or by email at [intladvisor@gia.edu](mailto:intladvisor@gia.edu)

## GIA Alumni Collective™

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 meetups, 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. Please see class syllabus for specific program requirements.

## Grading System

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

## Grading Policy

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

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

## Orientation

On Campus students must complete an online and in-person orientation prior to the first day of class. If you are unable to attend the scheduled in-person orientation, contact admissions as soon as possible to reschedule. You will not be allowed to attend class until you have fulfilled the orientation requirements. Any time spent during hours of instruction fulfilling orientation requirements will count toward the student's maximum allowed absences.

## Attendance Policy

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

Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

- Absence is defined as being out of class for one hour or more during daily scheduled class hours except during scheduled breaks. Absences are recorded in half-day increments.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. The maximum allowable absences and tardies are listed in the table below.

For programs with 780 clock hours, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. For all programs, students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. If a student exceeds the maximum allowable tardies, each additional tardy will count as a half-day absences. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

### Maximum Allowable Tardies and Absences

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

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

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

## Clock Hours

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

# Academic Policies and Procedures (cont.)

## Classroom Policies

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

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

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

## Academic Dishonesty

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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
- 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 unless otherwise approved or directed by your instructor.

- 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.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus gemology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited without instructor permission.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus.
- All quizzes and exams are closed-book unless the supervising instructor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, 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.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

# Academic Policies and Procedures (cont.)

## Student Identity Verification

GI A 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. GI A verifies the identity of a student who participates in class or coursework by using at least one of the following options:

- 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 My GI A student center
- Class attendance recorded and monitored by instructor

## Satisfactory Academic Progress (SAP) Policy

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

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

SAP is evaluated at the midpoint of the student's program, which corresponds to the end of the first federal financial aid payment period. SAP is evaluated on the following measures

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.
- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length, measured in calendar time and clock hours. Additionally, federal regulations state that a student is ineligible for federal aid when it becomes mathematically impossible to complete their program within 150% of the published program length.

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

All students who fail to meet SAP requirements at the midpoint of the program, as articulated above, are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan are dismissed. Additionally, students receiving federal financial aid who fail to meet SAP requirements are no longer eligible for federal assistance. A student may appeal to re-establish aid eligibility. If the appeal is approved, the student is placed on Financial Aid Probation which is equivalent to Academic Probation. [See Financial Aid Academic Requirements on page 33](#) for more information about the financial aid appeal process.

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

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

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

## Academic Advising and Probation

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

### Academic Advising

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

### Academic Probation

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

# Academic Policies and Procedures (cont.)

## Financial Aid Probation

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

## Attendance Probation

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

## Behavioral Probation

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

## Night/Extended Lab

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

## Make-Up Policy

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

## Leave of Absence Policy - On Campus Programs

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA is approved for a documented family emergency, serious illness or for active military duty. 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 length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students must provide the required date of return within five (5) business days of submitting their LOA request, or they will be withdrawn from their program. Students requesting an extension of an approved leave must make the request in writing to the office of the dean of students prior to the expiration of their original LOA.

Students who do not return as agreed following an LOA are withdrawn from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the program from the beginning at current tuition and fees.

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

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

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.

# 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 school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or willfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy. Students receiving financial aid are subject to the Return of Title IV Funds policy listed on [page 36](#). Scholarship recipients who are dismissed are liable for any outstanding tuition balance at the time of dismissal.

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

## Appeal for Readmission Following Dismissal

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

### Appeal Process

On Campus students who are dismissed for attendance or academic reasons, and any student dismissed for behavioral reasons, must submit a completed Appeal for Readmission Form and any additional supporting documentation to the school director. 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 are retaking the same course or program are required to re-enroll into the program from the beginning at current tuition and fees.

A student may submit a maximum of three appeals. If a student is dismissed for behavior reasons and 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, all students must meet the Satisfactory Academic Progress Policy, meet the minimum attendance and behavioral standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each class. All tuition accounts and miscellaneous student fees must be paid in full, and all stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

### Graduation Requirements - Gemology

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

# Academic Policies and Procedures (cont.)

## Graduation Requirements - Jewelry Arts

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

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



# Academic Policies and Procedures (cont.)

## Academic Records

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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, GIA 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. Students who are actively enrolled may order an official transcript through the 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 record office, a digital and a hard copy diploma or certificate will be provided to the student. Hard copy diplomas and certificates 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 emailing [records@gia.edu](mailto:records@gia.edu). When the diploma or certificate is shipped, the student will receive a second notification with access to their digital diploma or certificate from the credential vendor.

In the event that a student's hard copy diploma or certificate 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 will be 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 include the reissue date. All reprints bear the signatures of GIA's current school officials. 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)

## Education Verification

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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://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 53](#)

# Academic Policies and Procedures (cont.)

## 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 55](#) 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)

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.

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

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

### Student Notification of Classroom Chemical Usage

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

### Timely Warnings

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

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

# Administrative Policies (cont.)

## Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats – any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency.

Additionally, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](http://GIA.edu) or call +1 760 603 4000 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your Student Center at [www.gia.edu/mygia](http://www.gia.edu/mygia) or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Weapons

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

## Search and Seizure

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

## Video and Audio Monitoring

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

Each facility has signage posted in the locations where video and audio monitoring is occurring. Please see Student Privacy Notice at [GIA.edu/privacy-notice](http://GIA.edu/privacy-notice) for complete disclosure.

## Student Privacy Notice

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

## 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](http://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](http://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](http://GIA.edu/ferpa)

# Administrative Policies (cont.)

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](http://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.

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 Aranja, 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

# Administrative Policies (cont.)

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)

## 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)

# Administrative Policies (cont.)

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

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

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

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

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

## Non-Retaliation Policy

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

## Student ID Badges

At the beginning of class, an ID card or badge will be issued to each On Campus student. ID badges must be worn and visible at all times while on campus. There is a fee to replace lost badges. ID cards or badges must be returned to student services if a student is no longer enrolled before his or her end date.

## Dress Code

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

## Commercial Activities

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

## Visitors On Campus

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

## Gifts

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

## Parking

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.



# Administrative Policies (cont.)

## 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)

## 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](http://GIA.edu/copyright-infringement)

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# GIA Locations



## GIA Campus Locations

**CARLSBAD - MAIN SCHOOL**  
Gemological Institute of America, Inc.  
The Robert Mouawad Campus  
5345 Armada Drive  
Carlsbad, California 92008 USA  
T +1 800 421 7250  
T +1 760 603 4000, F +1 760 603 4003  
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## GIA Laboratory and Research Locations

### LABORATORIES

Bangkok  
Carlsbad  
Gaborone  
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Johannesburg  
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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

