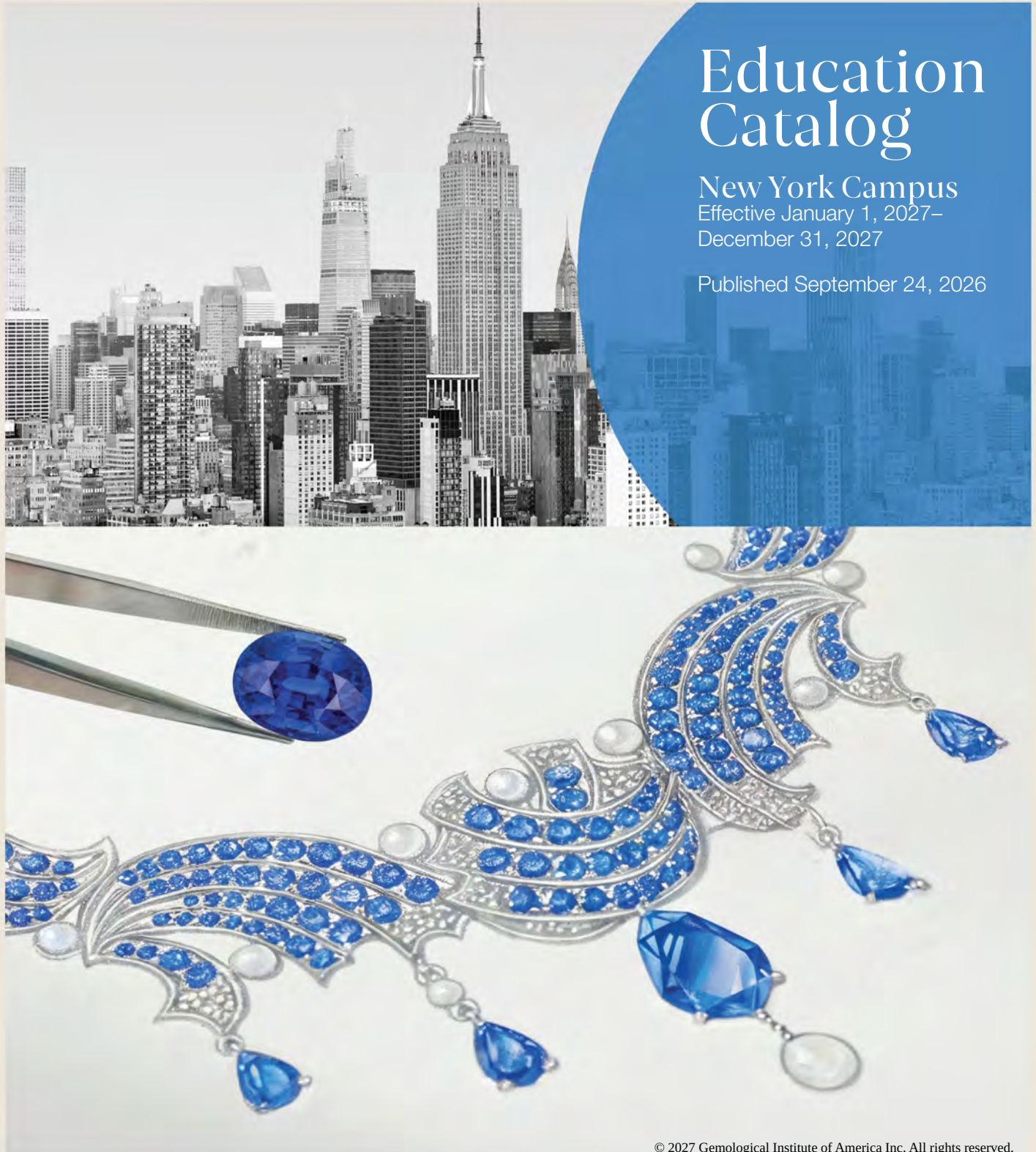


Education Catalog

New York Campus
Effective January 1, 2027–
December 31, 2027

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About GIA Education

Welcome Message	4
Mission and History	5
Accreditation and Licensing	6
Governance	7
Education Management and Faculty	8

Campus Information

Facility, Classrooms and Equipment	9
Student Life	11
School Calendar and Hours of Operation	12
Contacts and Resources	13

Programs and Classes

On Campus Programs	14
Graduate Gemologist®	15
Graduate Diamonds	17
Graduate Colored Stones	19
Graduate Jeweler	21
Jewelry Design & Technology	23
Jewelry Design	25
Comprehensive CAD/CAM for Jewelry	27
Technology Requirements	29

Professional Development Programs

Non-Occupational Offerings	31
Applied Jewelry Professional™ (AJP®)	33

Enrollment Services

Admissions Policies and Procedures	34
Admission Requirements	34
English-Language Proficiency Exams	35
How to Apply	35
Nondiscrimination Policy	36
Transferability of Credits Earned at Our Institution	38
Transfer Credit Policy	38
Transferability of Coursework to another GIA Program	38
Student Consumer Information	38
Tuition and Fees	39
Program Charges	39
Additional Program Costs	39
Additional Fees	40
Payment Due Dates	40
Payment Methods	41
Financial Aid and Scholarships	42
Federal Student Aid (FSA)	42
Veterans Administration (VA) Education Benefits	44
Vocational Rehabilitation Education Benefits	44
Private Loans	44
Scholarships	44
Cancellation, Withdrawal and Refund Policies	45
Cancellation and Withdrawal of Enrollment	45
Refund Policy	45
Return of Title IV Funds	48

2027 Class Schedules and Hours.....	50
Information for Students; Students' Rights	51
New York Occupational Education Data Survey.....	54
New York Occupational Education Data Survey (Cont.)	55

Student Services

Student Services	56
Disability Services and Accommodation	56
Reasonable Accommodation.....	56
Student Records	57
Transcripts	57
Career Services	58
Guest Speaker Series.....	59
Housing and Transportation	59
Health Care and Insurance	59
TELUS Health Student Support	59
International Student Advising.....	59
GIA Alumni Collective™	60

Policies and Procedures

Academic Policies and Procedures.....	61
Academic Integrity Policy.....	61
Academic Progress Policies	61
Attendance Policy.....	62
Attendance Charts	63
Clock Hours	63
Classroom Policies	63
Dismissal Policy.....	63
Exam Policy.....	65
Grading System.....	65
Grading Policy	66
Graduation Requirements.....	66
Leave of Absence Policy.....	66
Make-Up Hours.....	67
Make-Up Work.....	67
Homework Policy	67
Student Identity Verification	67
Administrative Policies	68
Student Conduct and Discipline	68
Drug and Alcohol Abuse Prevention	69
Non-Retaliation Policy.....	69
Students' Rights and Institutional Compliance	70
Title IX Compliance.....	71
Student Privacy Notice	72
Campus Safety and Security	73

Welcome Message

Growing up in a multi-generational family jewelry business, I always knew GIA would shape my future. Looking back now, I can say with certainty that a GIA education opened the door to a rewarding career filled with opportunities I never could have imagined.

When I completed the Graduate Gemologist program, I gained more than knowledge and credentials. I gained the confidence to shape my own path and a network of fellow alumni who continue to inspire, support, and guide me to this day.

My career began at Tiffany & Co., where I advanced from sales professional into management. Today, I have the privilege of serving as Senior Vice President and Chief Learning Officer at GIA.

While my journey is uniquely mine, it reflects something many GIA alumni share: a GIA education is transformative. It equips you with skills, credibility, and connections that open doors across the gem and jewelry industry. It was the best investment I made for my future, and I believe it can be the same for you.

From gemology to jewelry arts, our programs provide the knowledge and expertise you need to excel in your chosen field. Whether your path leads to sales, manufacturing, design, appraisal, or auction, you will graduate prepared for success. GIA alumni hold influential roles across every sector of the industry, and with a GIA diploma, you will be ready to step into that world with confidence.

Beyond what you learn in our programs, you will also join a powerful global community. The GIA Alumni Collective®, more than 165,000 strong across 58 chapters worldwide, is here to celebrate your achievements, share knowledge, and connect you to opportunities that will shape both your career and your life.

As you explore this catalog, I invite you to imagine what's possible for your future. At GIA, you will find the foundation, the inspiration, and the community to achieve your dreams. The world of gems and jewelry is waiting – your journey begins here.

Warm regards,

Cathryn Ramirez, GIA GG
Senior Vice President & Chief Learning Officer



Cathryn Ramirez, SVP and Chief Learning Officer
- ©GIA

Mission and History

Mission Statement

GIA's mission is to transform students into the trusted gem and jewelry professionals and makers of the future through flexible education.

Educational Philosophy

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:

Lifelong Learning and Curiosity

We encourage continuous learning, growth and exploration.

Creativity and Innovation

We champion creative thinking and innovative solutions, driving progress and inspiring new ideas.

Integrity and Respect

We uphold the truth with consideration for the thoughts and ideas of others.

Global Community

We foster collaboration and enduring relationships with peers and colleagues around the world.

History

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

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

Visit www.GIA.edu/gia-about to learn more about GIA history.

Accreditation and Licensing

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

Accreditation

GIA's New York campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch of GIA's main campus in Carlsbad, California. ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus programs only.

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

GIA has been approved by the U.S. Department of Education to offer Title IV federal financial aid to qualified students in GIA's On Campus full-time Graduate Gemologist (GG), Jewelry Design & Technology (JDT) program, and the Graduate Jeweler (GJ) program. In addition, qualifying students enrolled in approved On Campus programs may be eligible to receive funding through the New York State Bureau of Veterans Education, including veterans' educational benefits and vocational rehabilitation funding.

Licensing and Approvals

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

Under BPSS, Applied Jewelry Professional (AJP) and lab classes are classified as non-occupational (personal enrichment) offerings and are not designed to prepare students for employment.

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

ACCSC

2101 Wilson Blvd. Ste. 302
Arlington, VA 22201 USA
+1 703 247 4212
www.accsc.org



DEAC

1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
www.deac.org



BPSS

89 Washington Avenue, EBA 560
Albany, NY 12234 USA
+1 518 474 3969
www.acces.nysed.gov/bpss



Governance

Board of Governors

The GIA Board of Governors is the steward of the public interest. The board helps guide the strategic direction 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. Each governor offers a unique perspective, based on their professional experience in retail, research, education, finance, law, manufacturing and other areas; several have extensive international experience.

Lisa A. Locklear ♦ - Chair

Executive Vice President and Chief Financial Officer,
Longeveron

Stephen F. Kahler - Vice Chair

Chief Strategy Officer and Member of Board of Everidge

Dave Bindra ♦

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

Wendy A. Bohrson, Ph.D. ♦

Professor, Department of Geology and Geological
Engineering, Colorado School of Mines

Lisa Bridge ♦

Experienced Industry Executive

Lake Dai

Adjunct Professor, Applied AI at Carnegie Mellon University

François Delage ♦

Experienced global luxury, fashion and jewelry retail CEO

Kiko Harvey ♦

Associate Senior Vice President of Audit Services, University
of Southern California

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.

Pritesh Patel ♦

President and CEO, GIA

Jeffrey E. Post, Ph.D. ♦

Curator Emeritus, National Gem and Mineral Collection,
Smithsonian National Museum of Natural History

Tammy Storino

Chief Financial Officer, Beach House Group (BHG)

Marcus ter Haar

Experienced diamond industry executive

The list shown here is effective as of the publication date of this catalog; visit www.GIA.edu/gia-about-mission-governance-esg for an up-to-date listing.

Education Committee of the Board

The Education Committee of GIA's Board of Governors provides input and perspectives that are vital to the Institute's success, growth, and continuous improvement. Committee members are denoted by the symbol (♦).

Education Management and Faculty

GIA's staff and management comprise a diverse group of highly experienced professionals from both within and outside the gem and jewelry industry who are responsible for carrying out the Institute's mission. Together, they oversee the Institute's daily operations and support the continued growth and success of GIA.

Executive Management

Cathryn Ramirez
Senior Vice President and Chief Learning Officer

Corey Rosso
Vice President, Academic Affairs

Kelly Yantzer
Vice President, Student Affairs

Education Management

Jennifer Kim
Director, New York School

Sidharth Bhatia
Campus Manager, New York School

Maria Tsangaropoulos
Supervisor, Instruction New York School

Kimberly Overlin
Director, Student Services

Robyn Burrell
Director, Education Administration and Financial Aid

Matt Stargardter
Manager, Career Services

Dianna Parsons
Manager, Richard T. Liddicoat Gemological Library and Information Center

Faculty

GIA's faculty meet or exceed New York State Education Department regulations and applicable accreditation standards. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills and participate in ongoing professional development activities. Additionally, each faculty member has a Teacher Permit, Provisional License, or Full License issued by the state of New York. The list shown here is effective as of the publication date of this catalog. Please refer to our website at <https://www.gia.edu/gem-education/new-york/faculty> for an up-to-date listing of our faculty and their qualifications.

Gemology Instruction

Edyta Banasiak
MS Geology, GIA GG

Nicholas Baudler
GIA GG, AJP, Pearls Graduate

Wei Li
MPA, BS Criminalistic & Criminal Science,
GIA GG, AJP, Pearls Graduate

Hope Ly
BFA Painting & Metals, GIA GG, AJP, Pearls Graduate

Raphaëla Tavarone
BA Media Studies, Marketing and Advertising,
GIA GG, AJP, Pearls Graduate

Ka Ching (Kacey) Wong
AA Liberal Arts, AA Fashion Merchandising and
Management, GIA GG, AJP, Pearls Graduate

Jewelry Arts Instruction

Michele Berman
Jeweler, Designer, Model Maker, Metalsmith, Wax Carver

Jorge Fuentes
BA Computer & Information Science, Jewelry CAD Designer
& Modeler

Boris Goynatsky
Jeweler, Designer, Model Maker, Wax Carver

Melanie Penn
BFA Metals, Jewelry CAD Designer & Modeler
GIA AJP, Pearls Graduate

Facility, Classrooms and Equipment

GIA's New York Campus is located in the International Gem Tower (IGT) at 50 West 47th Street, New York, New York 10036 USA. All classes are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement.

Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. The campus occupies the eighth and ninth floors of the building and encompasses approximately 25,000 square feet. The facility includes 11 classrooms, a library, a student commons, a study lounge, and administrative offices.

GIA has been designed and constructed in compliance with the latest amendments of the Americans with Disabilities Act and any applicable local laws and codes in effect at the time of design. All travel pathways, door openings, force ratings, reach ranges, sinks, lavatories, toilets and other elements subject to the code are designed and specified in compliance with these mandates.

To help ensure the safety and security of our students, employees and guests, the building has security officers on duty 24 hours a day, seven days a week with GIA security officers present during the school week. There is restricted/monitored access to the campus. A dedicated facilities department ensures the ongoing and routine maintenance of the facilities, equipment and replenishment of supplies.

Classrooms and Equipment

Classrooms can accommodate up to 20 students. Each classroom is amply equipped with the instruments and tools used in each subject area. The classroom equipment, tools and materials used are detailed within each program and class description in this catalog.

See "On Campus Programs" on page 14.

See "Non-Occupational Offerings" on page 31.

Computer and Internet Access

Computers, computer portals and power supplies to accommodate laptops and other portable devices are available for student use. All students must acknowledge the Student and Public Computer and Internet User Agreement prior to using these computers. Wireless Internet access is available at no charge.

Library and Learning Resources

New York Library Services

The New York campus library is a valuable resource for students and has books and periodicals on gemology, mineralogy, design and manufacturing. The library subscribes to a variety of science, business, fashion and jewelry industry magazines, so you can keep up to date on the latest trends and techniques. Books and periodicals can be checked out by students by contacting us at nylibrary@gia.edu for an appointment.

Library and Information Center

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus and world headquarters is the largest library of its kind housing a growing collection of over 67,000 books, 1,000 periodical titles in various languages and 2,000 videos and other media. Collection topics cover gemstones, minerals, lapidary, geology, mineralogy, jewelry manufacturing and history and are searchable in the Online Public Access Catalog (OPAC) available at library.gia.edu. Students at New York's campus have access to the Library's reference service and online resources.

Archives. The Library's archives and rare book collection have works dating back to 1496. Print materials in the archives are accessible by appointment only. Public domain works (pre-1931) are being digitized with over 1,300 titles freely available on Internet Archive at <https://archive.org/details/gjalibrary>.

eBooks. Students and alumni may access more than 550 e-Books and 6,000 magazines on the Libby app at <https://libbyapp.com>. Contact us at library@gia.edu for a username and password.

Website. The library section of the GIA website offers additional resources, from recommended book lists to listings of gemstone pricing guides and appraisal associations. www.GIA.edu/library

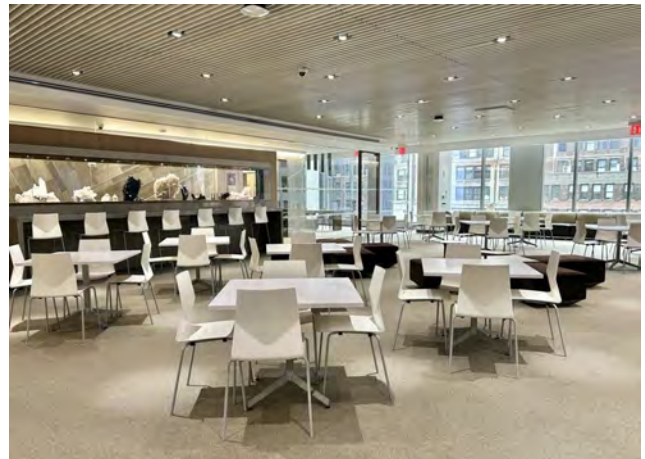
Reference service. The library is the first point of reference for gem and jewelry professionals. Whether in person or by phone or email, librarians answer questions from scientists,

jewelers, gemologists, students, researchers, authors from around the world. They provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewelry history and more.

Food and Beverage

Students have several choices for meals, snacks and beverages on campus or from a variety of nearby off-campus locations.

Refrigerators and microwaves are available for students who prefer to bring their own food. The Student Commons is furnished with tables and chairs. Refuse containers for proper disposal of food and beverage trash are plentiful in each of these areas. Eating and drinking is only allowed in the Student Commons area. However, beverages in closed containers may be allowed in the classrooms.



Top: IGT building entrance to NY Campus; Bottom: Student Commons - ©GIA

Student Life

The New York campus is located in the International Gem Tower (IGT) in the heart of New York's Diamond District. With the vast majority of diamonds entering the United States going through the Diamond District, the IGT and GIA are at the center of the industry. You will study with like-minded students who are as passionate about gems and jewelry as you are. You'll be part of an international student body, which gives you a global perspective on the gem and jewelry industry and makes for a multicultural experience.

Events and Activities

On Campus students may participate in a variety of activities such as career mentoring and recruiting events, guest speaker series, and other special events throughout the year. Students in our jewelry arts programs may participate in optional tours such as visiting a nearby engineering and casting house.

Arts and Culture

America's largest and most influential city, New York, is regarded as one of the cultural capitals of the world. It is home to renowned museums, concert halls, galleries, theaters, and historic sites such as the Museum of Modern Art (MoMA), Guggenheim Museum, Whitney Museum, Metropolitan Museum of Art (MET), American Museum of Natural History, Lincoln Center, Broadway, Ellis Island and the Statue of Liberty.

[New York Attractions](#) | [New York Tourist Sites](#) | [NYC.com](#)

Community Service

Community engagement, outreach and environmental stewardship are incredibly important to GIA and are inherent in both our mission and our corporate culture. As an organization, GIA's *Brilliance in Service* program was created to celebrate and reward our employees for their commitment to volunteering in the community.

We encourage students to build a lifelong habit of nurturing their communities to make a positive difference in the lives of others and foster a sense of belonging and connection.

Our faculty, staff and students participate in community service and volunteering throughout the year benefiting organizations such as New York Cares, Hour Children, American Cancer Society and Toys for Tots. While you're on campus, be sure to get involved and share your ideas for service.



GIA participating in American Cancer Society's Making Strides - ©GIA



GIA participating in Heart of Dinner's food drive - ©GIA

School Calendar and Hours of Operation

2027 School Closure Dates

Classes are not in session on these dates; for the most current schedule, please visit <https://www.gia.edu/gem-education/new-york/schedule>.

Date	Holiday / Event
January 01, 2027 (Friday)	New Year's Day
January 18, 2027 (Monday)	Martin Luther King Jr. Day
February 01, 2027 (Monday)	AGTA GemFair, Tucson (campus open, no in-person classes)
February 15, 2027 (Monday)	Presidents' Day
May 31, 2027 (Monday)	Memorial Day
June 04, 2027 (Friday)	JCK Show, Las Vegas (campus open, no in-person classes)
June 18, 2027 (Friday)	Juneteenth Freedom Day (campus open, no in-person classes) (Observed)
July 05, 2027 (Monday)	Independence Day (Observed)
September 06, 2027 (Monday)	Labor Day
November 11, 2027 (Thursday)	Veterans Day (campus open, no in-person classes)
November 22, 2027 (Monday) through November 26, 2027 (Friday)	Thanksgiving Break
December 20, 2027 (Monday) through December 31, 2027 (Friday)	Winter Break

Hours of Operation

The New York campus is open Monday–Friday from 7:30 a.m. to 4:30 p.m. ET, except for the scheduled school closures noted above. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules. Library and computer lab hours are available during break times.

Registration Period

GIA has one year-long academic term with continuous enrollment.

See "Class Schedules and Class Hours" on page 50.

Contacts and Resources

Department Contacts

Admissions and Registration

General inquiries, admission, registration, international student advising, visas, housing, transportation, orientation, student workroom
+1 212 944 5900 | +1 800 366 8519
nyadmissions@gia.edu

Career Services

Career advising, resume and interview preparation, job search
+1 212 944 5900 | +1 800 366 8519 ext. 3548
careerservices@gia.edu

Education Service Desk - Technical Support

Applicant Portal, My GIA Education Portal, and Learning Management System (LMS)
Login, access and other technical issues
+1 760 603 4350 | +1 800 421 7250 ext. 4350
www.GIA.edu/education-support

Financial Assistance

Federal financial aid, veterans benefits, vocational rehab, scholarships
+1 760 603 4005 | +1 800 421 7250 ext. 4005
financialaid@gia.edu, scholarship@gia.edu,
VABenefits@gia.edu

School Director

Reasonable accommodations, leave of absence, cancellation, withdrawal, probation, dismissal, complaints
+1 917 286 3662 | +1 800 366 8519 ext. 3662
nyedudirector@gia.edu

Student Accounts

Financial account, payments, refunds
+1 760 603 4470 | +1 800 421 7250 ext. 4470
educationacctsrc.us@gia.edu

Student Records

Certificates, diplomas, transcripts, contact information updates, FERPA
+1 917 286 3671 | +1 800 366 8519 ext. 3671
nyrecords@gia.edu

Deputy Title IX and 504 Coordinator

Questions, concerns, complaints related to Section 504 or Title IX
+1 917 286 3662 | +1 800 366 8519 ext. 3662
504coordinator@gia.edu | titleixcoordinator@gia.edu

Resources

Alumni Collective™

Membership, benefits, events
+1 760 603 4145 | +1 800 421 7250 ext. 4145
<https://collective.gia.edu> | alumni@gia.edu

Learning Management System Access (Current Students)

My GIA Education Portal: <https://education.gia.edu/>

GIA Store

Optional books and instruments
+1 760 603 4200 | +1 800 421 8161
<https://store.gia.edu> | giastore@gia.edu

Library - New York Campus

On-site library services
+1 917 286 3671 | +1 800 366 8519 ext. 3671
nylibrary@gia.edu

Library - GIA Main Campus

Reference service, online resources
+1 760 603 4046 | +1 800 421 7250 ext. 4046
library@gia.edu

My GIA Education Portal

View your academic, financial and student records; make payments, select a payment plan, submit forms, access courses in the LMS (single sign-on)
<https://education.gia.edu/>

TELUS Health Student Support

24/7 confidential mental health and well-being support
Phone: +1 866 743 7732
Web: <https://myssp.app/us/home>
TELUS App:



On Campus Programs

GIA offers full-time, instructor-led gemology and jewelry arts certificate and diploma programs through its On Campus division. Our faculty have an in-depth knowledge of gemstones, diamonds, equipment, Rhino software and an impressive understanding of the jewelry industry. Our administrators are dedicated to helping you succeed; many are GIA alumni, so they understand what it is like to study full-time at a GIA campus.

The following pages outline each program's description, learning objectives, key highlights, potential career paths, required equipment and materials, and technology requirements.

Program Name	Program Number	Clock Hours	Instructional Weeks	Program Length*	Description and Details
GEMOLOGY					
Graduate Gemologist®	GEM 2500	780	26	28	Page 15
Graduate Diamonds	GEM 2200	210	7	8	Page 17
Graduate Colored Stones	GEM 2300	570	19	20	Page 19
JEWELRY ARTS					
Graduate Jeweler	JMA 3300	780	26	27	Page 21
Jewelry Design & Technology	JMA 3400	780	26	27	Page 23
Jewelry Design	JMA 370	270	9	9	Page 25
Comprehensive CAD/CAM for Jewelry	JMA 400	210	7	8	Page 27
*Calendar Duration; may vary with scheduled closures.					



Students in GIA's Jewelry Design & Technology Program - ©GIA

Graduate Gemologist®



Description

The Graduate Gemologist diploma program at GIA provides an extensive education in gemology, encompassing both diamonds and colored stones. This program consists of two specialized courses: Graduate Diamonds and Graduate Colored Stones, each leading to an individual diploma. Upon completion of both courses, students achieve the comprehensive Graduate Gemologist diploma. Participants in the Graduate Gemologist program gain a deep understanding of the gemology field, preparing them for careers in the gemstone and jewelry industries.

Graduate Diamonds Course

The Graduate Diamonds course introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; and identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of laboratory-grown diamonds and when to submit to a laboratory for further testing. Please see the [Graduate Diamonds](#) program description for more details.

Graduate Colored Stones

The Graduate Colored Stones course blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones. Please see the [Graduate Colored Stones](#) program description for more details.

Learning Objectives

- Describe the components of the diamond and colored stone supply chain
- Explain the science of diamond and colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Describe treated and laboratory-grown gemstones
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the GIA Colored Stone Grading System

Program Highlights

- **Comprehensive Curriculum:** In-depth study of both diamonds and colored stones, including traditional and current industry practices.
- **Scientific Foundations:** Robust course content based on decades of original research on diamond and colored stone formation, identification, and evaluation.
- **Professional Instruction:** Instruction team with real gem and jewelry trade experience, solid gemology knowledge base and professional teaching skills.
- **Practical Application:** Hands-on training using professional gemological tools with the GIA 4Cs Diamond Grading System, gem identification protocols, and the GIA Colored Stone Grading System.
- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in gemstone identification, evaluation, and trading.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

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, Staff Gemologist, Inventory Control Specialist, Jewelry Business Owner, Jewelry Buyer, Jewelry Sales Professional, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Wholesaler

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

Details

Graduate Gemologist		
Courses	Clock Hours	Calendar Weeks
GEM 2200 Graduate Diamonds	210	8+ weeks
GEM 2300 Graduate Colored Stones	570	20+ weeks
Total Program Hours/Weeks	780	28+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39	

Schedules and Class Hours

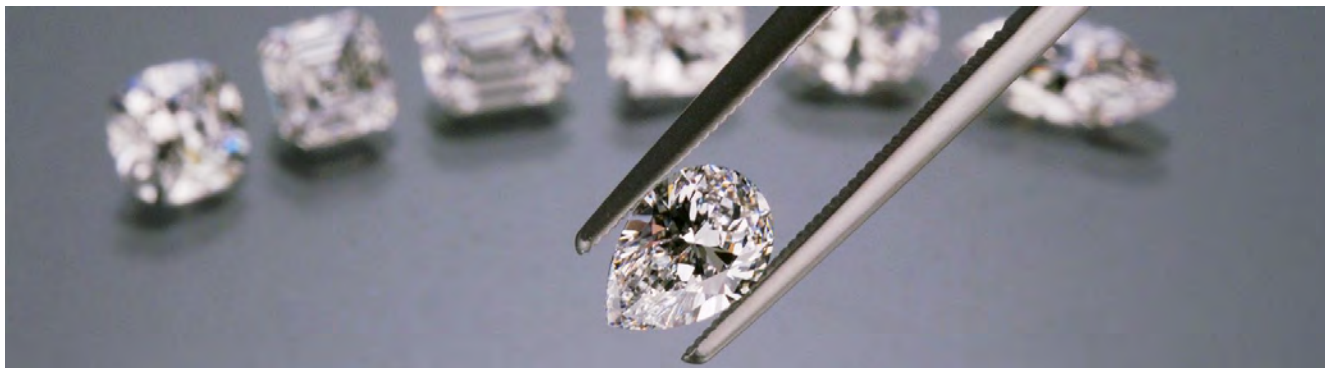
Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

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

See "General Technology Requirements" on page 29.

Graduate Diamonds



Description

The Graduate Diamonds diploma program introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; and identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing.

The Graduate Diamonds program may be taken as a standalone program or as part of the comprehensive [Graduate Gemologist](#) program.

Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the effects of diamond treatment

- Describe characteristics of natural and lab-grown diamonds
- Describe how quality, rarity, color and market factors affect gem value

Program Highlights

- **Comprehensive Curriculum:** In-depth study of diamonds and the diamond industry.
- **Scientific Foundations:** Robust course content based on GIA's world-class research in terms of diamond science, identification and evaluation over the past 80-plus years.
- **Professional Instruction:** Instruction team with real diamond trade experience, solid diamond knowledge base and effective communication skills.
- **Practical Application:** Instructed hands-on diamond grading and identification experience using professional gemological tools.
- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in diamond identification, evaluation and trading.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

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

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

Details

Graduate Diamonds

Program Number	GEM 2200
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39

Schedules and Class Hours

Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

Each classroom is equipped with a GIA DiamondDock™, GIA iD100® and a UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a handheld light source and diamond grading tray. As part of their course materials, students receive a 10x loupe, diamond tweezer, gem cloth, pointer probe, plotting pens, table gauge, crown angle cards, color grading cards, GIA padfolio and a lab manual.

See "General Technology Requirements" on page 29.



Rough and polished diamonds - ©GIA

Graduate Colored Stones



Description

The Graduate Colored Stones diploma program blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones.

The Graduate Colored Stones program may be taken as a standalone program or as part of the comprehensive [Graduate Gemologist](#) program.

Learning Objectives

- Describe the components of colored stone supply chain
- Explain the science of colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Describe the GIA Colored Stone Grading System

Program Highlights

- **Comprehensive Curriculum:** In-depth study of colored stones and the industry with the focus on sourcing, identification, evaluation and trading.
- **Scientific Foundations:** Robust course content based on GIA's world-class research in terms of colored stone formation, identification, and evaluation for the past 80-plus years.
- **Professional Instruction:** Instruction team with real colored gemstone trading experience, solid knowledge base and effective communication skills.
- **Practical Application:** Instructed hands-on practice on colored gemstone identification and evaluation.
- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in colored stone identification, evaluation and trading.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

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

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

Details

Graduate Colored Stones

Program Number	GEM 2300
Clock Hours / Instructional Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39

Schedules and Class Hours

Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

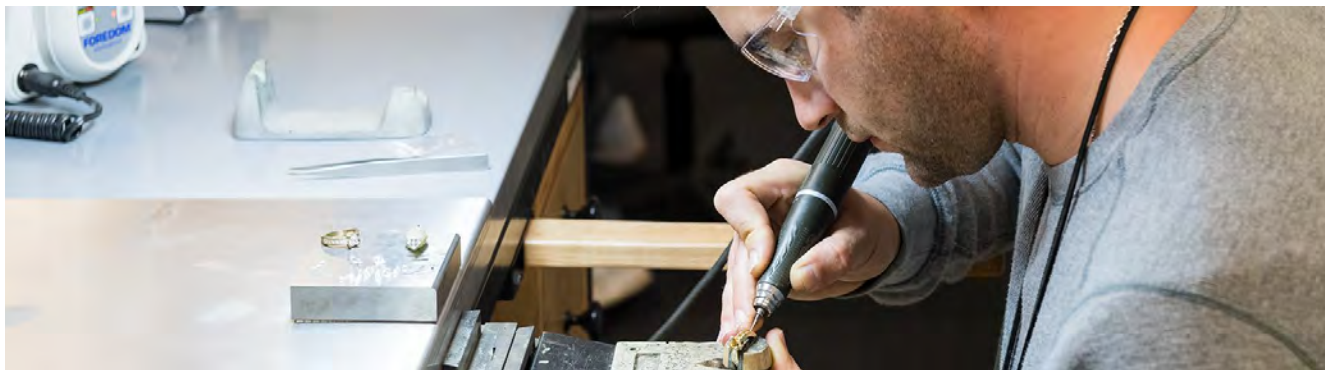
Each classroom is equipped with an electronic balance with hydrostatic unit, UV lamp with viewing cabinet, desktop prism spectroscope, color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate and monochromatic light source.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

[See "General Technology Requirements" on page 29.](#)



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

Graduate Jeweler



Description

The Graduate Jeweler diploma program introduces the knowledge and skills required for a career in jewelry fabrication and repair. The course offers a hands-on learning environment for students to practice skills including sawing, filing, stone setting, jewelry repair, fabrication and forging, texturing, polishing and electroplating. Topics include basic jewelry design and planning, safe operation of jewelry manufacturing tools, and how metallurgical and gemological properties can affect jewelry manufacturing. Students learn how to work safely, sustainably, efficiently, and how to evaluate and improve their workmanship.

Learning Objectives

- Demonstrate essential jewelry manufacturing skills
- Fabricate findings and finished jewelry using base and precious metals
- Apply texture, polish and electroplating finishes
- Demonstrate common jewelry repairs
- Describe safe operation of common jewelry manufacturing tools
- Explain how metallurgical properties impact jewelry manufacturing
- Self-evaluate and refine their jewelry-making skills

Modular Course Structure

JMA 201 Bench Basics - This introductory module establishes the essential foundation for safe and effective work at the jeweler's bench. Students learn shop safety protocols, proper maintenance practices, and the fundamentals of metallurgy. Instruction covers the use of tools, the optivisor and loupe, as well as core skills such as layout and measuring, drilling, sawing, and piercing. Students develop hand skills through filing, sanding, surface preparation, polishing, and buffing. Additional training

includes torch operation and soldering techniques, ring measurement, milling, wire drawing, and introductory ring sizing using stretch and compression methods.

JMA 202 Bench Level 1 - This module builds on foundational skills and introduces students to jewelry fabrication and repair techniques. Students gain proficiency in basic soldering, stone setting, forging, and chain repair while beginning to produce finished projects. Representative projects include hoop earrings, toggle bracelets, pierced earrings, box rings, and twist rings. The module emphasizes accuracy, craftsmanship, and consistency in developing bench techniques. Prerequisite: Successful completion of Module 1 with a grade of 75% or higher.

JMA 203 Bench Level 2 - Students advance their technical skills with an emphasis on setting and casting techniques. Instruction includes prong setting, laser welding, wax carving, and casting methods. Projects such as solitaire rings and laser welding reinforce repair and stone setting concepts, while self-evaluation exercises encourage students to critically assess and refine their work. Prerequisite: Successful completion of Module 2 with a grade of 75% or higher.

JMA 204 Bench Level 3 - This module focuses on bezel settings, mesh chain fabrication, and design sketching to expand creative and technical capabilities. Students complete projects including a three-stone ring, a gallery ring, a box clasp, and the D3 design project. Emphasis is placed on precision, creativity, and technical mastery as students move toward more complex bench work. Prerequisite: Successful completion of Module 3 with a grade of 75% or higher.

JMA 205 Bench Level 4 - Students explore advanced setting and repair work with a focus on platinum and specialized techniques. Instruction covers channel setting, flush setting, platinum fabrication, and a range of trade repair practices. Representative projects include a halo ring, wedding sets, and the application of gravers. By the conclusion of this module, students demonstrate readiness for professional-level jewelry bench assignments. Prerequisite: Successful completion of Module 4 with a grade of 75% or higher.

JMA 206 Graduate Jeweler Capstone - The capstone module provides students with an opportunity to integrate and demonstrate all skills learned throughout the program. Students complete a creative "Mystery Box" design project, undergo a final practical bench test, and prepare for a design show presentation. This culminating experience serves as the final assessment of technical proficiency and creativity, confirming readiness for professional practice. Prerequisite: Successful completion of Module 5 with a grade of 75% or higher.

Program Highlights

- **Comprehensive Curriculum:** Training in core skill development, metallurgy and gemstones, fabrication, stone setting, torch and laser repairs, wax carving, casting, hand engraving, and working with platinum.
- **Hands-on Experience:** Access to professional tools and techniques with personal workstations.
- **Real-World Application:** Instruction by experienced professional jewelers with extensive industry knowledge.
- **Career-Focused Skills:** Provides graduates with the knowledge required for a range of roles in the jewelry manufacturing sector.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Graduate Jeweler Diploma

Occupations May Include

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

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

Details

Graduate Jeweler		
Courses/Course Number	Clock Hours	Calendar Weeks
JMA 201 Bench Basics	60	2 weeks
JMA 202 Bench Level 1	180	6 weeks
JMA 203 Bench Level 2	180	6 weeks
JMA 204 Bench Level 3	150	5 weeks
JMA 205 Bench Level 4	150	5 weeks
JMA 206 GJ Capstone	60	2 weeks
Total Program Hours/Weeks	780	26+ calendar weeks
Total Charges	See "Tuition and Fees" on page 39.	

Schedules and Class Hours

Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

Each classroom is equipped with a laser welder, plating station, steam cleaner, ultrasonic cleaner and grinding and polishing stations. Each student workstation has a microscope, torch, micro-motor and other accessories. As part of their course materials, students receive printed course materials and a tool kit that includes a flex shaft, variety of files, pliers, gravers, twist drills, hammers, mallet, mandrels, tweezers, bench block, burs, saw frame and saw blades.

See "General Technology Requirements" on page 29.

Jewelry Design & Technology



Description

The Jewelry Design & Technology diploma program covers the design of jewelry from concept to CAD (computer-aided design) model to 3D-printed prototype. Topics include design principles and elements; understanding and applying motifs to jewelry, jewelry manufacturing methods including tolerances and dimensions and gemstone setting. Students learn how to create a concept sketch, what manufacturing challenges to consider and how to apply engineering concepts to create jewelry pieces that are durable, comfortable and manufacturable. By the completion of the program, students will have digital and physical portfolios of class projects and custom designs that are ready for presentation to potential clients and employers.

Learning Objectives

- Apply fundamental design concepts
- Describe jewelry manufacturing processes
- Demonstrate ability to create designs based on sources of inspiration
- Create designs using CAD software and a 3D printer
- Design, develop and render CAD models
- Describe and apply engineering concepts to create high-quality, manufacturable designs
- Create concept sketches using illustration software

Program Highlights

- **Comprehensive Curriculum:** In-depth study of digital jewelry design, jewelry engineering, CAD modeling, and 3D printing for jewelry manufacturing.
- **Solid Foundations:** Robust course content based on GIA's world-class experience in terms of hardware/software research, design, jewelry engineering, and CAD modeling.

- **Professional Instruction:** Instruction team with real jewelry manufacturing experience, solid design and CAD modeling knowledge base and effective communication skills.
- **Practical Application:** Instructed hands-on digital design creation, CAD modeling, and 3D printing experience using professional hardware and software.
- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in design, proper engineering, and model creation for jewelry manufacturing.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Jewelry Design & Technology Diploma

Occupations May Include

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

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

Details

Jewelry Design & Technology

Program Number	JMA 3400
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39

Schedules and Class Hours

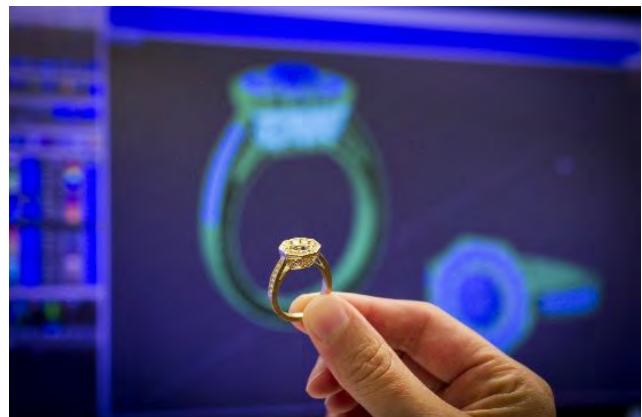
Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely and a 3D printer. Each student workstation has a computer with Rhinoceros, ZBrush, Preform, and Krita software installed, along with two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a 1 TB USB external hard drive, 10x loupe, hand-measuring tool, graphic tablet with pen, student license for Rhinoceros and a one-year trial version of the ZBrush software and printed course materials.

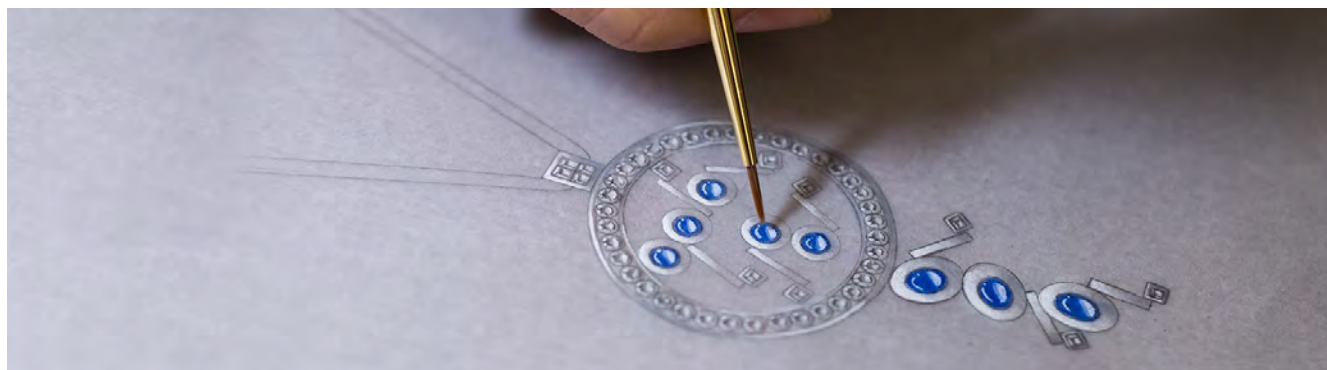
GIA provides computers and software for classroom use. For home use, the materials fee includes a graphic tablet and pen, a student license for Rhinoceros software and a one-year trial for the ZBrush software.

See ["General Technology Requirements" on page 29](#). This program requires additional specialized technology; see [page 30](#).



Students use CAD software and 3D printers as rapid prototyping system to design & manufacture jewelry - ©GIA

Jewelry Design



Description

The Jewelry Design certificate program provides students with the fundamental knowledge of design theory and the technical hand-rendering skills commonly employed in jewelry design. Students acquire a working knowledge of jewelry design artistry. Skills taught 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. By the completion of the program, students will have a portfolio of class projects and custom designs ready for presentation to potential clients and employers.

Learning Objectives

- Demonstrate ability to create designs based on sources of inspiration
- Describe jewelry design theory and artistry
- Demonstrate rendering skills with graphite, colored pencils and watercolor paints
- Illustrate the shape, form and texture of metal
- Render faceted and cabochon gems, pearls and colored stones
- Demonstrate traditional drafting techniques used for enhanced rendering
- Develop and refine motifs used for jewelry design

Program Highlights

- **Comprehensive Curriculum:** In-depth study of jewelry design, hand rendering and it's application in jewelry manufacturing.
- **Solid Foundations:** Robust course content based on GIA's world-class experience in classic jewelry design hand rendering methods.
- **Professional Instruction:** Instruction team with real jewelry design experience, solid industry knowledge base and effective communication skills.

- **Practical Application:** Instructed hands-on jewelry design, and hand rendering experience using traditional artists tools and materials.
- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in jewelry design renderings for jewelry manufacturing.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

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

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

Details

Jewelry Design

Program Number	JMA 370
Clock Hours / Instructional Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39

Schedules and Class Hours

Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

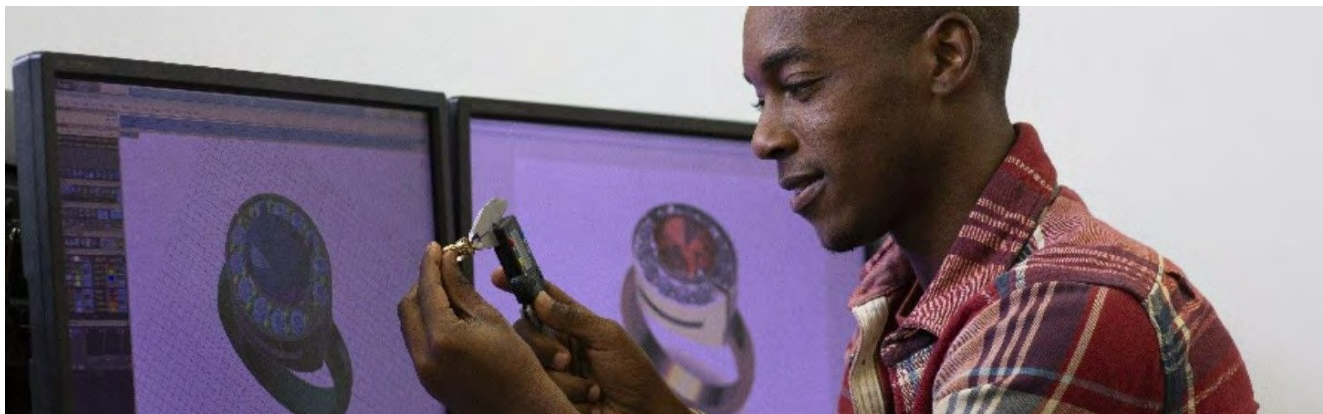
Each student workstation is equipped with two flat-screen monitors for close-up viewing of live instructor demonstrations. As part of their course materials, students receive a design toolkit containing a variety of paints, pencils, brushes, templates, papers and vellum and printed course materials.

See "General Technology Requirements" on page 29.



Hand-rendered necklace – ©GIA

Comprehensive CAD/CAM for Jewelry



Description

The Comprehensive CAD/CAM for Jewelry certificate program covers the skills necessary to create 3D jewelry models ready for manufacturing. Topics include jewelry manufacturing techniques, jewelry-engineering fundamentals and CAM (Computer-Aided Manufacturing) machines. Students use CAD (Computer-Aided Design) software to develop models and photo-realistic renderings of jewelry designs.

Learning Objectives

- Describe jewelry manufacturing fundamentals
- Describe and apply engineering concepts to create high-quality, manufacturable designs
- Create and render designs using CAD software
- Describe various CAM technologies
- Model and render manufacturable pieces of jewelry using CAD

Program Highlights

- **Comprehensive Curriculum:** In-depth study of jewelry engineering, and CAD modeling for jewelry manufacturing.
- **Solid Foundations:** Robust course content based on GIA's world-class experience in terms of hardware/software research, jewelry engineering, and CAD modeling.
- **Professional Instruction:** Instruction team with real jewelry manufacturing experience, solid engineering and CAD modeling knowledge base and effective communication skills.
- **Practical Application:** Instructed hands-on CAD modeling experience using professional hardware and software.

- **Industry-Relevant Skills:** Knowledge and skills applicable to making informed decisions in proper engineering and model creation for jewelry manufacturing.

Out of Class Expectations

Students should expect to spend additional time outside of scheduled class hours completing homework, studying, preparing for quizzes and examinations, and completing other assignments or learning activities identified in the course syllabus.

What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

Occupations May Include

CAD/CAM Technician, Jewelry CAD Technician, Product Developer

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

Details

Comprehensive CAD/CAM for Jewelry

Program Number	JMA 400
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges	See "Tuition and Fees" on page 39

Schedules and Class Hours

Visit www.GIA.edu/gem-education/new-york/schedule for schedules. To accommodate campus operations, classes may be scheduled with staggered start and end times, including 8:00 a.m.–3:00 p.m. and 8:30 a.m.–3:30 p.m. schedules.

Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely. Each student workstation has a computer with Rhinoceros software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a student license for Rhinoceros software, a one-year subscription to ZBrush software, 1 TB USB external hard drive and printed course materials.

See "General Technology Requirements" on page 29. This program requires additional specialized technology; see page 29.



CAD-rendered earrings - ©GIA

Technology Requirements

All students are required to have access to the My GIA Education Portal and the Learning Management System (LMS) using a computer, tablet, or mobile device with a stable internet connection. A valid email address that is not shared with others is also required for security purposes.

General Technology Requirements

Students are expected to have regular access to the following technology to participate successfully in their courses.

Requirement	Specifications
Access and Connectivity	Access to the My GIA Education Portal and LMS using a computer, tablet, or mobile device with a stable internet connection.
Email	A valid email address that is not shared with others.
Windows Operating System	Windows 11 (64-bit) or Windows 10 (64-bit), version 22H2 or later.
macOS	macOS 12, 13, or 14 (Sonoma).
Tablets and Mobile Devices	The most recent version of iOS or Android.
Supported Browsers	PC: Latest versions of Firefox, Chrome, Edge, or Safari. Mac: Latest versions of Safari or Google Chrome.
Monitor Resolution	1280 × 720 screen resolution is recommended for accessing online curriculum.
Browser Settings	Cookies must be enabled and pop-up blockers must be disabled.
Adobe Acrobat Reader	The most recent version of Adobe Acrobat Reader. The software is available free of charge at get.adobe.com/reader .
Compatibility	Systems may operate with Windows 8 or later or macOS 11 or later; however, support is no longer available for Windows 8.1 and earlier or macOS 11 and earlier.

Note: Technology requirements are reviewed periodically and are subject to change. Students will receive advance notice of any changes.

Comprehensive CAD/CAM for Jewelry

GIA provides the technology and software required for classroom use. However, students are strongly encouraged to have access to a Windows-based computer that meets the specifications below for practice outside of classroom hours. The estimated cost to purchase a laptop meeting the recommended specifications is \$1,800.

Component	Minimum	Recommended
Computer	Windows-based laptop or desktop with a mouse and keyboard.	Multi-button mouse with a scroll wheel.
Operating System and Processor	Windows 10 or later with a 64-bit Intel or AMD processor; ARM processors are not supported. Intel i7, 2.8 GHz or higher.	Intel i9, AMD Ryzen 7, or Threadripper.
Memory	16 GB RAM.	More than 16 GB RAM where available.
Graphics	OpenGL 4.1-capable video card with 4 GB VRAM.	NVIDIA GeForce 3000 series or later for faster photorealistic rendering.

Continued on page 30

Continued from page 29

Component	Minimum	Recommended
Storage	512 GB of available space on the main drive.	1 TB or greater; a solid-state drive is strongly recommended.
Display	1920 × 1080 resolution with 32-bit color.	Higher resolution where available.

Note: Technology requirements are reviewed periodically and are subject to change. Students will receive advance notice of any changes.

Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in the program. Students should be able to create, name, and organize folders; locate, open, and save files; and work with common file types, including PDF and JPEG files. Students who need additional preparation should complete a training or refresher course in basic Windows skills before beginning the program.

Jewelry Design & Technology

Before the first day of class, students must have access to a laptop or desktop computer that meets the following requirements to complete homework assignments. The estimated cost to purchase a laptop meeting the recommended specifications is \$1,800.

Component	Minimum	Recommended
Computer	Windows-based laptop or desktop with a mouse and keyboard.	Multi-button mouse with a scroll wheel.
Operating System and Processor	Windows 10 or later with a 64-bit Intel or AMD processor; ARM processors are not supported. Intel i7, 2.8 GHz or higher.	Intel i9, AMD Ryzen 7, or later.
Memory	16 GB RAM.	More than 16 GB RAM where available.
Graphics	OpenGL 4.1-capable video card with 4 GB VRAM.	NVIDIA GeForce 3000 series or later for faster photorealistic rendering.
Storage	512 GB of available space on the main drive.	1 TB or greater; a solid-state drive is strongly recommended.
Display	1920 × 1080 resolution with 32-bit color.	Higher resolution where available.

GIA-provided technology: GIA provides computers, graphic tablets, and software for classroom use. For home use, the materials fee includes a graphic tablet and pen, a student license for Rhinoceros software, and a six-month trial of ZBrush software.

Note: Technology requirements are reviewed periodically and may be updated. Students will receive advance notice of any changes.

Computer Proficiency

Basic proficiency in the Windows operating system is essential for success in the program. Students should be able to create, name, and organize folders; locate, open, and save files; and work with common file types, including PDF and JPEG files. Students who need additional preparation should complete a training or refresher course in basic Windows skills before beginning the program.

Non-Occupational Offerings

The GIA Lab Classes and the Applied Jewelry Professional™ (AJP) program are classified by the New York State Education Department's Bureau of Proprietary School Supervision (BPSS) as non-occupational. Under BPSS, non-occupational instruction is education that is designed primarily for personal interest, avocational enrichment, or the enhancement of existing knowledge and skills, rather than preparation for employment in a specific occupation or vocation.

- Lab classes and the Applied Jewelry Professional program do not fall within the scope of accreditation by the Accrediting Commission of Career Schools and Colleges (ACCSC).
- The Applied Jewelry Professional program does not fall under the purview of the Distance Education Accrediting Commission (DEAC).

Lab Classes

GIA laboratory classes are short-term, instructor-led educational experiences that provide focused instruction in specialized gemological topics. These classes are designed to expand knowledge and practical skills in specific subject areas and may be taken independently or to supplement other GIA educational programs.

GEM 220L Colored Stone Grading Lab

The Colored Stone Grading Lab teaches students how to grade the color, clarity, and cut quality of a wide range of colored stones through practical coursework. Topics include how to describe a gem's color by hue, tone and saturation and how to evaluate gems using the GIA Colored Stone Grading System.

Students must pass a two-stone practical exam* with a score of 75% or higher to complete the class successfully. Each student workstation includes a binocular microscope with a daylight equivalent light source, tweezers and a 10x loupe. Students receive a pencil, gem cloth, pinpoint incandescent light source, color grading card and lab manual as part of the course materials.

- **Hours / Duration:** 21 clock hours / 3 days
- **What you earn:** Letter of Completion

GEM 230L Diamond Grading Lab

The Diamond Grading Lab introduces students to the procedures used to grade diamonds according to GIA's International Diamond Grading System™. Using round brilliant cut diamonds on the D-Z color scale, students apply their knowledge by assigning color, clarity and cut grades, determining proportions and weight and documenting fluorescence. Students also learn how to identify and plot clarity characteristics and receive hands-on practice separating natural diamond from common simulants.

Students must pass a two-stone practical exam* with a score of 75% or higher 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 handheld light source and diamond grading tray. Students receive a pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, loupe, color grading card and lab manual as part of the course materials.

- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. Students are required to pass within three exam attempts, achieving a minimum score of 75% or higher.

GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the gem identification process and the operation of the gemological equipment used to test and identify colored stones.

Instructors demonstrate key tests and coach students on effective testing procedures. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones.

Students must pass an instrumentation exam* with a score of 75% or higher to complete the class successfully.

Classrooms contain a prism spectroscope, diffuser plate, color filter, fiber optic light, and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eyepiece, optic figure sphere and monochromatic light source. Students receive their own gem cloth, pinpoint incandescent light source, color grading card, hue wheel, tweezers and lab manual as part of the course materials.

- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide.

[See "Student Notification of Classroom Chemical Usage" on page 73](#) for more information.

* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. Students are required to pass within three exam attempts, achieving a minimum score of 75% or higher.

Applied Jewelry Professional™ (AJP®)

Description

The Applied Jewelry Professional™ (AJP®) development program provides an overview of essential topics including jewelry designs, setting styles, jewelry care, precious metals, and retail jewelry store operations. Students also learn basic information about diamonds, rubies, emeralds, sapphires, and the GIA Clarity Grading System. Coursework explores modern diamond cutting technology, jewelry manufacturing methods, and strategies for communicating product features and benefits to customers. Students gain practical skills in translating jewelry features into customer benefits and effectively explaining the 4Cs of diamond value.

What You Earn

GIA Professional Development Diploma - Applied Jewelry Professional

Diploma Requirements

These courses are offered as part of the five-day in-person program at the New York campus and may not be taken individually. Complete all three courses, earning a passing grade (75% or higher) on each lesson or assignment and final exam to earn your diploma.

Course Numbers	Course Title (Subject)	Prerequisites	Clock Hours
GEM 110	Jewelry Essentials	None	10
GEM 120	Colored Stone Essentials	None	12
GEM 130	Diamond Essentials	None	10
			Total Hours: 32

See "Tuition and Fees" on page 39.

GEM 110 Jewelry Essentials

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation. The course also covers watches and giftware.

GEM 120 Colored Stone Essentials

This course provides essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular

colored stones; and how color, clarity, cut and carat weight affect a gem's value.

GEM 130 Diamond Essentials

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate.

Schedules and Class Hours

Please visit <https://www.gia.edu/gem-education/schedules> for schedules and class hours.

Admissions Policies and Procedures

Admission Requirements

To be admitted into programs or classes at GIA's New York campus, applicants must meet the following requirements:

- i) have a high school diploma or the equivalent (not applicable for Applied Jewelry Professional program).
- ii) be at least 18 years of age prior to attending orientation or any class,
- iii) have the ability to read and write in English at the level of a U.S. high school graduate.

All programs are taught in English. GIA does not offer English as a second language (ESL) instruction.

Required Documents

Applicants must provide the following documents. All documents must be in English or accompanied by an English-language translation.

☒ Government Issued Photo Identification

- U.S. citizens and permanent residents must provide a copy of a valid, government-issued photo ID showing full legal name and birth date. U.S. permanent residents must also provide a copy of their residency card.
- Applicants who are not a U.S. citizen or permanent resident must provide a copy of their passport showing full legal name, birth date, citizenship and country of birth.

☒ Proof of Graduation

Copy of your diploma, degree, or transcript showing the graduation date for ONE of the following (not applicable for Applied Jewelry Professional program):

- High school/high school equivalency diploma
- Undergraduate or graduate degree from an accredited college or university
- State-issued secondary school completion for home-schooled high school graduates

Foreign Credentials

Applicants whose secondary education was completed outside the United States must provide a foreign credential evaluation demonstrating that their education is equivalent to a U.S. high school diploma. The evaluation must be completed by a credential evaluation agency that is a current member of either the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Official translations alone do not satisfy this requirement unless included as part

of the credential evaluation. To locate an approved evaluation agency, visit:

- NACES: www.naces.org/members
- AICE: <https://aice-eval.org/endorsed-members>

Extenuating Circumstances

Applicants who meet all admission requirements but are unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee. In such cases, an applicant may be approved to take and pass an admissions test as determined by GIA and complete, sign, and notarize the Sworn Statement of a Student's Graduation from a Foreign High School form attesting that they have obtained a high school diploma or its equivalent. For inquiries, contact nyedudirector@gia.edu.

☒ Name Change Documentation (if applicable)

If your legal name differs from the one on a required admission document, you must show proof of a legal name change that ties all of your documents together. Provide a copy of a court-issued document showing your former and new legal name, such as a marriage certificate, divorce decree, or other court-issued document.

☒ Proof of English-language Proficiency

Applicants whose citizenship or proof of graduation is from a country where English is the official language* are exempt from this requirement. All other On Campus applicants must provide documentation for ONE of the following.

- Completed at least 3 years of study in secondary or post-secondary education with English as the medium of instruction.
 - Provide a letter on the school's letterhead that states how many years you studied and that English was the medium of instruction.
 - The letter must be signed and dated by the school's dean, director, or headmaster.
- Met the minimum requirement on an approved English-language proficiency exam.

*English-language Countries. Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Rwanda, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Virgin Islands, Wales, Zambia, Zimbabwe (Field Listing - Languages, The World Factbook. Central Intelligence Agency)

English-Language Proficiency Exams

Applicants who are required to take an English-language proficiency exam must meet the minimum requirement for ONE of these approved exams or courses.

Testing / Language Center	Minimum Requirement
Test of English as a Foreign Language (TOEFL®); www.ets.org/toefl.html	Overall band score of 8 on TOEFL Essentials™, 61 on TOEFL iBT®, or 500 on paper-based TOEFL
GIA's TOEFL code is 9028	or 3.5 on the TOEFL iBT® 1–6 scale. <i>The Institutional TOEFL (ITP) test is not accepted.</i>
International English Language Testing System (IELTS™); www.ielts.org	Overall band score of 6.0 on IELTS Academic
International Test of English Proficiency (iTEP); www.itepexam.com	Level 4 on iTEP Academic-Plus
Pearson Test of English (PTE); www.pearsonpte.com	50 or higher on PTE Academic
Cambridge English Exams; www.cambridgeenglish.org/exams-and-tests	Overall Cambridge English Scale score of 173 on B2 First, C1 Advanced or C2 Proficiency
ELS Language Centers; www.els.edu	Successfully complete a level 109 or higher course
Duolingo; www.englishtest.duolingo.com	Score of 105 or higher

TOEFL®, IELTS™, iTEP, Duolingo English Test, and PTE academic scores are valid for two years from the date of the examination.

For ELS Language Centers, request your official academic record from the campus you attended and submit to GIA; certificates are not accepted.

How to Apply

To apply for admission:

1. Meet with an admissions advisor either in person or by video conference.
2. Confirm that you meet all admission requirements listed on [page 34](#).
3. Select your program and intended start date.
 - Review the class schedule at www.GIA.edu/gem-education/new-york/schedule.
4. Gather the required documents listed on [page 34](#).
5. Create an account and sign in to GIA's applicant portal at www.GIA.edu/applynow.
6. Complete the application, upload your supporting documentation, and submit your application.
7. Meet with a financial aid representative to determine your financial obligation.
 - See "Tuition and Fees" on [page 39](#).
 - See "Financial Assistance and Scholarships" on [page 42](#).

After you have been accepted for admission, you will receive information on how to log into the My GIA Education Portal to make any required payment. A registration confirmation will be sent to your email address on record.

Application Deadline and Waitlists

Applications should be submitted in advance of your intended start date. Classes typically reach capacity months in advance, so apply early. Students are registered on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available.

Admissions Deferrals and Start-Date Changes

Applicants who are accepted and registered to begin a program are expected to start on their confirmed date. To support students facing legitimate circumstances, limited deferrals or start-date cancellations are permitted. Legitimate circumstances that may warrant a deferral or cancellation include, but are not limited to, visa or immigration delays, family emergencies, health-related issues, military obligations, travel restrictions, or other unforeseen events that impact the applicant's ability to begin as scheduled.

Applicants may defer or cancel and reschedule their start date up to two (2) times without additional review. An applicant who cancels or defers a third, or subsequent time, must submit a written appeal explaining the circumstances preventing attendance. The appeal will be reviewed by the institution to determine eligibility for a future start date. The

institution reserves the right to deny or limit further enrollment attempts when a pattern of repeated cancellations indicates the applicant is unable to begin as scheduled. All decisions will be made in a fair and consistent manner, based on the applicant's documented circumstances and prior enrollment history.

Orientation Requirements

Students must complete online orientation requirements and attend the scheduled in-person orientation before the first day of class. Students who cannot attend the in-person orientation should contact admissions at nyadmissions@gia.edu as soon as possible.

Students are not allowed in class until the orientation requirements are completed. Any time spent out of class to complete orientation will be considered missed hour(s) according to the attendance policy.

Nondiscrimination Policy

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

Residency and Applicant Screening

Educational services to some countries may be restricted by U.S. law. Additionally, all applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) and other applicable laws and regulations. GIA may not admit individuals who are sanctioned or reside in a country or territory sanctioned by the U.S. government. Visit www.GIA.edu/ethics-compliance for more information.

Prior Criminal Offenses

GIA does not require applicants to provide information about prior criminal offenses. Please note that prior convictions may result in challenges in securing employment after graduation.

Nonimmigrant Visa Requirements

Students from outside the U.S. must be aware of the rules and regulations that govern their stay in the U.S. and pertain to their enrollment at GIA. GIA is authorized under federal law to enroll nonimmigrant students. GIA does not vouch for international applicants and does not offer visa services.

Student Visas. Nonimmigrant students attending GIA generally enter the U.S. on an M-1 (vocational) student visa. Those who enter the U.S. under another visa type usually cannot attend GIA's programs. Students already in the U.S. on a valid nonimmigrant visa may be eligible to apply for a change of status to an M-1 visa but certain restrictions apply. Contact the international student advisor about changing your status.

Dependents. A spouse and/or qualifying children under the age of 21 may accompany you to the U.S. under an M-2 nonimmigrant visa. Notify the international student advisor to include any dependents on your Form I-20 so they may apply for an M-2 visa.

Listed below are the requirements and steps you must follow to apply for a visa, maintain your status, enter and depart the U.S. and a listing of additional resources.

Contact a designated school official at +1 212 944 5900 or nyintladvisor@gia.edu for questions or assistance.

Issuing Your Form I-20

Nonimmigrant students and eligible dependents must be issued Form I-20, "Certificate of Eligibility for Nonimmigrant Student Status" by the school in order to obtain the appropriate visa.

Proof of Financial Ability. U.S. regulations require GIA to collect supporting financial documents to show that you have the ability to pay all program costs and living expenses for yourself and any dependents. GIA is required to collect these supporting documents prior to issuing your Form I-20.

Download the *Required Financial Documents for Issuance of Form I-20* at <https://education.gia.edu/ICS/icfs/mm/2027> for documentation requirements.

Issuing Your Form I-20. GIA will issue your Form I-20 within 5 business days of receiving your I-20 Release Form. Keep this document safe as you will need it throughout the international student life cycle.

Reviewing Your Form I-20. Review this form carefully and confirm that all personal details are accurate. Compare the form to your passport information to confirm that your name and date of birth are correct. If the information on your Form I-20 is incorrect, contact the international student advisor to correct and send you an updated form.

Paying your SEVIS I-901 Processing Fee

After you verify your Form I-20 is correct, pay your SEVIS I-901 processing fee at <https://fmjfee.com>

- The fee must be paid prior to applying for your nonimmigrant student visa or, for Canadians and Bermudians, at least three business days prior to arrival at the U.S. port of entry.
- Once you pay your fee, print your receipt from <https://fmjfee.com>. You will need this as proof of payment at your visa appointment and again when you enter the U.S.
- The fee is not required for M-2 dependent applicants.

View the tutorial at <https://studyinthestates.dhs.gov/students/prepare/i-901-sevis-fee-payment-video>.

Applying for Your Nonimmigrant Visa

After getting a receipt for payment of the I-901 fee, you can apply for your student visa. If you are a citizen of Canada or Bermuda, there is no need to apply. You will obtain your visa at the U.S. port of entry.

When to apply. Apply as early as possible. The timing for this process varies by country and can take at least 90 days to complete. The U.S. Embassy or Consulate does not issue student visas earlier than 365 days from the I-20 start date, but you may apply earlier.

How to apply. There are several steps to apply for a visa.

- Locate your U.S. Embassy or Consulate at www.usembassy.gov and review the specific details to apply for your M-1 vocational student visa. The order of these steps and how you complete them may vary by embassy or consulate.
- Complete the Online Nonimmigrant Visa Application, Form DS-160 at <https://ceac.state.gov/genniv>
 - Note the Application ID for future reference
 - Upload your photo in the format explained on the site
 - Print the application form confirmation page to bring to your interview

- Schedule an interview with your U.S. Embassy or Consulate.
- Prepare for and attend your interview.
 - Pay any required visa application fee. If your visa is approved, you may also need to pay a visa issuance fee. Review the instructions on the website of the U.S. Embassy or Consulate where you will apply to learn more about fee payment.
 - Gather all required documentation to bring to your interview.

U.S. Arrival and Departure

Nonimmigrant students on an M-1 visa may enter the U.S. up to 30 days before their program start date. Do not travel to the U.S. without your Form I-20 and the applicable nonimmigrant student visa (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status.

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

Information for Canadian and Bermudian Citizens

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

You must have your I-20, SEVIS I-901 fee payment receipt, financial support documents and other important documents in hand when you present yourself at the U.S. port of entry. Visit the U.S. Embassy or Consulate website for your country at www.usembassy.gov for detailed information.

Nonimmigrant students can enter the U.S. no earlier than 30 days from the start date indicated on their I-20.

Nonimmigrant Student Resources

U.S. immigration laws and requirements are subject to change. The U.S. Consulate in your home country has the most up-to-date information. Visit www.usembassy.gov to locate your U.S. Consulate.

- U.S. Department of State: Visa requirements, wait times and more at U.S. Department of State: <https://travel.state.gov>
- U.S. Department of State: Details about the M-1 vocational student visa, process and application

requirements: <https://travel.state.gov/content/travel/en/us-visas/study.html>

- Study in the States: Resource provided by the Student Exchange Visitor Program for prospective and current students to learn about studying in the U.S. before and after their arrival: <https://studyinthestates.dhs.gov>
- EducationUSA: U.S. Department of State resource to help international students learn what to expect as a student in the U.S. including pre-arrival, U.S. culture, education system, classroom culture and more: <https://educationusa.state.gov>

Transferability of Credits Earned at Our Institution

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

Transfer Credit Policy

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

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

Transferability of Coursework to another GIA Program

Graduate Diamonds or Graduate Colored Stones diplomas earned through a full-time, On Campus program at a GIA campus location or a GIA-affiliated school entity will be accepted for credit toward the Graduate Gemologist diploma.

Lab classes are not transferable into a full-time, On Campus program.

Student Consumer Information

Additional Student Consumer Information may be found on our website: www.GIA.edu/student-consumer-information.

Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2027 through December 31, 2027 and are subject to change with reasonable advance notice. Amounts shown are in U.S. dollars. The total charges for each program include tuition costs, required books and materials and sales tax.

Program Charges

Program	Tuition	Books	Materials	Sales Tax	Total Charges*	Optional Books**
On Campus Programs						
GEM 2500 - Graduate Gemologist	\$27,300.00	\$520.00	\$1,858.25	\$164.92	\$29,843.17	\$870.00
GEM 2200 - Graduate Diamonds	\$7,350.00	\$165.00	\$146.50	\$13.00	\$7,674.50	\$200.00
GEM 2300 - Graduate Colored Stones	\$19,950.00	\$355.00	\$1,711.75	\$151.92	\$22,168.67	\$670.00
JMA 3300 - Graduate Jeweler	\$27,300.00	\$575.00	\$1,906.50	\$169.20	\$29,950.70	-
JMA 3400 - Jewelry Design & Technology	\$27,300.00	\$985.00	\$786.75	\$69.82	\$29,141.57	-
JMA 400 - Comprehensive CAD/CAM for Jewelry	\$7,300.00	\$400.00	\$297.00	\$26.36	\$8,023.36	-
JMA 370 - Jewelry Design	\$9,350.00	\$185.00	\$398.50	\$35.37	\$9,968.87	-
Lab Classes						
GEM 230L - Diamond Grading Lab	\$2,100.00	\$165.00	\$106.50	\$9.45	\$2,380.95	-
GEM 220L - Colored Stone Grading Lab	\$1,260.00	\$100.00	\$64.25	\$5.70	\$1,429.95	-
GEM 240L - Gem Identification Lab	\$2,100.00	\$215.00	\$67.25	\$5.97	\$2,388.22	-
Professional Development Programs						
GEM 1000 - Applied Jewelry Professional	\$1,920.00	-	\$0.00	\$0.00	\$1,920.00	\$290.00

* Total charges include tuition, required books, materials and applicable sales tax.

**Estimated costs may vary and exclude shipping, handling and applicable taxes.

Additional Program Costs

Optional Printed Textbooks - Gemology

All course curriculum is accessible online in the learning management system. Printed textbooks are optional and may be purchased through the My GIA Education Portal any time after registration. Books can be shipped to your home in advance or delivered directly to the campus you will attend to reduce shipping costs.

Jewelry Design & Technology - Required Technology

Prior to the first day of class, students are required to have access to a computer that meets the requirements specified on [page 30](#) to complete their homework. The estimated average cost to purchase this computer is \$1,800 excluding shipping, handling and tax. GIA does not sell computers.

Comprehensive CAD/CAM for Jewelry - Recommended Technology

Students are not required to do work at home; however, it is strongly recommended that they have access to a computer that meets the requirements listed on [page 29](#). The estimated average cost to purchase this computer is \$1,800 excluding shipping, handling and tax. GIA does not sell computers.

Additional Fees

Additional non-refundable fees may include:

- Repeat fees are calculated based on the program's hourly tuition rate and the total number of hours the student needs to repeat.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment
- Wire payment transfer fees
- Fees for optional books and materials, shipping, handling and applicable taxes
- Fees for any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- \$35 payment plan administration fee
- \$15 late fee (payment plans)
- \$75 half-day; \$150 full-day use of the Student Workroom
- \$25 fee for non-sufficient funds or returned checks
- \$15 ID or access badge replacement fee
- \$10 additional official transcript fee (plus additional fees for expedited shipping)
- \$70 diploma replacement fee (plus additional fees for expedited shipping)
- \$65 certificate replacement fee (plus additional fees for expedited shipping)

Payment Due Dates

Payment amounts and due dates are as follows. After registration, specific due dates and amounts are listed in your account statement available in the My GIA Education Portal.

Programs. A deposit of \$2,500 is due at the time of registration to hold your seat in class. The deposit is applied towards the total charges. The remaining balance is due before the first day of class.

Deposit Waiver. For students utilizing federal financial aid, ACCES-VR, VA, or other third-party funding, the \$2,500 deposit may be reduced or waived depending on the total award amount. For more information, please contact financialaid@gia.edu.

VA Education Benefits. For students using Veterans Administration Education Benefits, GIA will not require payment of the portion of tuition and fees expected to be covered by the VA for up to 90 days from the date GIA certifies the student's enrollment, following receipt of a certificate of eligibility or a valid VAF 28-1905. For more information, please contact financialaid@gia.edu.

AJP and Lab Classes. Total charges, including tuition, books and materials fees and sales tax (if applicable), are due at the time of registration.

Past Due Account Balance

Students with a past-due account balance may have access to courses and other educational services suspended and may be restricted from registering for future courses or programs or receiving credentials. Continued failure to resolve a past-due balance may result in dismissal from the program. All outstanding balances must be paid or otherwise resolved before applicable restrictions are removed.

Payment Methods

Students may make payments online through the My GIA Education Portal at <https://education.gia.edu>. Student accounting staff are available Monday through Friday from 7:30 a.m. to 4:00 p.m. PT to discuss your account. Contact us at educationacctsrec.us@gia.edu, +1 800 421 7250 ext. 4470, +1 760 603 4470.

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

Credit Card. Pay online using VISA, MasterCard, Discover or American Express

ACH. Pay online using ACH (electronic bank transfer). Payment must be drawn on a U.S. bank.

Check. Payments may be made by mailing a bank issued check payable to GIA. All checks must be drawn on a U.S. bank. **Note:** Cashier's checks and money orders are not accepted.

Wire Transfer. Pay online using Western Union. To use another wire transfer provider, contact us at +1 800 421 7250 ext. 4470, +1 760 603 4470, or educationacctsrec.us@gia.edu for details. Students are responsible for any wire transfer fees that they incur.

Payment Plans. Students who are unable to pay their tuition and fees or balance in full when due may be eligible for an installment payment plan administered by Transact Payments. Payment plans may cover all or a portion of tuition and fees and are not available for lab classes or AJP courses. Plan terms, fees, and payment schedules vary. Students who miss two payments may be removed from the plan, at which time the remaining balance becomes due to GIA. Past-due accounts may result in suspension of LMS access until the account is current, which may affect the ability to complete coursework, quizzes, or exams.

Third-Party Payer Information

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

Trade Discounts

A 10% trade discount will be applied at the time of enrollment for lab classes and professional development courses. This is exclusively for members of approved trade associations.

Financial Aid and Scholarships

GIA is pleased to offer a number of financial assistance options to those who qualify including federal student aid, veterans benefits, vocational rehab benefits and institutional scholarships. Students may also find outside aid such as private scholarships and loans. All students are encouraged to apply for federal financial aid funding if unable to meet educational costs on their own. Financial Aid representatives are available to help you understand all of your options. Students seeking financial assistance should visit www.GIA.edu/gem-education-financial-aid or contact us at financialaid@gia.edu or +1 760 603 4005.

Federal Student Aid (FSA)

Federal student aid is available to those who qualify.

General Eligibility Requirements

- Be a U.S. Citizen, National, Permanent Resident, or other eligible noncitizen.
- Have a valid social security number (SSN).
- Show that you are qualified to obtain a college education by having a high school diploma or recognized equivalent or by completing high school in a home-school setting approved under state law.
- Be accepted or enrolled in an eligible on campus program. The following 780 clock-hour programs are eligible for federal aid:
 - Graduate Gemologist
 - Jewelry Design & Technology
 - Graduate Jeweler
- Sign the certifying statements on the Free Application for Federal Student Aid (FAFSA®) stating that:
 - You're not in default on a federal student loan and do not owe a refund on a federal grant.
 - You'll use federal student aid only for educational purposes.
- Maintain satisfactory academic progress. [See "Academic Progress Policies" on page 61.](#)

Additional requirements for each type of aid are listed below.

Federal Grants

A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund).

Federal Pell Grant (PELL). Awarded to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree.

Federal Iraq and Afghanistan Service Grant. Like other federal grants, Iraq and Afghanistan Service Grants provide money to college or career school students to help pay their education expenses. However, Iraq and Afghanistan Service Grants have special eligibility criteria. You may be eligible to receive the Iraq and Afghanistan Service Grant if you are not

eligible for a [Federal Pell Grant](#) on the basis of your Student Aid Index, but:

- you meet the remaining Federal Pell Grant eligibility requirements;
- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11; and
- you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

Federal Supplemental Educational Opportunity Grant

(FSEOG). Awarded to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. This grant has a limited amount of funds. Once the full amount of the funds has been awarded, no more FSEOG awards can be made for that year.

Federal Direct Loans

A loan is money you borrow and must pay back with interest. If you apply for financial aid, you may be offered loans as part of your school's financial aid offer.

Direct Subsidized Loan. Available to eligible undergraduate students (including those enrolled in an eligible GIA diploma program) who demonstrate financial need.

Direct Unsubsidized Loan. Available to eligible undergraduate (including those enrolled in an eligible GIA diploma program), graduate and professional students, but eligibility is not based on financial need.

Direct Parent Loan for Undergraduate Students

(PLUS). Loans made to graduate or professional students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required.

Cost of Attendance (Student Budget)

A standardized cost of attendance, or student budget, is calculated by GIA every year as an estimate of a typical student's total educational and living costs. These are published at www.GIA.edu/gem-education/financial-aid-cost-attendance.

Different budgets are determined for each program and whether or not a student is independent, dependent, or will be living with parents. According to federal regulations, your award cannot exceed the Cost of Attendance. The budget determined for your individual circumstance is shown on your College Financing Plan and on your Financial Aid Student Portal.

GIA's Net Price Calculator is another tool to help you estimate the cost of the program in which you choose to enroll and is available at www.GIA.edu/net-price-calculator.

Student Aid Index (SAI)

The Student Aid Index (SAI) is a formula-based number established by law. It measures a family's financial strength using information provided on the Free Application for Federal Student Aid (FAFSA®) form and is used to determine a student's eligibility for need-based financial assistance.

How Federal Student Aid Is Disbursed

All funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment.

- First payment. The first half (50%) of your federal aid funds will be disbursed seven days after the program start date for grants and after 30 days from start date for federal direct loans.
- Second payment. The second half of your funds will be disbursed after completing more than 50% (mid-point) of your program.

If you are receiving aid for more than your program, funds are disbursed for each program separately as outlined above.

Excess Funds

Excess funds are any credit balance (funds remaining) on your student account after your tuition and fees have been paid. Funds are first applied to your tuition and fee charges. Any remaining funds (excess funds) are disbursed to you, the student, as living expenses within 14 days of these funds being received by GIA.

Overawards and Overpayments

An overaward can occur when your financial need is exceeded by your own resources or other financial aid, such as scholarships or VA benefits. You must inform the financial aid office if you receive any additional resources that you did not originally report on your FAFSA application. If your financial need is reduced, it may result in an overpayment of federal aid. Your account will be charged for any aid you are no longer entitled to and any balance must be repaid. GIA services will be disrupted until your account is brought current. To avoid this situation, report any changes in your financial situation immediately. See "Past Due Account Balance" on page 40.

Financial Aid Entrance and Exit Counseling

All federal student aid recipients must participate in entrance and exit counseling. A few days prior to your start date, you will meet with a financial aid representative for entrance counseling. We will review your official award notification listing the types of aid available to you, your student budget, expected family contributions and other pertinent information. You must accept or decline any aid offered before we can disburse funds. If you fail to attend online or in-person entrance counseling, you will not be able to obtain your federal student loan. All students receiving loans are required to attend exit counseling with a financial aid representative to review your loan obligations, repayment schedule and deferment rights under the various loan programs.

Loan Repayment Options

Before accepting a loan, assess your current financial commitments and your future ability to repay loans. Federal loans provide a range of repayment options. For more information, visit <https://studentaid.gov/manage-loans/repayment/plans>.

It is essential that you understand your commitment and responsibility to repay your loans according to the stipulated repayment schedules. Delinquent or defaulted accounts can be referred to collection agencies and reported to credit bureaus, which can affect your ability to receive credit in the future. GIA services, including future enrollment, can also be withheld due to delinquent loan repayment. See <https://studentaid.gov/manage-loans/default>.

Veterans Administration (VA) Education Benefits

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

The New York State Bureau of Veterans Education ensures that New York Veterans and other eligible persons, utilizing their GI Bill® Education Benefits receive quality education and training through the approval of education programs. In addition, the Bureau of Veterans Education provides outreach services to Veterans and to prospective institutions and provides technical assistance and conducts compliance reviews to ensure accurate enrollment and management of eligible persons at approved educational institutions. For more information and most updated approved GIA programs, visit www.GIA.edu/va-gi-bill-benefits.

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

Vocational Rehabilitation Education Benefits

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

Private Loans

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

Scholarships

GIA offers many opportunities for students to receive a scholarship. Scholarship offerings are made available to those who qualify to reduce their financial burden and focus on completing their chosen credentials. Visit www.GIA.edu/scholarships for more information on scholarships, eligibility, how to apply and required documents.

GIA Opportunity Scholarship

- Available year-round to those who qualify
- U.S. citizens and permanent residents
- Demonstrated financial need
- On Campus 780 clock hour programs only
- Award maximum: \$10,000

GIA Military Scholarship

- Available year-round to those who qualify
- U.S. Veteran or active duty military and their spouse and dependents
- On Campus programs and lab classes
- Award maximum: \$5,000

GIA Trillion Scholarship

- Available during specified application periods to those who qualify
- Competitive based on the achievements of the application
- One award annually: up to \$10,000 (Graduate Gemologist program only)

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA's New York campus are explained in detail in this section and in your enrollment agreement. If you have questions, contact GIA admissions at nyadmissions@gia.edu, +1 212 944 5900 or +1 800 366 8519 (Toll-free US/Canada).

Cancellation and Withdrawal of Enrollment

Students may submit their cancellation or withdrawal notice using the *Cancellation or Withdrawal Form* on the My GIA Student Portal at <https://education.gia.edu> or by sending an email to the school director at nyedudirector@gia.edu.

The failure of a student to immediately notify the school director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the NY Education Law.

A student's registration/enrollment will be cancelled by the school with a full refund of institutional charges for failure to i) sign the enrollment agreement, ii) start the program ("no-show") and/or iii) make a required payment at the time of registration and prior to the class start date.

A student will be administratively withdrawn if they fail to return from a leave of absence, do not maintain academic progress, or are otherwise dismissed due to lack of attendance or violation of a GIA policy. A grade of SWD is recorded on the student's academic record and any refund is calculated according to GIA's refund policy below.

Refund Policy

Cancellation Before Instruction Begins

A student may cancel their enrollment by notifying GIA in writing within seven days after midnight of the day the Enrollment Agreement is signed, provided instruction has not begun. The student will receive a full refund of all amounts paid.

A student who cancels after the seven-day cancellation period but before instruction begins will also receive a full refund of all amounts paid.

Withdrawal After Instruction Begins

Once instruction has begun, tuition liability is determined based on the student's last date of physical attendance and

calculated in accordance with the applicable New York tuition refund policy and tuition liability.

For programs of seven weeks or greater in duration, tuition liability is divided by the number of quarters in the program, and is limited to the quarter during which the student withdrew or was terminated, plus any previous quarter completed. Quarters are defined as no more than 10 weeks of instruction.

Unused books and materials that are undamaged, are eligible for a full refund upon inspection by GIA. Books and materials that are used or not returned in salable condition are non-refundable. Optional books and materials are subject to the return and exchange policy for the GIA Store. <https://store.gia.edu/pages/gia-return-and-exchange-policy>.

For financial aid recipients who have completed less than 60 percent of their program, a Return of Title IV calculation is performed to determine the portion of aid earned. This calculation may result in the return of unearned funds, which could create a balance owed to the institution. See "Return of Title IV Funds" on page 48.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full borrowed amount of the loan, plus interest, less the amount of any refund returned to the lender. Scholarship recipients are subject to the refund policy described in their acceptance letter.

Any credit balance on a student's account after unearned aid and scholarship funds have been returned, will be refunded within 45 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later. For lab classes, any money due to a student shall be refunded within 30 days of a cancellation or withdrawal request.

Refund Tables; On Campus Programs

Graduate Gemologist, Graduate Jeweler, and Jewelry Design & Technology			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Refund Amount
First Quarter			
1-5	1	0	\$27,300.00
6-10	2	25	\$25,025.00
11-15	3	50	\$22,750.00
16-20	4	75	\$20,475.00
21-45	5-9	100	\$18,200.00
Second Quarter			
46-50	10	25	\$15,925.00
51-55	11	50	\$13,650.00
56-60	12	75	\$11,375.00
61-90	13-18	100	\$9,100.00
Third Quarter			
91-95	19	25	\$6,825.00
96-100	20	50	\$4,550.00
101-105	21	75	\$2,275.00
106-130	22-26	100	\$0.00

Graduate Colored Stones Program			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Refund Amount
First Quarter			
1-5	1	0	\$19,950.00
6-10	2	25	\$17,456.25
11-15	3	50	\$14,962.50
16-20	4	75	\$12,468.75
21-50	5-10	100	\$9,975.00
Second Quarter			
51-55	11	25	\$7,481.25
56-60	12	50	\$4,987.50
61-65	13	75	\$2,493.75
66-95	14-19	100	\$0.00

Comprehensive CAD/CAM for Jewelry			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Refund Amount
1-5	1	0	\$7,300.00
6-10	2	25	\$5,475.00
11-15	3	50	\$3,650.00
16-20	4	75	\$1,825.00
21-35	5-7	100	\$0.00

Graduate Diamonds			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Refund Amount
1-5	1	0	\$7,350.00
6-10	2	25	\$5,512.50
11-15	3	50	\$3,675.00
16-20	4	75	\$1,837.50
21-35	5-7	100	\$0.00

Jewelry Design			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Refund Amount
1-5	1	0%	\$9,350.00
6-10	2	25%	\$7,012.50
11-15	3	50%	\$4,675.00
16-20	4	75%	\$2,337.50
21-35	5-7	100%	\$0.00

Refund Tables; 35 Hours or Less

Diamond Grading Lab and Gem Identification Lab		
Cancellation Date	% of Tuition Liability	Refund Amount
0-15% of the program	0	\$2,100.00
16-30% of the program	25	\$1,575.00
31-45% of the program	50	\$1,050.00
46-60% of the program	75	\$525.00
After 60% of the program	100	\$0.00

Colored Stone Grading Lab		
Cancellation Date	% of Tuition Liability	Refund Amount
0-15% of the program	0	\$1,260.00
16-30% of the program	25	\$945.00
31-45% of the program	50	\$630.00
46-60% of the program	75	\$315.00
After 60% of the program	100	\$0.00

Applied Jewelry Professional Development Program		
Cancellation Date	% of Tuition Liability	Refund Amount
0-15% of the program	0	\$1,920.00
16-30% of the program	25	\$1,440.00
31-45% of the program	50	\$960.00
46-60% of the program	75	\$480.00
After 60% of the program	100	\$0.00

Refund Calculation Example

A student paid a total tuition of \$2,100.00 for a class consisting of 35 clock hours and withdrew after completing 14 hours of instruction. Because the student completed 40% of the class, the student has a tuition liability of 50%.

Total Tuition = \$2,100.00

% of Program = $14 / 35 \text{ hours} = 0.40 \text{ (40\%)}$

% of Tuition Liability = 50%

GIA Retains = $\$2,100.00 \times 0.50 = \$1,050.00$

Refund = $\$2,100.00 - \$1,050.00 = \$1,050.00$

Definitions

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

- **Cancellation:** Student's enrollment is terminated within a period of time during which the student is entitled to a full refund of all institutional charges.
- **Cancellation or Withdrawal Date:** The date GIA receives the student's notice of cancellation or withdrawal or the date the student is administratively withdrawn according to policy.
- **Enrollment Agreement:** A written contract between a student and institution concerning an educational program.
- **Enrollment:** Execution of an enrollment agreement; enrollment is effective on the date it is signed by both the student and the GIA authorized representative.
- **Institutional Charges:** All charges for tuition, required books and materials and other educationally-related expenses assessed by the institution.
- **Instructional Days or Weeks:** The number of days or weeks during which clock hours are scheduled.
- **Instructional Hours:** The hours in which clock hours are scheduled.
- **Last Day of Attendance:** The last day the student attended class as determined by GIA's attendance records.
- **Quarter:** No more than 10 weeks of instruction.
- **Withdrawal:** When a student's enrollment is terminated after the cancellation period but prior to taking a final examination (either the student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA policy).

Return of Title IV Funds

Return of Title IV Funds (R2T4) refers to the recalculation of funds required when a recipient of federal financial aid is withdrawn from school after beginning attendance. Title IV funds include: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Loans and Direct PLUS Loans.

The calculation compares the amount of Title IV aid the recipient earned to the amount disbursed and determines whether funds must be returned, or if the student is eligible for a post-withdrawal disbursement.

The requirements for the return of Title IV funds are separate from any refund policy that GIA may have. A student may still owe funds to the school to cover unpaid institutional charges and GIA may charge a student for any Title IV funds the school is required to return.

If you are considering withdrawal, contact the financial aid office at +1 800 421 7250 ext. 4005

or financialaid@gia.edu to advise you on your specific situation. See "Cancellation and Withdrawal of Enrollment" on page 45 for the procedures to officially withdraw from school.

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

Calculation of Earned Aid

Although a student's aid is posted to their account at the start of each payment period, a student earns the funds as they complete the period. If a student withdraws during a payment period or period of enrollment, the amount of Title IV funds the student has earned up to that point is determined by the US Department of Education's Return of Title IV Funds formula.

A student that completed more than 60% of the payment period or period of enrollment has earned 100% of the funds they were scheduled to receive, during the period.

If the student completed 60% or less, a pro rata schedule is used to determine the amount of funds earned at the time of withdrawal. For example, if a student completed 30% of their payment period or period of enrollment, they earned 30% of the aid they received.

If the student received more aid than the amount earned, excess funds must be returned by GIA and/or the student. If the student received less aid than the amount earned, the student may be able to receive those additional funds in a post-withdrawal disbursement.

Return of Unearned Funds (Overpayment)

If the student, or parent, receives excess funds that must be returned, GIA must return a portion of the excess equal to the lesser of the student's institutional charges multiplied by the unearned percentage of his or her funds, or the entire amount of excess funds.

Title IV funds are repaid in the following order:

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

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

The student must make arrangements with GIA, or the Department of Education, to return unearned grant funds. GIA must return this amount even if GIA did not keep this amount of the student's Title IV program funds. If GIA is not required to return all of the excess funds, the student must return the remaining amount.

Any federal direct loan funds that must be returned must be repaid by the student (or parent) in accordance with the terms of their repayment plan.

If aid has been used for living expenses, GIA will prorate the amount the student is entitled to keep based on the percentage of the program completed. If the aid received exceeds the prorated cost of living amount, the student will be billed for the excess.

Post-withdrawal Disbursement

If a student did not receive all of the funds that they earned, the student may be due a post-withdrawal disbursement.

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

Students who have not completed the first 30 days of their program before they withdraw will not receive any Federal

Direct Loan funds they would have received had they remained enrolled past the 30th day.

If a student's post-withdrawal disbursement includes loan funds, GIA must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that they do not incur additional debt.

Return of Veterans Benefits

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

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

2027 Class Schedules and Hours

GIA has one year-long academic term with continuous enrollment with scheduled start dates throughout the year. The schedule shown here is subject to change. Visit www.GIA.edu/gem-education/new-york/schedule for up-to-date schedules. The start dates shown do not include the in-person orientation, which is scheduled for the Thursday or Friday prior to the class start date.

On Campus Programs	Lab Classes	Class Hours
GEM 2500 - Graduate Gemologist Jan 11 - Jul 28 Mar 08 - Sep 23 May 03 - Nov 17 Jun 28 2027 - Feb 02 2028 Aug 23 2027 - Mar 30 2028 Oct 18 2027 - May 24 2028	GEM 230L - Diamond Grading Lab Jan 11 - Jan 15 Feb 22 - Feb 26 Mar 29 - Apr 02 May 03 - May 07 Jun 21 - Jun 25 Aug 02 - Aug 06 Sep 13 - Sep 17 Oct 18 - Oct 22 Nov 29 - Dec 03	On Campus Programs. Class hours are Monday through Friday from 8:00 a.m. to 3:00 p.m. ET or 8:30 a.m. to 3:30 p.m. ET. On Campus Programs orientation days begin at 8:00 a.m. ET. Each day includes a one-hour lunch break, a twenty-minute morning break, and a ten-minute afternoon break. Additional breaks may be given at the instructor's discretion.
GEM 2200 - Graduate Diamonds Jan 11 - Mar 05* Feb 08 - Apr 02 Mar 08 - Apr 30* May 03 - Jun 25* May 31 - Jul 23 Jun 28 - Aug 20* Aug 23 - Oct 15* Sep 27 - Nov 19 Oct 18 - Dec 17*	GEM 240L - Gem Identification Lab Mar 01 - Mar 05 Apr 12 - Apr 16 May 10 - May 14 Jun 28 - Jul 02 Aug 09 - Aug 13 Sep 20 - Sep 24 Oct 25 - Oct 29 Dec 06 - Dec 10	
GEM 2300 - Graduate Colored Stones Jan 04 - May 26 Mar 08 - Jul 28 May 03 - Sep 23 Jun 28 - Nov 17 Aug 23 2027 - Feb 02 2028 Oct 18 2027 - Mar 30 2028	GEM 220L - Colored Stone Grading Lab Feb 08 - Feb 10 May 17 - May 19 Jul 06 - Jul 08 Aug 16 - Aug 18 Sep 27 - Sep 29 Nov 01 - Nov 03 Dec 13 - Dec 15	Lab Classes and Professional Development Programs. Class hours are from 8:00 a.m. to 4:00 p.m. ET. On the first day of the lab class, class begins at 7:45 a.m. ET. Each day, there is a one-hour lunch break, a twenty-minute morning break, and a ten-minute afternoon break. Additional breaks may be given at the instructor's discretion.
JMA 3300 - Graduate Jeweler Jan 25 - Aug 04 Mar 08 - Sep 14 Sep 20 2027 - Apr 17 2028	GEM 1000 - Applied Jewelry Professional Jan 25 - Jan 29 Mar 15 - Mar 19 Apr 26 - Apr 30 Jun 07 - Jun 11 Aug 23 - Aug 27 Nov 15 - Nov 19	
JMA 3400 - Jewelry Design & Technology Mar 15 - Sep 17 Oct 04 2027 - Apr 27 2028		Student Workroom The Student Workroom is available by appointment Monday through Friday on the dates listed below. To make a reservation, contact nyworkroom@gia.edu
JMA 400 - Comprehensive CAD/CAM for Jewelry Apr 12 - May 28		
JMA 370 - Jewelry Design Oct 04 - Dec 13		Jan 19 - Jan 22 Jan 25 - Jan 29 Feb 16 - Feb 19 Mar 29 - Apr 02 May 24 - May 28 Aug 02 - Aug 06 Aug 09 - Aug 13 Sep 07 - Sep 10 Oct 04 - Oct 08 Nov 29 - Dec 03 Dec 06 - Dec 10

* Dates offered on standby only. You will be placed on a waitlist until 30 days prior to the start date when GIA can confirm availability.

Information for Students; Students' Rights

The New York State Education Department's Bureau of Proprietary School Supervision requires schools to provide the student disclosure pamphlet to individuals interested in enrolling in their school. The language of this pamphlet is included herein and also available at www.acces.nysed.gov/sites/acces/files/bpss/studentdisclosure-rights.pdf.

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you

believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at +1 212 643 4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office.

Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all

the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department

116 West 32nd Street, 5th Floor

New York, New York 10001

Attention: Bureau of Proprietary School Supervision

T +1 212 643 4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

New York Occupational Education Data Survey

GIA calculates student and graduate outcomes data as required by federal, state and accreditation requirements. As required by New York state law, the outcomes data for New York campus students for the period of July 1, 2024 - June 30, 2025 reporting period is provided below. For current information regarding program costs, please [see "Tuition and Fees" on page 39](#).

Program	Graduate Gemologist	Jewelry Design	Graduate Diamonds	Graduate Colored Stones	Comprehensive CAD/CAM for Jewelry	Jewelry Design & Technology
Total Program Cost	\$27,114.55	\$9,110.80	\$6,958.14	\$20,176.59	\$7,516.86	\$26,159.95
Normal Time to Complete	27 weeks	9 weeks	8 weeks	19 weeks	7 weeks	26 weeks
Total Enrolled Students	154	25	81	29	19	18
Still Enrolled/Continuing Students ¹	55	0	13	11	0	0
Non-Completers ²	17	1	2	2	1	1
Graduates ³	82	24	66	16	18	17
Program Completion Rate	83%	96%	97%	88%	95%	94%
Number of Graduates	82	24	66	16	18	17
In Occupation	35	9	25	6	11	9
Related Field ⁴	0	0	0	0	0	0
Unrelated Field	0	0	0	0	2	0
Seeking Employment ⁵	2	2	2	0	1	1
Status Unknown	6	0	5	0	0	0
Unavailable for Employment ⁶	39	13	34	10	4	7
Job Placement Rate	81%	82%	78%	100%	79%	90%

1. Still Enrolled/Continuing Students means the number of students who were still enrolled in a program of instruction on the last day of the reporting period.

2. Non-Completers means the number of students who have dropped, been terminated by the school, or have ceased instruction in the program by any other manner within the reporting period.

3. Graduates means the number of students who completed the program within the reporting period.

4. Related Field means Graduates who found employment in a field related to the training provided where the skills obtained through the curricular training are either essential and necessary or are beneficial and useful for the employment obtained.

5. Seeking Employment means the Number of Graduates minus the Number of Graduates unavailable for employment.

6. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are active military, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA, or any other school.

For any questions regarding the content shared above please contact Ed-Compliance@gia.edu.

New York Occupational Education Data Survey (Cont.)

GIA calculates student and graduate outcomes data as required by federal, state and accreditation requirements. As required by New York state law, the outcomes data for New York campus students for the period of July 1, 2023 - June 30, 2024 reporting period is provided below. For current information regarding program costs, please [see "Tuition and Fees" on page 39](#).

Program	Graduate Gemologist	Jewelry Design	Graduate Diamonds	Graduate Colored Stones	Comprehensive CAD/CAM for Jewelry	Jewelry Design & Technology
Total Program Cost	\$26,254.65	\$8,641.91	\$6,915.69	\$19,518.94	\$6,967.25	\$24,972.17
Normal Time to Complete	27 weeks	9 weeks	8 weeks	19 weeks	7 weeks	26 weeks
Total Enrolled Students	140	31	81	16	17	18
Still Enrolled/Continuing Students ¹	55	14	20	7	0	0
Non-Completers ²	8	1	2	3	1	3
Graduates ³	77	16	59	6	16	15
Program Completion Rate	91%	94%	97%	67%	94%	83%
Number of Graduates	77	16	59	6	16	15
In Occupation	31	9	42	3	9	6
Related Field ⁴	2	1	0	0	0	1
Unrelated Field	4	1	1	0	1	0
Seeking Employment ⁵	8	0	3	0	1	3
Status Unknown	1	1	3	0	0	0
Unavailable for Employment ⁶	31	4	10	3	5	5
Job Placement Rate	72%	83%	86%	100%	82%	70%

1. Still Enrolled/Continuing Students means the number of students who were still enrolled in a program of instruction on the last day of the reporting period.

2. Non-Completers means the number of students who have dropped, been terminated by the school, or have ceased instruction in the program by any other manner within the reporting period.

3. Graduates means the number of students who completed the program within the reporting period.

4. Related Field means Graduates who found employment in a field related to the training provided where the skills obtained through the curricular training are either essential and necessary or are beneficial and useful for the employment obtained.

5. Seeking Employment means the Number of Graduates minus the Number of Graduates unavailable for employment.

6. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are active military, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA, or any other school.

For any questions regarding the content shared above please contact Ed-Compliance@gia.edu.

Student Services

Our administrative staff provide a variety of services and resources to help ensure your success as a student and graduate of GIA.

Disability Services and Accommodation

Our belief is that disability is not a limitation, but rather an indication of perseverance, strength and determination in accomplishing all life endeavors. Our intention is to promote access, equity and inclusion; to instill a true sense of belonging at GIA for students with disabilities.

GIA is committed to ensuring equal access to its programs and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate. See "[Reasonable Accommodation](#)" on page 56 for the details and procedures for requesting accommodation.

Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. This includes making reasonable, appropriate and effective modifications in policies, practices and procedures for qualified individuals with disabilities in accordance with Section 504 of the U.S. Rehabilitation Act, the Americans with Disabilities Act ("ADA") and applicable state and local laws. GIA does not discriminate against individuals with disabilities seeking to apply to its programs.

Requesting accommodation. Students requesting reasonable accommodation must provide documentation of the reported disability along with the 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.

Confidentiality. 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.

Providing accommodation. 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 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.

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

For the New York campus, complaints or concerns relating to the GIA's 504 compliance should be submitted to the Deputy 504 Coordinator, who provides information and assistance to New York students. The Deputy 504 Coordinator effectively collaborates with and informs the 504 Coordinator immediately of the report relating to 504 compliance. This process ensures a prompt and appropriate response to the concern.

Jennifer Kim, Deputy 504 Coordinator
504coordinator@gia.edu
 +1 212 944 5900 ext. 3662
 50 West 47th Street, Floor 8
 New York, NY 10036 USA

Kimberly Overlin, 504 Coordinator
504coordinator@gia.edu
 +1 760 603 4000 ext. 4093
 The Robert Mouawad Campus
 5345 Armada Drive
 Carlsbad, California 92008 USA

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

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

Student Records

The care and protection of applicant, student and graduate data is of utmost importance. GIA's Student Privacy Notice, found at www.GIA.edu/student-privacy-notice, describes the policies and practices regarding our processing, including collection, use and handling of personal data. Student records are maintained in accordance with federal, state and accreditation requirements; transcript data is retained permanently.

Contact Information

Students may update their contact information through the My GIA Education Portal at <https://education.GIA.edu> or by contacting us at nyrecords@gia.edu.

Legal Names

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. Students may request to not display their middle name on their credential by contacting the student records department at nyrecords@gia.edu.

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

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

Preferred Name

GIA recognizes that many students use a first name other than their legal first name to identify themselves. A student's preferred name will be displayed on class rosters, in the

learning management system and in the My GIA Education Portal. Students may provide a preferred first name at the time of admission or anytime thereafter on the My GIA Education Portal.

Transcripts

Current students and graduates may request an unofficial transcript by contacting nyrecords@gia.edu. Unofficial transcripts are provided at no charge.

Official transcripts may be ordered through the [My GIA Education Portal](#) or directly through GIA's transcript vendor, Parchment, at www.parchment.com/u/registration/individual. A \$10 fee applies to each official transcript ordered. Additional fees may apply for expedited shipping.

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online. Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at www.GIA.edu/drecoc/GIA_Education_Verification-Request.pdf. For information about directory information that may be released, see "FERPA" on page 72.

Letters of Good Standing

Upon request, GIA will issue a letter of good standing that is typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact us at nyrecords@gia.edu, +1 917 286 3671 | +1 800 366 8519 ext. 3671.

Diplomas and Certificates

Students who have satisfied all graduation requirements and whose credential has been conferred will receive both a digital and a printed diploma or certificate.

Digital diplomas and certificates are typically available within one week after conferral. Printed diplomas and certificates are mailed to the student's address of record and may take up to six weeks to arrive. Delivery to international addresses may require additional time.

Students are responsible for maintaining a current mailing address. Address changes may be submitted through the My GIA Education Portal at <https://education.gia.edu> by completing the Modify Personal Information form or by emailing nyrecords@gia.edu.

Students will receive an email when their digital credential is available and a separate email confirming shipment of their printed diploma or certificate.

Damaged or Missing Diplomas and Certificates

Students should notify GIA in writing if a printed diploma or certificate is damaged in transit or has not been received after the expected delivery timeframe (up to six weeks for U.S. addresses; international delivery may take longer).

If a printed diploma or certificate is damaged in transit or confirmed as not received after the expected delivery timeframe, GIA will provide one replacement at no charge. A photograph may be required in cases of damage.

For assistance, contact nyrecords@gia.edu, +1 917 286 3671, or +1 800 366 8519 ext. 3671.

Diploma and Certificate Holds

Diplomas and certificates will not be released until all academic and financial obligations to GIA have been satisfied.

Reprint Diplomas and Certificates

Replacement diplomas and certificates may be ordered for the current replacement fee, plus applicable expedited shipping charges. Reissued credentials are produced in the current format, include the reissue date, and bear the signatures of GIA's current school officials.

To order a replacement, visit <https://www.parchment.com/students> or contact Student Records at nyrecords@gia.edu, +1 917 286 3671, or +1 800 366 8519 ext. 3671.

Academic Credentials Usage Policy

Academic credentials from the Gemological Institute of America (GIA) are highly respected in the gem and jewelry industry. Recipients of GIA diplomas should append their academic designation to their name and follow specific usage standards. Credentials can be displayed in their entirety, but must not imply affiliation or endorsement by GIA. Only diplomas or degrees should be listed on business cards, while individual coursework should be on resumes. For detailed guidance, please refer to the GIA Usage

Guidelines located here: <https://www.gia.edu/copyrights-trademarks#diplomas>.

Career Services

Career Services offers a range of resources and events to help you advance your career—from the GIA Gem & Jewelry Career Center to focused hiring events and mentorship opportunities with top industry professionals.

For questions, information, or to schedule an appointment, contact us at careerservices@gia.edu or call +1 800 421 7250 ext. 4450 or +1 760 603 4450.

Career Advising

Career services advisors offer one-on-one appointments to provide guidance and assistance on:

Education and career goals. Advisors help you identify the necessary education and experience needed for your career pathway. Taking your background into consideration, they then guide you to the tools and resources that will help you maintain a forward-looking strategy toward achieving your career goals.

Resume and cover letter. Advisors assist in preparing your resume and cover letter, offering tips to highlight your strengths, experience and education effectively.

Interview preparation. Advisors provide guidance on researching and preparing for interviews, anticipating questions, formulating responses and conducting yourself professionally. Mock interviews are also available on the GIA Gem & Jewelry Career Center.

Job search. Advisors offer resources and strategies for conducting your job search using various job search platforms and approaches.

Professional development sessions. Advisors offer year-round workshops that help students build practical skills for the industry, ranging from resume preparation and interview strategies to workplace professionalism and industry networking. Whether you are entering the job market or already working in the field, these sessions provide real-world tools that support growth and career success.

GIA Gem & Jewelry Career Center

The GIA Gem & Jewelry Career Center is a premier career platform and online job board exclusively for the gem and jewelry industry. Employers from every sector of the jewelry

industry list opportunities with us, including retailers, wholesalers, design houses, auctioneers and many others.

As a job seeker, you will be able to customize your job search and create a full-featured profile that will help you market yourself to employers. You can also access tools to help you prepare for interviews. There is no charge to use this service. You can access the career center on our website or download the app.

Website: www.GIA.edu/gem-job

Symlicity App:



Student Outcomes

As part of GIA's commitment to providing prospective and current students with transparent consumer information, graduation rates, placement rates, and other required student disclosures are published on GIA's Student Consumer Information webpage. Students may access this information at www.GIA.edu/gem-education/student-consumer-information.

Guest Speaker Series

GIA's New York campus is pleased to offer the Guest Speaker Series to inspire and enhance your educational life on campus. Practicing professionals share their expertise on subjects such as diamond and gemstone treatments, jewelry manufacturing and design, field gemology and more. The series, which is free to both students and recent graduates, exposes you to different career paths and provides perspective on how skills, knowledge, and abilities apply in the workplace.

Housing and Transportation

GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus. Begin your housing search approximately 45 days before your arrival and be sure to use a reputable third-party provider. GIA has no responsibility to assist a student in finding housing.

It is important that you thoroughly research your options before taking residence. If renting a room or sharing an apartment, your due diligence should include interviewing the renter and any occupants as well as doing an Internet search of the address and of any individuals living in the home.

Current housing costs around the New York campus can range from \$2,400 to \$4,000 per month or more for apartments. Hotel stays can average \$7,500 per month or \$250 to \$400 per night excluding taxes and other fees.

GIA is easily accessible by public transportation. It is closest to the Rockefeller Center station on the subway. The B, D, F and M trains all stop at this station and it is located just steps away from the campus. Additional information about train and public transportation options near the campus is available through the [Metropolitan Transportation Authority \(MTA\)](#), [Grand Central Terminal](#), and the [Port Authority of New York and New Jersey](#).

Contact us at nyadmissions@gia.edu, +1 800 366 8519 or +1 212 944 5900 for information or assistance.

Health Care and Insurance

GIA does not provide health insurance for students. All students are strongly urged to maintain medical insurance coverage. Any medical needs, services and expenses are the student's personal responsibility.

Contact us at nyadmissions@gia.edu, +1 800 366 8519 or +1 212 944 5900 for information about companies that provide medical insurance or to help you locate medical professionals in the area.

TELUS Health Student Support

Through TELUS Health, GIA provides students with immediate and/or ongoing confidential, 24-hour multi-lingual support for any school, health, or general life concern at no cost. You can call or chat with a counselor directly from your phone, mobile device or computer.

Phone: +1 866 743 7732

Website: <https://myssp.app/us/home>

TELUS App:



International Student Advising

Our international student advisor and other designated school officials provide specialized support to international students by helping them prepare for and adjust to living and studying in the U.S.

They provide information about important immigration-related issues and specific assistance with the student visa and other applicable immigration application processes. They also help students get oriented to life on campus and

provide other assistance such as travel, health care and insurance, housing and obtaining a driver's license. Contact us at nyintladvisor@gia.edu or +1 212 944 5900.

Education Stone Sets

Our education stone sets are a significant learning resource used by students to gain hands-on, practical experience in diamond grading, gem identification and colored stone grading. Each series of stone sets is specifically integrated with the curriculum at the appropriate learning point. Each stone is carefully selected to ensure students are exposed to a wide variety of natural, lab-grown, and treated gem species, varieties and qualities they might encounter once employed in the trade.

Learning Management System

Students have 24-hour online access to the Learning Management System (LMS). Gemology students access their curriculum in a media-rich online format with embedded videos and animations to supplement learning, as well as an online glossary and links to additional learning resources such as additional videos, supplemental reading, PDF charts and references. For all On Campus students, the LMS provides access to the GIA Library and Museum's digital resources, including eBooks, audio books and videos, digital periodicals, the digitized rare book collection, the library lecture schedule, virtual museum exhibits and the Gübelin Gem Project (a repository of data on over 400 gemstones).

GIA Alumni Collective™

The GIA Alumni Collective was built for alumni, by alumni to empower students and graduates with a thriving community, social and networking opportunities, and strong connections for life. Spanning a global network of more than 165,000 alumni across 58 chapters, alumni can gather in person at signature events, discover regional alumni through their local chapters, and connect virtually via the online Community.

Graduates who successfully complete a GIA diploma or certificate program become members of the GIA Alumni Collective. Members gain access to the Alumni Directory, professional development opportunities, and connections with gem and jewelry professionals around the globe. For more information, visit collective.gia.edu or contact alumni@gia.edu.

Academic Policies and Procedures

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

Academic Integrity Policy

GIA highly values academic integrity, which requires students to honestly and accurately represent their own work, knowledge, skills, and accomplishments. While collaborative learning is encouraged, students are expected to uphold the highest standards of honesty, fairness, responsibility, and professionalism in all academic activities.

Any act that provides an unfair academic advantage, misrepresents a student's own work or abilities, compromises the integrity of the educational process, or otherwise violates the standards of honesty and ethical conduct expected of a GIA student and future graduate may constitute a violation of this policy. Violations may result in disciplinary action, up to and including dismissal.

Examples of academic integrity violations include, but are not limited to:

Cheating. Using or attempting to use unauthorized materials, information, assistance, technology, or resources in any academic exercise.

Plagiarism. Presenting the words, ideas, research, creative work, or intellectual property of another person or source as one's own without appropriate acknowledgment.

Falsification. Fabricating, altering, omitting, or misrepresenting information, records, data, or academic work.

Facilitation. Assisting, encouraging, enabling, or participating in another person's violation of this Academic Integrity Policy.

Unauthorized Use of Artificial Intelligence. Using AI tools or AI-generated content in a manner not permitted by the instructor or institution.

GIA reserves the right to determine, in its sole discretion, whether conduct constitutes a violation of this policy, including conduct not specifically identified in the examples above.

Academic Progress Policies

Students are expected to meet institutional academic standards in all courses and programs. All students must meet these institutional standards in order to remain enrolled, regardless of financial aid status. GIA monitors each student's academic progress to ensure they are moving toward successful completion of their program. Students can monitor their progress in the learning management system.

Students who do not meet the academic standards established for their program will be placed on Academic Advising.

As part of the Academic Advising process, the student will meet with a designated school official to review their current academic standing, identify any barriers or challenges affecting academic performance, and discuss available resources and strategies for success. Together, the student and school official will develop an Academic Improvement Plan that outlines the specific academic requirements the student must meet, the timeframe for improvement, and the date of the next evaluation period.

A student's progress will be monitored throughout the Academic Improvement Plan period by the instructor and designated school official. Students who successfully meet the requirements of their Academic Improvement Plan by the specified evaluation date will be removed from Academic Advising.

Students who fail to meet the requirements of their Academic Improvement Plan by the specified evaluation date will be evaluated to determine the appropriate repeat timeframes based on their program, and the student's academic progress.

When a student is required to repeat coursework, the institution will determine the next available open seat. If the next available date begins within 45 days of the student's last date of attendance, the student may be placed on Intent to Return (ITR) until the course becomes available. If the next available date begins more than 45 days from the student's last date of attendance, the student will be administratively withdrawn and re-entered into the program at the first available open seat.

A student's first occurrence requiring repeated coursework is approved automatically and does not require an appeal. Any subsequent occurrence of failing to meet academic standards may result in dismissal from the program.

Students seeking to continue enrollment following dismissal must submit an Appeal for consideration by the school. If the appeal is approved, the student may be required to repeat time as determined by the school.

A student will be dismissed at any time it becomes mathematically impossible for the student to complete the program within the maximum allowable timeframe.

Repeated Coursework

Students required to repeat time to satisfy graduation requirements may do so based on seat availability and their ability to complete the program within the maximum timeframe permitted. Applicable repeat fees will apply; see [page 40](#).

Satisfactory Academic Progress (SAP) - Title IV Recipients only

In addition to meeting institutional academic standards, students receiving Title IV financial aid must also meet federal Satisfactory Academic Progress (SAP) requirements to maintain financial aid eligibility.

SAP is evaluated at the midpoint of each 780 clock-hour program. For example, in a 780 clock-hour program, SAP is evaluated when the student reaches 390 scheduled clock hours.

Students who fail to meet SAP requirements at the midpoint are placed on Academic Warning/Financial Aid Warning and notified in writing. Students must successfully meet SAP standards by the end of the next payment period (the second 390-hour segment) to be removed from warning status.

If, at any point during that payment period, a student is also placed on Academic Advising and fails to meet the conditions of their Academic Improvement Plan, the student may be subject to dismissal prior to the end of the payment period.

Students dismissed for not meeting Satisfactory Academic Progress (SAP) may appeal for reinstatement. Appeals must explain the circumstances that affected academic performance, how those circumstances have been resolved, and why the student should be readmitted. Approved appeals result in reinstatement on Academic Probation;

during this period, students remain enrolled but are not eligible for financial aid.

Maximum Timeframe - All Students

All students must complete their program within a maximum timeframe not exceeding 150% of the published program length, measured in clock hours. A student is ineligible to continue when it becomes mathematically impossible to complete the program within this timeframe. Approved leaves of absence (LOAs) are excluded from the maximum timeframe measurement.

Attendance Policy

The curriculum is intensive, and students are strongly encouraged not to miss any class time. Classes begin promptly at the scheduled start time. A student may not leave the classroom without advising the instructor, except during scheduled breaks.

Attendance is taken every morning and at each scheduled break in full-hour increments. A student who misses *any* portion of a scheduled class hour will be marked absent for a full hour. For example, if a student arrives 10 minutes late to class after lunch, one full hour is recorded as missed. Students are responsible for monitoring their own attendance and understanding how many hours they have missed in each course or program.

Programs and Course Structure

- Single-course programs: Attendance requirements apply to the program as a whole.
- Multi-course programs: Attendance requirements apply individually to each course within the program. Students must meet the attendance requirements in each course in order to successfully complete the overall program.

Attendance Warning

Students who are nearing the midpoint of the maximum allowable absence hours may receive an Attendance Warning, issued in writing. This warning serves as an opportunity to correct attendance patterns before probation is initiated.

Attendance Probation

Students who accumulate absences totaling six hours less than the maximum allowed will be placed on Attendance Probation and notified in writing. This status indicates that the student is at serious risk of exceeding the attendance limit and must take immediate corrective action. Students

who exceed the maximum allowable absence hours are subject to dismissal from the program.

Additional Consequences

Students who do not meet the conditions of their attendance probation may be required to repeat part or all of the course. In such cases, students are responsible for any associated tuition and fees.

Attendance Charts

Attendance requirements, including maximum hours permitted to be missed, are outlined in the chart provided for each program (or course, where applicable).

Maximum Allowable Missed Hours - On Campus

Program	Program Hours	Maximum Missed Hours
Graduate Colored Stones	570	47
Graduate Diamonds	210	21
Jewelry Design	270	23
Jewelry Design & Technology	780	68 ¹
Comprehensive CAD/CAM for Jewelry	210	21
Bench Basics	60	6
Bench Level 1	180	18
Bench Level 2	180	18
Bench Level 3	150	12
Bench Level 4	150	12
Graduate Jeweler Capstone	60	6

1. A maximum of 21 hours may be missed in the first seven weeks of the program.

Maximum Allowable Missed Hours - Lab Classes

Class	Class Hours	Maximum Missed Hours
Diamond Grading Lab Gem Identification Lab	35	3*
Colored Stone Grading Lab	21	2*

* Students cannot miss any hours on the first day of class.

Clock Hours

A clock hour is a 60-minute period consisting of at least 50 minutes of instructor-led or faculty-supervised instruction, laboratory work, shop training, or other approved educational activity. Depending on the class schedule, a clock hour may include up to a 10-minute break or may consist of 60 continuous minutes of instruction. Breaks longer than 10 minutes, meal periods, and other noninstructional time are not counted as clock hours. No more than one clock hour may be credited during any 60-minute period.

Classroom Policies

Students are required to adhere to the following policies:

- Use of mobile phones and other devices in class is strictly prohibited. These devices must be set on silent and placed in a designated location. Devices may be used if the student leaves the classroom.
- Eating is not permitted in classrooms. Beverages in closed containers are allowed.
- Non-GIA issued tools are not allowed in the classroom. Exceptions may be approved by the school director for safety or ergonomic considerations. GIA is not responsible for loss of or damage to personal tools.
- Keycards may not be taken from any classroom.
- Blank or completed worksheets, quizzes or exams may not be taken out of the classroom.
- Projects and materials may not be taken out of the classroom without the instructor's permission.
- Students must work individually unless the instructor directs otherwise.
- Photography is not permitted in the classroom without prior approval.

Program-specific policies may be provided and reviewed during orientation.

Dismissal Policy

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

- Violation of Student Code of Conduct and Standards of Behavior or other institutional policies
- Failure to meet academic progress standards
- Failure to abide by the attendance policy
- Failure to satisfy financial obligations to the institution in accordance with established policies and agreements
- Cheating or any other form of academic dishonesty
- 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

Behavioral dismissal appeals are reviewed through the same process described above. If the initial appeal is denied, the student must wait one year before submitting another appeal. A maximum of three appeals for a behavioral dismissal will be considered.

Upon dismissal, a final grade of SWD is posted to the student's academic record and any refund is calculated according to GIA's Refund Policy. International students who are dismissed are in violation of their M-1 student visa and must meet with the international student advisor or other designated school official to discuss their status. Students receiving federal aid must meet with a financial aid advisor to discuss their individual situation.

Appeal for Readmission

Students who are dismissed from a GIA program, course, or class must submit a formal appeal to be considered for readmission. Submission of an appeal does not guarantee readmission, which is at the sole discretion of GIA.

Appeal Process

To request readmission, students must submit a completed *Appeal for Readmission Form*, along with any supporting documentation, to the Admissions Committee for review. The committee will evaluate the information provided and make a recommendation regarding readmission.

The school director, or their designee, will notify the student of the decision in writing within 10 business days of receiving the completed appeal. If additional time is required to complete the review, the student will be notified.

If the appeal is approved, the notification will include any terms or conditions of readmission.

A student may submit a maximum of three appeals for readmission.

Behavioral Dismissals

Students dismissed for violations of GIA policies or the Student Code of Conduct may appeal their dismissal by submitting a written *Appeal for Readmission* in accordance with the Student Conduct procedures. The appeal must explain the basis for requesting reconsideration and include any supporting documentation.

Exam Policy

Testing measures a student's comprehension of the curriculum and mastery of skills. The following rules apply:

- Missing a scheduled quiz or exam will result in a score of zero.
- Quizzes and exams may be void if a classroom evacuation occurs, and rescheduling will follow as needed.
- All quizzes and exams are closed-book unless the instructor indicates otherwise.
- Quizzes and exams must be completed within the specified time limit and all submissions are final.
- Students with English as a second language may use a printed English translation dictionary, subject to instructor approval; electronic translators are not permitted.
- Unauthorized electronic devices may not be used during testing.
 - Mobile devices must be turned off and placed in a designated location.
 - Cameras and other recording devices are not allowed.
 - Standard, non-programmable calculators are allowed.
 - In some cases, GIA may provide electronic devices; if so, students must follow instructor's directions.

Grading System

On Campus Programs and Lab Classes

Progress and quality of student's work in their program of study is measured by a system of letter grades and grade percentages as shown below. Students who achieve a GPA of 3.7 or higher in their program of study will graduate with honors, and this distinction will be noted on their diploma.

Letter Grade	Percentage Range	Grade Points
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59 below	0.0
L	Leave of Absence	Student has partially completed coursework; remaining work to be finished at a future date. No impact on GPA.
INC	Incomplete	This is a temporary grade that is converted to a letter grade or SWD based on the final grade earned. Students who fail to complete their coursework within the agreed-upon time receive a final grade of SWD.
SWD	Student Withdrawal	Student was withdrawn from their program of enrollment after the cancellation period.
R	Repeat	Course has been retaken and the original grade is replaced by the new grade for academic record purposes.

Applied Jewelry Professional - Grading System

Courses are graded using a Pass/No Pass grading system as defined below.

Grade	Definition
P (Pass)	75% and higher and met the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
SWD (Student Withdrawal)	Student was withdrawn from their course after the cancellation period.

Grading Policy

Final grades are awarded to each student, in each program, within two business days of the end date. Assignments, quizzes and exams completed in the learning management system are graded immediately upon submission. Practical assignments, quizzes and exams are typically graded within two business days. Students can access grades and monitor their progress throughout their program in the learning management system.

Graduating With Honors. Graduating with honors is a tribute that recognizes academic achievement. Students who have achieved a 3.7 GPA or higher in a program will qualify for honors distinction.

Graduation Requirements

To be eligible for graduation, students must successfully complete all required courses and other program requirements within the applicable maximum timeframe. Students must earn a minimum grade of 75% in each required course, as determined by the grading criteria and learning outcomes outlined in the applicable course syllabus, and achieve a cumulative grade point average (CGPA) of at least 75%.

Leave of Absence Policy

Students enrolled in any On Campus program may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes are not eligible for a leave of absence. GIA may approve an LOA for a documented family emergency, serious illness, or active military duty, as well as for involuntary reasons such as local, state, or national emergencies, pandemics, or other extenuating circumstances.

A leave will be approved if GIA determines that **i)** there is a reasonable expectation that the student will return, **ii)** the request complies with this policy and **iii)** there is space available for the student to return to the program within the maximum allowable leave time. If approved, an addendum to the student's enrollment agreement is generated.

Maximum Length. The maximum length of time for an LOA is 180 calendar days. A student may be granted more than one leave, but combined cannot exceed 180 calendar days within a 12-month period. Students must submit any request to extend an approved LOA in writing to the school director prior to the expiration of their original LOA.

Requesting Leave. LOA requests must be submitted in writing to the school director in advance and include supporting documentation. The form is available on the My Education Portal at <https://education.gia.edu>. The 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 approve the leave and collect the written, signed, and dated request at a later date. Students who do not select an available return date within five business days of submitting the LOA request will be withdrawn.

Returning from Leave. Students generally return to the program at the point where they left off prior to the approved Leave of Absence. There is no fee for repeat class time. Students may return earlier from a leave given class availability. Students who do not return as agreed are withdrawn. A final grade of SWD is posted to the student's academic record and any refund is calculated according to the terms of the student's enrollment agreement. Withdrawn students seeking readmission may be required to re-enroll from the beginning of the program at the current tuition and fees.

Active Military Duty. Any student called to active military duty will be promptly readmitted in accordance with the requirements under Title 34 of the U.S. Code of Federal Regulations. The cumulative length of the leave and of all previous absences from the school for service may not exceed five years, except where the obligated period of service exceeds five years or as specified in the federal regulations. Students called to active military duty should contact the school director to discuss their individual situation.

Federal Student Aid Recipients. An LOA may have an impact on federal aid eligibility. Prior to requesting leave, students must meet with a financial aid representative to evaluate their individual situation and explain the effect that a failure to return from an LOA has on any loan repayment terms.

International Students. An LOA may impact student visa status. Prior to requesting leave, students must meet with the international student advisor or other designated school official to evaluate their individual situation. Students enrolled in non-occupational classes or programs are not eligible for a leave of absence.

Make-Up Hours

The attendance policy allows for a limited number of missed hours; make-up hours are not available. Accommodation is made for an approved religious observance. Accommodation requests are to be submitted to the school director for consideration using the form located on the My GIA Education Portal at <https://education.gia.edu>.

Make-Up Work

Students have ample time to make-up missed practical work during regularly scheduled lab hours. A student may be approved to make-up a missed quiz or homework assignment for extenuating circumstances such as injury or illness, death in the family, or other circumstance determined by the institution. Requests are to be submitted to the school director for consideration using the form located on the My GIA Education Portal at <https://education.gia.edu>.

Homework Policy

Homework must be submitted by the scheduled due date and time indicated on the class schedule. Students who do not submit homework on time receive a score of zero.

Student Identity Verification

GIA establishes that the student who registers in a program is the same who participates in and completes the program by one or more of the following methods:

- Collecting a copy of a government-issued photo ID or passport
- Using a secure login and password to complete written assignments, quizzes and exams
- Taking and recording attendance

Administrative Policies

This section includes standards, policies and procedures that describe the rights and responsibilities of students.

Student Conduct and Discipline

Student Code of Conduct and Standards of Behavior

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

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
- Violation of other GIA policies

In addition to the policies published in this catalog, students are expected to adhere to policies and procedures relating to drug and alcohol abuse prevention, workplace and campus violence, discrimination, harassment and misconduct published at www.GIA.edu/student-consumer-information.

Students who become aware of anything that seems unsafe, improper, or illegal must report it to GIA staff immediately.

Social Media and Networking

GIA embraces the opportunities and information available to students and staff through social media such as networking sites, blogs, wikis, chat rooms and others. However, any online behavior which is brought to the attention of a school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under this policy.

Students are asked to use good judgment as their actions and statements have the ability to adversely affect themselves, others and the school as a whole. Posts on social media may be replicated quickly, be taken out of context and remain public for an indeterminate amount of time.

Communication between current students and GIA employees on social media may create the appearance of favoritism or conflict of interest. Therefore, staff are subject to GIA's employee social media and networking policies when communicating with students on social networks.

Violations

The school director or their delegate will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. [See "Title IX Compliance" on page 71](#). Students are required to cooperate with GIA representatives during an investigation. GIA considers all information collected during an investigation in the decision-making process. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend a student pending investigation. GIA will make every effort to operate on the fundamental principle of mutual trust and respect among students, faculty, staff and administration.

Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offense. When a student receives a behavioral warning or is placed on probation, they are given an opportunity to realign their conduct with institutional standards and expectations. However, any further misconduct or failure to meet the conditions of probation may result in dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

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 probation are dismissed.

Copyright Infringement and Peer-to-Peer File Sharing

Students 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. See www.GIA.edu/copyright-infringement for the full policy.

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used except as described at www.GIA.edu/copyrights-trademarks. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and printed forms), which may be used only by obtaining prior written consent from GIA. For intellectual property usage requests, please email guidelines@gia.edu.

Weapons

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

Drug and Alcohol Abuse Prevention

GIA insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities. It is unlawful to sell or furnish alcohol to a person under the age of 21 and a violation of this policy.

Reporting to campus under the influence of alcohol, drugs or other substances that impair one's mental or physical capacity is a violation of this policy and may result in sanctions up to and including dismissal. GIA may also discipline students for off-campus activities that include the illegal use of alcohol or drugs.

Marijuana remains illegal under federal law and use of medical or recreational marijuana is not an exception to this policy. Any student using physician-prescribed medication or other medication that may impair performance in the classroom is encouraged to inform his or her instructor.

As a condition of acceptance for admission, students agree to reasonable suspicion (also referred to as "for-cause") drug testing. In the absence of extraordinary circumstances, any student who tests positive, or admits to illegal drug or alcohol use, may be dismissed from school and/or be subject to additional sanctions. Refusal to test or, in the case of urine testing, failure to produce a sample within the allotted time frame after being selected is considered the same as a positive test and may result in dismissal.

Students and other members of the school community who are aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Students who believe they have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the school director. GIA also offers the TELUS Health Student Support service that connects students with free, confidential emotional health and well-being support conveniently available 24/7 via mobile app, telephone and web. See "[TELUS Health Student Support](#)" on page 59.

For detailed information on sanctions, federal and state laws and the health risks associated with alcohol and drug use, see complete Drug and Alcohol Abuse Prevention Policy at www.GIA.edu/student-consumer-information.

Non-Retaliation Policy

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

Students' Rights and Institutional Compliance

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, faculty and staff, an opportunity to respond to the complaint. Students are required to cooperate with GIA representatives during an investigation in which we believe the student(s) may provide relevant information. GIA considers all of the information collected in the decision-making process.

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.

The following steps should be followed whenever appropriate:

Step	Classroom Concerns	Administrative Concerns
1.	Instructor	Administrative Department Leader
2.	Instructor Supervisor	Campus Manager
3.	School Director	School Director

If the student has attempted the steps above and 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 GIA's Education Compliance department at ed-compliance@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, a designated school official will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

If for any reason a person does not feel comfortable reporting a concern directly to the school, they may report it to GIA's Education Compliance department by emailing ed-compliance@gia.edu.

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. See "Title IX Compliance" on page 71 and "Reasonable Accommodation" on page 56.

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

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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/student-center/complaints/>.

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. Where issues or educational services, student services, or tuition are concerned, a student complainant must have exhausted all efforts to resolve a complaint with the institution before filing a complaint with DEAC.

Complaints may be submitted to DEAC using the complaint form found at www.deac.org/Student-Center/Complaint-Process.aspx. Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided

they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorizing DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution. Written complaints may be submitted to:

Executive Director, DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036 USA
ATTN: Complaints

Students may file a written complaint with the New York State Education Department or telephone the Department at +1 212 643 4760, requesting an interview for the purpose of filing a written complaint. Visit www.acces.nysed.gov/bpss/student-rights for more information. Written complaints may be submitted to:

New York State Education Department
Bureau of Proprietary School Supervision
Investigations and Audit Unit
116 West 32nd Street, 5th Floor
New York, New York 10001

Title IX Compliance

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex, including sexual harassment and pregnancy or related conditions in any Education Program or Activity operated by a recipient that receives federal financial assistance.

As an educational institution subject to Title IX, Gemological Institute of America, Inc. ("GIA, the "Institute," or "our") has adopted this Title IX Non-Discrimination Grievance Policy and Process. As set forth in detail herein, GIA:

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

resolutions with respect to the rights of all parties involved.

Inquiries about this Policy, or the application of Title IX may be referred to GIA's Title IX Coordinator, the Assistant Secretary of the Department of Education's Office for Civil Rights, or both.

Hazing Prevention Notice

In accordance with the Stop Campus Hazing Act, GIA prohibits hazing and is committed to maintaining an educational environment that promotes the health, safety, and dignity of all students. Hazing in any form is prohibited, regardless of an individual's willingness to participate.

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

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

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

For the New York campus, the Deputy Title IX Coordinator may be contacted with questions about this Policy, to file a report or Formal Complaint, or to otherwise assist individuals in ensuring equal access to GIA's educational programs or activities in compliance with Title IX. The Deputy Title IX Coordinator effectively collaborates with and informs the Title IX Coordinator immediately of any report relating to Title IX compliance. This process ensures a prompt and appropriate response to the concern.

Jennifer Kim, Deputy Title IX Coordinator
titleixcoordinator@gia.edu
+1 212 944 5900 ext. 3662
50 West 47th Street, Floor 8
New York, NY 10036 USA

Kimberly Overlin, Title IX Coordinator
titleixcoordinator@gia.edu
+1 760 603 4000 ext. 4093
The Robert Mouawad Campus
5345 Armada Drive

Carlsbad, California 92008 USA

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

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

Student Privacy Notice

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

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

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

Personal Data Collection, Use and Processing

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

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at www.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 www.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.

Family Educational Rights and Privacy ("FERPA")

The Family Educational Rights and Privacy Act ("FERPA") affords eligible students enrolled at a GIA campus located in the United States ("student," or "you") certain rights with respect to their education records. If you are enrolled or enrolling at GIA as part of the GIA Education Corporate Sponsor Program, additional terms and conditions also apply.

Student rights include:

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

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

Disclosures that GIA May Make Without Student Consent

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.3 of the FERPA regulations. Except for disclosures to school officials (as further detailed at www.GIA.edu/ferpa), disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Directory Information Definition and Opt-Out

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

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

Campus Safety and Security

Keeping GIA campuses safe for our students, employees and visitors is one of our top priorities.

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

Student Notification of Classroom Chemical Usage

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

Timely Warnings

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

For detailed information on timely warnings, see GIA's Annual Safety Report at www.GIA.edu/student-consumer-information.

Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay,

taking into account the scope of the emergency and the safety of the community. Students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit www.GIA.edu or call +1 212 944 5900 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation.

You may log on to your My GIA Education Portal at <https://education.gia.edu> or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at www.GIA.edu/student-consumer-information.

Search and Seizure

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

Video and Audio Monitoring

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

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

Campus Operations

Visitors

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

Animals on Campus

Service animals are permitted on campus. A service animal is a dog or animal that is individually trained to perform tasks for the benefit of an individual with a disability. The task(s) performed by the service animal must be directly related to the individual's disability. All other animals, including emotional support, therapy, comfort or companion animals, and pets are prohibited on campus grounds. The care and supervision of a service animal is solely the responsibility of the service animal's handler. Service animals must be under the control of the handler at all times. The handler is responsible for any damages caused by the service animal. Service animals may be restricted from certain areas of campus for health and safety reasons. A service animal may be asked to leave a GIA facility or program if the animal's behavior or presence poses a direct threat to the health or safety of others, or if the service animal is out of control and the handler does not take effective action to control it. Service animals that are not housebroken can also be asked to leave GIA facilities and programs.

Smoking on Campus

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

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as career services related events, business attire should be worn. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through. Bare

feet and clothing with derogatory or offensive messages are prohibited.

Commercial Activities

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

Lost or Damaged Materials

Students are responsible for the books, equipment, metals and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are charged the replacement cost determined by GIA for any lost books, equipment, metals and stones and the repair costs of equipment that is damaged beyond normal wear and tear; replacing an item is not an option. If the item is found at a later date, the amount will be refunded to the student.

Student ID Badges

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

Gifts

GIA's policy is that neither GIA nor staff may receive gifts. GIA understands and appreciates the various gift-giving traditions in all of the countries and cultures where we work. Given the special nature of our work, however, we observe very strict gift-giving policies to avoid a conflict of interest, or even the appearance of one. Visit www.GIA.edu/ethics-compliance to view the GIA Code of Conduct.

Lab Safety

During hands-on lab sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must follow all safety guidelines and the instructor's directions when using dangerous tools or hazardous substances and wash their hands thoroughly after handling any chemicals.

Index

A

Academic Integrity [61](#)
Academic Progress Policies [61](#)
Academic Records [57](#)
Accreditation and Licensing [6](#)
ACCSC [6](#)
Admissions Policies and Procedures [34](#)
Admissions Requirements [34](#)
Appeal for Readmission [64](#)
Attendance Policy [62](#)

B

Board of Governors [7](#)
BPSS [6](#)

C

Campus Safety and Security [73](#)
Cancellation of Enrollment [45](#)
Career Services [58](#)
CIP Code [6](#)
Class Schedules [50](#)
Classroom Hours [12](#)
Classroom Policies [63](#)
Classrooms and Equipment [9](#)
Clery Report [73](#)
Clock Hours [63](#)
Code of Conduct [68](#)
Community Service [11](#)
Complaint Policy [70](#)
Consumer Information [38](#)
Contacts [13](#)
Copyright Infringement [69](#)
Counseling [59](#)

D

Diplomas and Certificates [57](#)
Dismissal Policy [63](#)
Dress Code [75](#)
Drug and Alcohol Abuse Prevention [69](#)

E

Education Management [8](#)
Emergency Notifications [73](#)
English-Language Proficiency [35](#)
Exam Policy [65](#)
Executive Management [7](#)

F

Facility [9](#)
Faculty [8](#)
Federal Student Aid [42](#)
Fees [39](#)
FERPA [72](#)
Financial Aid [42](#)
Financial Assistance [42](#)
Food and Beverage [10](#)

G

Grading Policy [66](#)
Graduate Colored Stones [19](#)
Graduate Diamonds [17, 31](#)
Graduate Gemologist [15](#)
Graduation Requirements [66](#)
Grievances [70](#)

H

Health Care and Insurance [59](#)
History of GIA [5](#)
Homework Policy [67](#)
Hours of Operation [12](#)
Housing [59](#)
How to Apply [35](#)

I

International Student Advising [59](#)

L

Leave of Absence [66](#)
Legal Name Change [57](#)
Library and Learning Resources [9](#)
Lost or Damaged Materials [75](#)

M

Make-Up Hours [67](#)
Make-Up Work [67](#)
Mission Statement [5](#)

N

Name Change [57](#)
Non-Retaliation Policy [69](#)
Notice Concerning Transferability of Credits and Credentials Earned at Our Institution [38](#)

O

OEDS [54](#)
On Campus Programs [14](#)

P

Payment Due Dates [40](#)
Payment Methods [41](#)
Peer-to-Peer File Sharing [69](#)
Preferred Name [57](#)
Prior Criminal Offenses [36](#)
Privacy [72](#)
Programs [14](#)

R

Refund Policy [45](#)
Residency and Applicant Screening [36](#)
Resources [13](#)
Return of Title IV Funds [48](#)

S

Satisfactory Academic Progress [61](#)
Scholarships [44](#)
School Calendar [12](#)
School Closure Dates [12](#)
Smoking on Campus [75](#)
Student Code of Conduct [68](#)
Student ID Badges [75](#)
Student Identity Verification [67](#)
Student Life [11](#)
Student Loans [42](#)
Student Privacy Notice [72](#)
Student Services [56](#)
Student Support Program [59](#)
Student Visas [36](#)

T

TELUS Health Student Support SSP [59](#)
Third-Party Payer Information [41](#)
Timely Warnings [73](#)
Title IX [71](#)
Transcripts [57](#)
Transfer Credit Policy [38](#)
Transportation [59](#)
Tuition and Fees [39](#)

V

Visa Requirements [36](#)

W

Withdrawal of Enrollment [45](#)



CAMPUS LOCATIONS

GEMOLOGICAL INSTITUTE OF AMERICA, INC.

Carlsbad, California – Headquarters

+1 800 421 7250 | admissions@gia.edu | www.GIA.edu

New York, New York – Branch of Carlsbad

+1 212 944 5900 | nyadmissions@gia.edu | www.GIA.edu

AFFILIATED ENTITIES

Bangkok, Thailand

GIA (International) Company Ltd.

+66 2779 6100 | giabkkedu@gia.edu | <https://bangkok.GIA.edu>

Hong Kong, China

GIA Hong Kong Limited

+852 3166 7001 | giahongkong@gia.edu | <https://hongkong.GIA.edu>

London, United Kingdom

GIA England

+44 20 7813 4321 | gialondon@gia.edu | <https://london.GIA.edu>

Mumbai, India; Surat, India – Branch of Mumbai

GIA India Laboratory Private Limited

+91 22 4085 1500 | eduindia@gia.edu | www.GIAindia.in

Taipei, Taiwan

GIA Instrument (Taiwan) Company

+886 2 2771 9391 | giataiwan@gia.edu | www.GIAtaiwan.com.tw