



**GIA**<sup>®</sup>

# 2023 Education Catalog

## BANGKOK CAMPUS

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# Welcome

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

GIA's Bangkok office is registered with the Office of the Private Education Commission, Ministry of Education in Thailand.

Lab classes offered through the Bangkok campus are accredited by the Distance Education Accrediting Commission (DEAC).

Office of the Private Education Commission, Ministry of Education in Thailand

319 Chankasem Palace, Ratchadamnoen

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[opec.go.th](http://opec.go.th)



DEAC

1101 17th Street NW, Ste. 808

Washington, DC 20036 USA

+1 202 234 5100

[deac.org](http://deac.org)

# Governance and Executive Management

## Board of Governors

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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

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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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**Claudia D'Andrea**

Director, Operations, Thailand

**Pitchaya Lopiti**

Manager, Instruction, Thailand

**Nattaya Sirisuttarom**

Supervisor, Administration, Thailand

**Duncan Pay**

Senior Vice President and Chief Academic Officer

**Corey Rosso**

Vice President, Academic Affairs

**Sam Kong**

Senior Director, Global Instruction

For a complete listing of education management for GIA's world headquarters, see the GIA Education Catalog found at [GIA.edu](https://GIA.edu)

## Bangkok Faculty

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GIA faculty meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve). See qualifications for instructors on [GIA.edu/gem-education/bangkok/faculty](https://GIA.edu/gem-education/bangkok/faculty)

All information is correct as of December 2022.

Ninnate Davis

Benjawan Klomklieng

Panissara Navasamakkarn

# 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 C. 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

**Robert C. Aretz**

President, Gem Appraisers & Consultants  
New York, NY

**Pamela Balodimas**

Regional High Jewelry Gemology Advisor, 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

**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

**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



# Bangkok Campus

GIA's Bangkok campus is located at U Chu Liang Building, 2nd Floor, 968 Rama IV Road, Silom, Bangkok Bangkok, 10500 Thailand. All On Campus and Lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement.

## Facility

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GIA's Bangkok location occupies nearly 570 square feet including four classrooms, a student workroom, reception and student lounge, Internet cafe and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

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

## Classrooms and Equipment

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Gemology classrooms can accommodate up to 24 students and jewelry design classrooms up to 12 students. The student workroom can accommodate up to 4 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.

## Contact Information

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Contact GIA in Bangkok by phone, email or visit us at [Bangkok.GIA.edu](http://Bangkok.GIA.edu)

Phone: +66 2 7796100

Email: [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu)

# School Calendar and Hours of Operation

## 2023 Scheduled Bangkok Campus Closures

Date	Holiday
Monday, January 2 and 3	New Year's Day Observed
Monday, March 6	Makha Bucha Day
Thursday, April 6	Chakri Memorial Day
Thursday, April 13 through Monday, April 17	Songkran Festival
Monday, May 1	National Labour Day
Thursday, May 4	Coronation Day
Monday, June 5	Substitution of H.M. the Queen's Birthday and Visakha Bucha Day
Friday, July 28	H.M. King Maha Vajiralongkorn's Birthday
Tuesday, August 1	Asalha Bucha Day
Monday, August 14	Substitution of National Mother's Day
Friday, October 13	H.M. King Bhumibol Adulyadel Memorial Day
Monday, October 23	Chulalongkorn Day
Tuesday, December 5	National Father's Day

## Hours of Operation

The Bangkok facility is open to students from 9:00 a.m. to 6:00 p.m., Monday through Friday.

The campus is closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours.

## Class Schedules and Classroom Hours

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

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 9:30 a.m. to 4:30 p.m. Class hours will be extended to 5:30 p.m. to accommodate for GIA-observed holidays or special events. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

For On Campus programs, orientation is scheduled prior to the class start from 10:00 a.m. to 1:00 p.m.

For Lab classes and accelerated programs, normal classroom hours are from 9:30 a.m. to 5:30 p.m.

There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor.

Contact us at [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) for more information.

# 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 12](#)

[Graduate Diamonds - Page 13](#)

[Graduate Colored Stones - Page 14](#)

## JEWELRY ARTS

[Jewelry Design - Page 15](#)



*GIA DLScope Professional with rough and polished amethyst*



# Graduate Gemologist®

## 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

## Program Details

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

### Program Details

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	578,500 THB

\*Total charges include tuition, books and materials. See [Tuition and Fees on page 22](#)

### Schedules and Class Hours

Visit <https://www.gia.edu/gem-education/bangkok/schedule> for up-to-date schedules. Normal classroom hours are from 9:30 a.m. to 4:30 p.m. Class hours will be extended to accommodate for holidays or special events.

### 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 spectroscopy, 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 spectroscopy, a pinpoint incandescent light source, lab manuals and printed course materials.



# 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

## Program Details

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

Program Details	
Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	202,500 THB

\*Total charges include tuition, books and materials. See [Tuition and Fees on page 22](#)

### Schedules and Class Hours

Visit <https://www.gia.edu/gem-education/bangkok/schedule> for up-to-date schedules. Normal classroom hours are from 9:30 a.m. to 4:30 p.m. Class hours will be extended to accommodate for holidays or special events.

### 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 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

## Program Details

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

### Program Details

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	376,000 THB

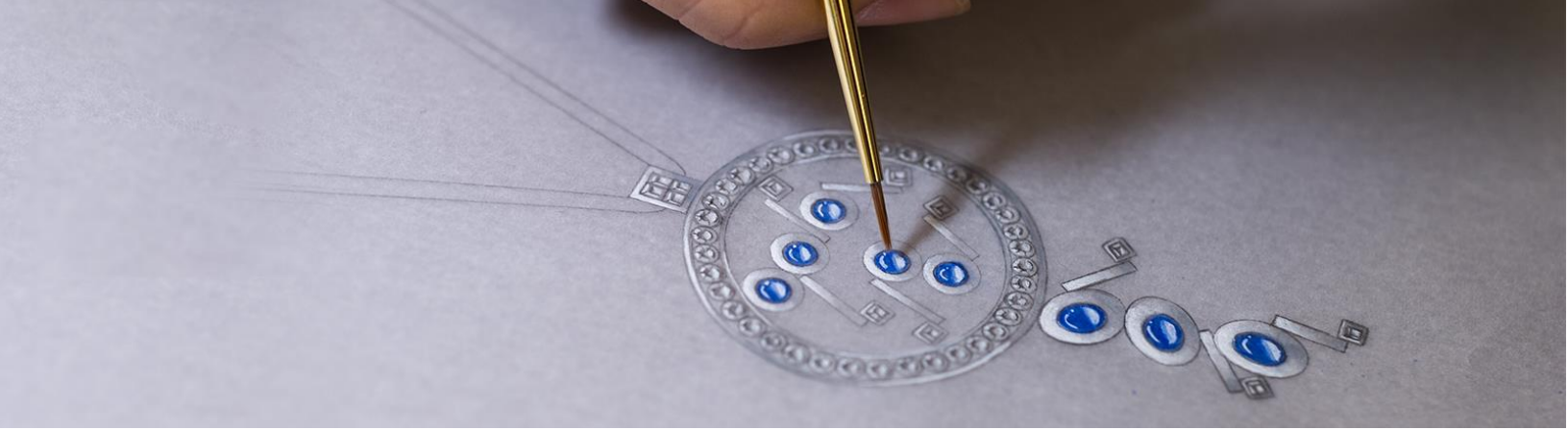
\*Total charges include tuition, books and materials. See [Tuition and Fees on page 22](#)

### Schedules and Class Hours

Visit <https://www.gia.edu/gem-education/bangkok/schedule> for up-to-date schedules. Normal classroom hours are from 9:30 a.m. to 4:30 p.m. Class hours will be extended to accommodate for holidays or special events.

### 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.



# 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

## Program Details

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

Program Details	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	155,500 THB

\*Total charges include tuition, books and materials. [See Tuition and Fees on page 22](#)

### Schedules and Class Hours

Visit <https://www.gia.edu/gem-education/bangkok/schedule> for up-to-date schedules. Normal classroom hours are from 9:30 a.m. to 4:30 p.m. Class hours will be extended to accommodate for holidays or special events.

### Equipment and Materials

Each student workstation is equipped with a drafting board. 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.



# Applied Jewelry Professional™

## Description

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

### What You Will Learn

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

### What You Earn

GIA Applied Jewelry Professional Diploma

### Occupations May Include

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

## Details

Applied Jewelry Professional (Intensive) is offered as an instructor-led, accelerated program at the Bangkok campus.

### Program Details

Program Number	GEM 1000A
Program Title	Applied Jewelry Professional (Intensive)
Program Length (Calendar Duration)	5 Days (35 hours)
Total Charges*	34,000 THB

\*Total charges include tuition, books and materials. See [Tuition and Fees on page 22](#)

### Schedules and Class Hours

Visit <https://www.gia.edu/gem-education/bangkok/schedule> for up-to-date schedules. Normal classroom hours are from 9:30 a.m. to 5:30 p.m.



# Lab Class Descriptions

GIA offers Online Education programs comprised of online courses and lab classes. Online courses are offered by GIA's campus in Carlsbad, California while lab classes may be taken at GIA Bangkok and other campuses worldwide. See [GIA.edu](https://www.gia.edu) for more information.

## GEM 230L Diamond Grading Lab

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

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

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

## GEM 220L Colored Stone Grading Lab

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

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

Class duration: 3 days (21 clock hours)

What you earn: Letter of Completion

## GEM 240L Gem Identification Lab

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

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

Class duration: 5 days (35 clock hours)

What you earn: Letter of Completion

## GEM 149L Pearl Grading Lab

*Required for: Graduate Pearls Diploma*

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

Class duration: 1 day (7 clock hours)

What you earn: Letter of Completion

# Continuing Education

GIA's continuing education offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewelry professionals who wish to further their knowledge or aficionados looking to explore their passion, professional development offerings are a fast way to become familiar with a target topic or issue and stay current with industry research and trends.\*

The classes listed here are offered by the Bangkok campus. The GIA Alumni Collective™ also offers continuing education offerings on a variety of gem and jewelry topics. Learn more at [GIA.edu/gia-alumni/continuing-education](https://gia.edu/gia-alumni/continuing-education)

## JMA 330L Quick Design

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Increase your professionalism by quickly and efficiently learning the basic skills in jewelry design presentations.

Through this hands-on, practical class, you learn to communicate designs effectively with bench jewelers, colleagues and customers. You are guided how to make realistic presentations with colored pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality.

Class duration: 5 days (30 hours)

What you earn: Letter of Attendance

\*GIA's continuing education offerings are considered avocational or recreational in nature and are not intended to prepare individuals for entry-level employment. They are non-credit bearing and do not lead to a GIA academic credential. They are not eligible for state or federal student financial aid programs and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

# Admissions Policies and Procedures

## Admissions Requirements

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

All classes are taught in English. GIA does not offer English as a second language (ESL) instruction. Applicants must have the ability to read and write in English at the level of a graduate of a secondary school where English is the primary language of instruction. An applicant wishing to enroll in an On Campus program must demonstrate English proficiency by meeting GIA's English language 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 a certified copy of English-language translation.

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

1. Completed application
2. Valid government-issued photo ID
  - Thai residents: Copy of your Thai Identity Card and a copy of your Thai Resident Certificate
  - International students: Copy of your passport (all pages that have been used)
3. Copy of high school, high school equivalency, college or university diploma or an official transcript showing the graduation date.
4. Color photo, passport size, not older than six months. Photo must have a white background, the individual must look straight ahead, and the face must be 3/4 size of the photo area.
  - Thai residents and lab class applicants: One photo required
  - International students (On Campus only): Ten photos required
5. On Campus students only: Documentation of your English language proficiency (see English Proficiency Requirements)
6. International On Campus students only: "Purpose of Attending the Course" and "Personal History" forms. Contact [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) for these forms; original must be submitted to GIA by mail or in person.

## How to Apply and Related Deadlines

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

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

### On Campus Programs

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

### Lab Classes and Accelerated Programs

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

## English-Language Proficiency Requirements

An On Campus applicant who is not a native English speaker must demonstrate English proficiency by meeting one of these requirements:

- 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. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](http://ets.org/toefl)
- International English Language Testing System (IELTS™)\* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. [ielts.org](http://ielts.org)
- International Test of English Proficiency (iTEP Academic-Plus)\*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [iTEPexam.com](http://iTEPexam.com)
- Pearson Test of English Academic (PTE)\*: Achieve a score of 50 or higher on the PTE Academic test. [pearsonpte.com](http://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/](http://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](http://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 [Admissions Policies and Procedures on page 19](#)
  - 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.

# Admissions Policies and Procedures (cont.)

## Payment Methods / Student Accounts

All payments must be in Thai baht drawn on a Thai bank. GIA cannot be responsible for any bank charges that result from payments through a non-Thai bank. All payments should be made payable to: "GIA (International) Co., Ltd."

Our staff members are available Monday through Friday from 9:00 a.m. to 6:00 p.m. to accept payments and to discuss your account.

Please note the following information regarding payment methods:

- **Credit Card:** You must make payment in person at GIA. Only VISA and Mastercard are accepted. A 3% bank surcharge is added. Applicants are responsible for paying any surcharges.
- **Cash or Check:** Cash or checks are not accepted; however, a direct deposit may be made to HSBC bank under GIA's account. Checks are payable to GIA (International) Co., Ltd.; drawn on a Thai bank only.
  - HSBC bank (in the U Chu Liang Building) is located in the same building as GIA, and is open from 09:30 a.m. to 03:30 p.m., Monday through Friday.
  - Send payment slip with your application for reference.
  - Contact [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) for more information.
- **Wire Transfer:** Please contact us at +66 2 7796100 or [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) for details. Applicants are responsible for any wire transfer fees.

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

## Scholarships

GIA-administered scholarships are available for On Campus programs and lab classes. Applicants will be considered for all available scholarships for the program or class they indicate on their application.

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

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

## 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 student's employer will be required to provide the full company name and address or other identifying information at GIA's request.

## Applicant Screening

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

## Prior Criminal Offenses

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

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

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

## Nonimmigrant Visa Requirements

International students who enroll in an On Campus program have to request a Non-Immigrant Student Education Visa ("ED" Visa) when visiting the Thai Royal Embassy or Thai Consulate in your country.

International students must have valid student visas allowing them to attend GIA to complete the program. The entry visa must be obtained prior to entering Thailand. Lab class applicants do not require a visa. For details, please contact our education assistant at [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu).

Once we receive all your required documents, you will receive a letter of acceptance (issued by Thailand Ministry of Education) which you can use to apply for your visa ("ED" Visa). A student whose visa application is unsuccessful will be refunded the full deposit fee amount; GIA will withhold the registration visa processing fee of 5,000 baht.

# Admissions Policies and Procedures (cont.)

## Nondiscrimination Policy

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

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

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

## 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.

## 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.

# 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 Thai baht (THB).

## On Campus Programs

Program	Tuition	Fees	Total Charges*	First Payment**	Final Payment**
GEM 2500 Graduate Gemologist	465,000	51,500 (Books) 62,000 (Materials)	578,500	289,250	289,250
GEM 2200 Graduate Diamonds	185,000	14,000 (Books) 3,500 (Materials)	202,500	101,250	101,250
GEM 2300 Graduate Colored Stones	280,000	37,500 (Books) 58,500 (Materials)	376,000	188,000	188,000
JMA 370 Jewelry Design	138,000	6,000 (Books) 11,500 (Materials)	155,500	77,750	77,750

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

\*\* **First Payment** due with the application includes 50% of the Total Charges.

\*\*\* **Final Payment** is due before the first day of class.

## Lab Classes, Accelerated Programs, and Continuing Education

Class	Tuition	Fees	Total Charges*
GEM 230L Diamond Grading Lab	47,000	5,500 (Books) 1,500 (Materials)	54,000
GEM 220L Colored Stone Grading Lab	34,000	3,500 (Books) 1,500 (Materials)	39,000
GEM 240L Gem Identification Lab	47,000	7,500 (Books) 1,000 (Materials)	55,500
GEM 149L Pearl Grading Lab	9,500	2,000 (Books) 500 (Materials)	12,000
GEM 1000A Applied Jewelry Professional (Intensive)	24,000	10,000 (Books)	34,000
JMA 330L Quick Design	23,000	1,200 (Books) 5,800 (Materials)	30,000

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

### Total Charges Do Not Include:

- Non-refundable visa processing fee of 5,000 THB for On Campus international applicants. International applicants must submit the application, all required documents, the Visa Processing Fee and the First Payment Due at least 60 days before the first day of class.
- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for lost or damaged equipment, precious metals and stones
- Wire transfer fees that the student incurs
- Fees for replacement or optional books and materials
- Transportation fee for optional field trips

### Additional Student Fees May Include:

- 1,500 THB half day or 2,500 THB full day for the use of Student Workroom
- 1,000 THB for replacement ID or badge
- 150 THB for replacement keys
- 100 THB for replacement Letter of Completion
- 2,000 THB for diploma replacement fee
- 1,500 THB for certificate replacement fee
- Academic transcripts may be purchased centrally from the Carlsbad campus for 10 U.S. dollars.

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for the Bangkok campus are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA Bangkok at +66 2 7796100 or email [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu)

## Cancellation or Withdrawal of Enrollment

Students may cancel their enrollment at any time before the end date specified in their enrollment agreement by notifying GIA admissions by mail or in person at U Chu Liang Building, 2nd Floor 968 Rama IV Road, Silom, Bangrak, Bangkok, 10500 Thailand; by email at [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) or by phone at +66 2 7796100

Students who wish to withdraw after the class has started should notify the school director.

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

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

Students who withdraw and wish to continue their studies at a later date will be required to re-enroll into the program, course or class from the beginning at current tuition and fees. On Campus international students who cancel, withdraw or who are otherwise dismissed will not be able to re-enroll into the same program or course at the Bangkok campus. In this case, the Thailand Ministry of Education will not approve a second Non-Immigrant Student Education Visa.

## Refund Policy

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

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

Students are responsible for any wire fees that they incur.

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

## Processing Refunds

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

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

## Pro Rata Refund Schedule

Percentage Completed by Student	GIA Retains	Refunded to Student
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

### Sample Refund Calculation

A student paid a total tuition of 50,000 THB for a class with a total of 35 class hours, completed 7 hours and then withdrew prior to the end date of the course. GIA retains 12,500 THB, calculated as follows:

Total Tuition Paid by Student = 50,000 THB

Class Hours = 35; Class Hours Completed = 7

Percentage Completed = 20% (7 / 35 Class Hours)

Refund Percentage = 75% of Tuition

Refund Amount = 37,500 THB (50,000 THB x .75)

GIA Retains = 12,500 THB (50,000 THB x .25)

# 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 locating medical services.

## GIA Gem & Jewelry Career Center

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

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

## Library and Learning Resources

GIA's Bangkok campus has a small library with books on diamonds, colored stones and jewelry; trade magazines and journals. The library also subscribes to a variety of science, business, fashion and jewelry industry magazines. No books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to use the library, please ask at reception.

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

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, [GIA.edu/library](https://gia.edu/library), also has resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis. Works no longer

under copyright (pre-1926) are being digitized by the Library and made available on Internet Archive, <https://archive.org/details/gialibrary>.

## Computer and Internet Access

GIA's Bangkok campus has computers available on campus for student use. These services, unless otherwise noted, are offered at no cost. Wireless Internet access is available at no charge.

## 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 the GIA campus in Bangkok.

It is wise to start your research about 45 days before your arrival. GIA encourages students to use the listing of referred third-party providers to find housing while attending school on campus. GIA does not screen these listings, nor does it offer a roommate placement service.

GIA strongly encourages every student to thoroughly research any home before taking residence.

For more information, visit [GIA.edu/bangkok-student-housing](https://gia.edu/bangkok-student-housing)

## Food and Beverage

Students have several choices for snack and lunch needs. Food can be purchased off-campus from a variety of nearby locations. The student lounge is furnished with tables and chairs and a kitchen with refrigerator, microwave and utensils is available for those who prefer to bring their own food. Alcoholic beverages are prohibited at any GIA location, except when served at official GIA functions. Persons under the age of 20 will not be served alcohol.

## 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.



# Student Services (cont.)

## GIA Alumni Collective™

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After successfully completing a GIA course, students become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 155,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational, and passionate community that aims to help graduates cultivate a lifetime of success. Our alumni engage with one another through chapter meetups, industry events and the online community at [collective.GIA.edu](https://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](https://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 and requirements help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. These policies and requirements apply to all courses and programs, unless otherwise noted. Policies are subject to change.

## 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

Homework, quizzes and exams are normally graded within 48 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

## On Campus Orientation

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

## Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or laboratory 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.

## On Campus Students

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

## Lab Class Students

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

## Maximum Allowable Tardies and Absences

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*
Jewelry Design	5	3
Lab Class (1 day or 7 hours)	N/A	Cannot miss any hours
Lab Class (3-6 days or 21 hours)	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5-10 days or 35 hours)	N/A	Cannot miss any portion of the first day. 3 hours maximum.

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

## 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 on assignments, projects, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, education gemstones and any other academically sensitive materials 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. They also keep students motivated and committed to their studies. The following requirements apply unless otherwise approved or directed by your instructor.

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- 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.
- All written and practical quizzes and exams must be completed within the specified time limit.
- All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- 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, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed out-of-sight 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

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

- A copy of a government-issued photo ID or passport identifying full name, birth date, citizenship, and country of birth
- Class attendance recorded and monitored by instructor
- A student ID card or badge

## Satisfactory Academic Progress (SAP) Policy

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

### On Campus (Graduate Gemologist)

SAP is evaluated at the midpoint of the student's program. 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. Students who exceed the maximum timeframe of 150% will be dismissed. For example, a student must complete a 28-week program within 42 weeks from their start date.

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

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

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, 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.

### Lab Classes

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

# Academic Policies and Procedures (cont.)

## Academic Advising and Probation

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

### Academic Advising

On Campus students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. 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 the Graduate Gemologist® program 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 school director. 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.

### Attendance Probation

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

### Behavioral Probation

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

## Night/Extended Lab

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GIA may schedule additional lab hours for gemology students who are not making satisfactory academic progress, or for Graduate Jeweler students who need additional time for project completion. Priority is given to students who are nearing the end of their program.

## Make-Up Policy

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

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

## Leave of Absence Policy

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Students enrolled in lab classes or Applied Jewelry Professional (Intensive) are not eligible for a leave of absence. Students enrolled in On Campus programs may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA will be 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 school director in advance of the leave. Additionally, the written request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, GIA may grant the student's request for a leave of absence and collect the written, signed and dated request at a later date.

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

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 course or program from the beginning at current tuition and fees.

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.

International students on a Non-Immigrant Student Education Visa may not be eligible for an LOA due to visa restrictions. Please make an appointment to discuss your situation with the school director.

Contact the school director at [bkkschooldirector@gia.edu](mailto:bkkschooldirector@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. 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 may be in violation of 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 Appeals Committee and the director 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 course or program from the beginning at current tuition and fees. On Campus international students who are otherwise dismissed will not be able to re-enroll into the same program or course at the Bangkok campus. In this case, the Thailand Ministry of Education will not approve a second Non-Immigrant Student Education Visa.

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

## Student Workroom

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Student Workroom is available to complete the practical requirements of the Gem Identification online course, take a supervised exam, or practice on equipment and gemstones.

Student workroom is available on a first-come, first-served basis for up to four students. Please contact us at +66 2 7796100 or [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) to determine availability and reserve a seat.

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

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

# Academic Policies and Procedures (cont.)

## Graduation Requirements

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

### Graduation Requirements – On Campus and Accelerated Programs

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
<b>Applied Jewelry Professional Diploma</b>		
Jewelry Essentials Final Exam	75% score	3
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
<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.)

## Completion Requirements - Lab Classes

Class	Minimum Requirement	Maximum Number of Attempts
Diamond Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Colored Stone Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Gem Identification Lab Class	75% score on Instrumentation Exam	3*
Pearl Grading Lab Class	75% score on 2-Stone Assessment	1

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



# 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-policy](https://gia.edu/privacy-policy)

### Letters of Good Standing

On request, GIA's Bangkok campus 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.

### Transcripts

Official transcripts are available for 10 USD 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 the campus at [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) for further instructions.

### Diplomas and Certificates

Once all graduation requirements are met and a diploma has been conferred, 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 by emailing [giabkkedu@gia.edu](mailto:giabkkedu@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 GIA Bangkok at +66 2 7796100 or [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu).

### Diploma and Certificate Holds

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

### Replacement Diplomas and Certificates

Reprint diplomas and certificates are 2,000 and 1,500 THB respectively. Reprint diplomas and certificates are issued in the current format and will include the reissue date. All reprints bear the signatures of GIA's current school officials. If you were issued a digital certificate, you may request a digital replacement certificate at no cost. To order a replacement, contact Parchment at <https://parchmentsupport.force.com> or GIA Bangkok at +66 2 7796100 or [giabkkedu@gia.edu](mailto:giabkkedu@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

GIA recognizes that some community members wish to use a first name other than their legal first name to identify themselves. Students may provide a preferred first name at the time of admission or anytime thereafter.

## 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).

# Academic Policies and Procedures (cont.)

## Academic Credentials Usage Policy

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### Applicability

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

### Usage Guidelines for Academic Credentials

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

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

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

### General Usage

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

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

### Diplomas

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

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

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

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

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

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

### Employment Citations

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

# Administrative Policies

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

## Student Code of Conduct and Standards of Behavior

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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

### 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. The student will be afforded the opportunity to be heard. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student (s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

### Sanctions

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

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

## Drug and Alcohol Abuse Prevention Policy

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

Any student or person in the school community who is aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Violation of this Policy will result in disciplinary action up to, and including, student dismissal. In addition to GIA-imposed sanctions, students may be subject to federal, state, and local fines and/or prosecution. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

## Smoking

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

# Administrative Policies (cont.)

## Safety and Security

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GIA is committed to maintaining a safe and healthy campus.

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

### Student Notification of Classroom Chemical Usage

GIA recommends the use of good laboratory practices while using or being exposed to refractive index (RI) liquid, which contains diiodomethane. RI liquid is used in the Graduate Colored Stones 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 Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

### Emergency Notifications

Emergency notifications are triggered by a broad 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. 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 call +66 2 7796100 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.

## Weapons

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

## Search and Seizure

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

## Video and Audio Monitoring

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

## Student Privacy Notice

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

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

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

### Student Personal Data Collection, Use and Processing

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

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

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

# Administrative Policies (cont.)

## 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. 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 may make an appointment to discuss the request with the school director.

Students requesting reasonable accommodation are asked to do so following admission to GIA and at least 30 days prior to the date accommodation(s) will be needed. However, requests may be submitted at any time during the student's enrollment. Students must provide documentation of the reported disability along with a completed Reasonable Accommodation Request Form to the school director. 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.

## 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 school director in writing at [bkkschooldirector@gia.edu](mailto:bkkschooldirector@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 school director will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, the student may contact GIA World Headquarters by emailing the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu). Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials or additional reasonable and credible information that supports the allegation should also be included. Within 10 business days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

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

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

## 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.

# Administrative Policies (cont.)

## Student ID Badges

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

## Dress Code

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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

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

## Visitors On Campus

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Visitors to GIA must register with Reception before entering the building and must be prepared to show current government-issued photo identification. Students are not allowed to let in guests, whether accompanied or not, without prior arrangement or an appointment with Reception. Non-student visitors are not allowed in the classrooms while classes are in session.

## Animals on Campus

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Pets are prohibited at all times, including all facilities.

## Gifts

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

## Lost or Damaged Equipment and Stone Policy

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Students are responsible for the equipment 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 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 or colored stone 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 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<sup>®</sup>, GIA Diamond Focus<sup>™</sup> 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<sup>™</sup> 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.

# Administrative Policies (cont.)

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](https://www.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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50 W 47th Street, 8th Floor  
New York, New York 10036 USA  
T +1 800 366 8519  
T +1 212 944 5900  
nyadmissions@gia.edu  
GIA.edu

### LONDON

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104 Great Russell Street  
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T +44 20 7813 4321, F +44 20 7813 4331  
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16-18 Queen's Road Central  
Hong Kong  
T +852 3166 7001, F +852 2334 0567  
giahongkong@gia.edu  
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### TAIPEI

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

## Satellite Locations

### SURAT

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

## GIA Laboratory and Research Locations

### LABORATORIES

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

### RESEARCH CENTERS

Bangkok  
Carlsbad  
New York

