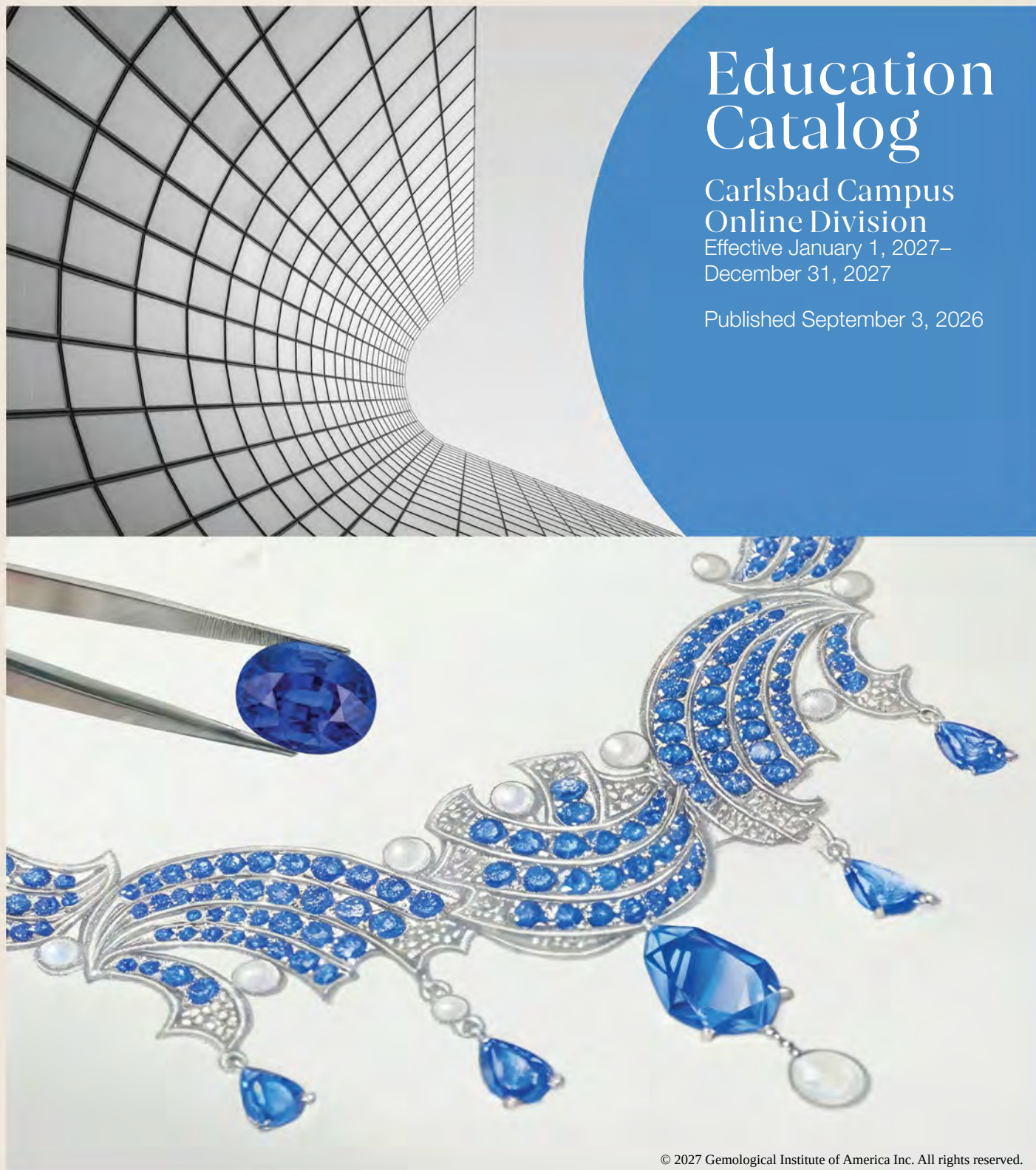


Education Catalog

Carlsbad Campus
Online Division

Effective January 1, 2027–
December 31, 2027

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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, State Licensing and Approvals

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

Accreditation

GIA's Online Division courses and lab classes in the following programs are accredited by the Distance Education Accrediting Commission (DEAC).

- Graduate Gemologist Online
- Graduate Colored Stones Online
- Graduate Diamonds Online

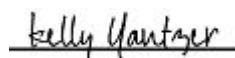
GIA has been continuously accredited by DEAC since 1965. DEAC is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

DEAC

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

GIA's professional development program and courses are avocational in nature and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

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



Kelly Yantzer, GIA VP Student Affairs

State Licensing and Approvals

GIA is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Professional Development programs and courses do not fall within the scope of the California Bureau for Private Postsecondary Education and are not subject to BPPE oversight.

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

As required by California Education Code section 94909(a) (12), GIA discloses that it has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. §1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by GIA may be directed to:

California Bureau for Private Postsecondary Education (BPPE)

1747 North Market Boulevard, Suite 225
Sacramento, CA 95834

P.O. Box 980818
West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Telephone: (888) 370-7589

Fax: (916) 263-1897

The following table summarizes GIA's current authorization status in the remaining U.S. states and territories. Authorization statuses are reviewed periodically and updated as state requirements change.

Status	States and Territories
Approved/Authorized	Alabama, Georgia, Kansas, Kentucky, Michigan, Nebraska, Nevada, New York, North Dakota, Texas, Utah, Wyoming
Exempt	Alaska, Arizona, Connecticut, Wisconsin
Authorization in Progress	New Mexico, Oklahoma, Rhode Island
Application Pending	Puerto Rico
Not Operating	District of Columbia
No Authorization Required	American Samoa, Arkansas, Colorado, Delaware, Florida, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Montana, New Hampshire, New Jersey, North Carolina, Northern Mariana Islands, Ohio, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Vermont, Virginia, Virgin Islands, Washington, West Virginia

Other U.S. State Authorizations

GIA maintains all required state approvals, authorizations, exemptions, and registrations necessary to offer educational programs and recruit students throughout the United States. In compliance with the United States Department of Education State Authorization Regulation (34 CFR §600.9), GIA has made a good-faith effort to obtain authorization in all states and territories where authorization is required and continues to monitor changes in state laws and regulations. As state authorization requirements evolve, GIA will obtain any additional approvals necessary to remain in compliance with applicable federal and state requirements.

GIA is approved by the Texas Workforce Commission (TWC), Career Schools and Colleges, Austin, Texas. The Applied Jewelry Professional™ (AJP®) development program is exempt from regulation under Texas Education Code section 132.002(a)(3).

GIA is also approved by the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS 66612-1368; 785-430-4240.

GIA is exempt from authorization in Alaska pursuant to AS 14.48 because its programs are delivered through distance education and GIA does not maintain a physical presence in the state. GIA also holds exemptions in Arizona, Connecticut, and Wisconsin. GIA is authorized to offer approved lab classes in Nevada and New York.

GIA does not operate in the District of Columbia and does not accept applications for online courses from District residents.

Governance

Board of Governors

The GIA Board of Governors is the steward of the public interest. The board helps direct the strategy of the Institute to ensure that the mission and vision of GIA are followed in all decisions; that the reputation of GIA is preserved and continues to grow globally; and that the financial goals of the Institute are met. 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. For a current list of GIA Board of Governors, visit <https://www.gia.edu/gia-about-mission-governance-esg>.

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. Bohrsen, Ph.D. ♦

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

Lisa Bridge ♦

Experienced Industry Executiv

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

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 indicated with an (♦).

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, Global Strategy and School Operations

Kelly Yantzer

Vice President, Organizational Effectiveness

Education Management

Vacant

Director, Online School

Kimberly Overlin

Director, Student Services

Robyn Burrell

Director, Education Compliance and Financial Aid

Nikole Ellis

Manager, Student Success

Paul Mattlin

Senior Manager, Online Instruction

Brenda Harwick

Senior Manager, On Campus Instruction

Heather Cason

Manager, Online Instruction

Matt Stargardter

Manager, Career Services

Natalie Davies

Registrar

Dianna Parsons

Manager, Richard T. Liddicoat Gemological Library and Information Center

Faculty

Our faculty are passionate educators dedicated to helping you gain knowledge, acquire skills and launch your career. Each has a minimum of three years of practical industry experience in the areas they teach, is trained in instructional methods and teaching skills, and participates in ongoing professional development activities. Lab classes are taught by a combination of dedicated lab instructors and select Online Gemology faculty. Online faculty who also teach lab classes are indicated with ♦ in the Online section. Please refer to our website at www.GIA.edu/gem-education/distance/faculty for an up-to-date listing of faculty and their qualifications.

Online Gemology Courses

♦ **Mariam Aboushadi**

BS Biology, University of California, San Diego,
GIA GG, AJP, Pearls Graduate

Alexandra Consoli

GIA GG, AJP, GJ, Pearls Graduate

♦ **Bethany Crane**

BS Print Journalism Utah State University,
GIA GG, AJP, Pearls Graduate

Julie Hill

GIA GG, AJP, Pearls Graduate

Donald Hofler

BS Organizational Leadership, Southern Nazarene University,
GIA GG, AJP

♦ **Michele Mejia**

AA, Mt. San Antonio College,
GIA GG, AJP, Pearls Graduate

Daniela Pacheco

BFA Sculpture, Biola University,
GIA GG, AJP, Pearls Graduate

Adam Shor

BS Business Administration and Management, California
State University, Fresno,
GIA GG, AJP, Pearls Graduate

Glenn Wargo

BA Jewelry Design and Art History, Montclair University,
GIA GG, AJP, Pearls Graduate

♦ **Danielle Yamamoto**

BA English, California State University, Northridge,
GIA GG, AJP, Pearls Graduate

Gemology Lab Classes: Carlsbad Campus

Martin Harmon

GIA GG, GJ, AJP, Pearls Graduate, AGS CG

Jessica Kramer

GIA GG, AJP, Pearls Graduate

Nina Switzer-Spano

GIA GG, AJP

Teresa Tolbert

GIA GG, AJP, Pearls Graduate

Kate Trunnell

GIA GG, AJP, Pearls Graduate, AGS CG

Kate Waterman

MEd Educational and Instructional Technology, BLS General
Studies and Humanities, Iowa State University
GIA GG, GJ, AJP, Pearls Graduate

Facility, Classrooms and Equipment

GIA's Carlsbad Campus and World Headquarters is located at The Robert Mouawad Campus, 5345 Armada Drive, Carlsbad, California 92008, USA. All lab 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. It covers 18 acres and includes 16 classrooms; a student workroom; a student lounge; outdoor basketball and sand volleyball courts; a gemological research laboratory; administrative offices; parking for more than 1,000 vehicles, electric vehicle charging stations, bike racks and access to public transportation.

Access to GIA buildings and classrooms is compliant with the Americans with Disabilities Act and includes automated doors in all buildings and elevator access to the second floor. To help ensure the safety and security of our students, employees and guests, the facilities have security officers on duty 24 hours a day, seven days a week with restricted and monitored access to the campus and its buildings. Dedicated facilities and education services departments ensure the ongoing and routine maintenance of the facilities, equipment, and replenishment of supplies.

Classrooms

Lab classes can accommodate up to 24 students. The Student Workroom can accommodate up to 12 students. The capacity of each online course varies to ensure an adequate student/instructor ratio and availability of support services. Each classroom is amply equipped with the instruments and tools used in each subject area.

Classroom equipment, tools and materials used are detailed within each lab class description in this catalog. See "[Lab Class Descriptions](#)" on page 30.

Computer and Internet Access

The campus has wireless Internet access available at no charge. The library has a computer lab available for student use during operating hours on a first-come, first-served basis.

Library and Information Center

The Richard T. Liddicoat Gemological Library and Information Center 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.

Lending library. Students on campus using the student workroom or taking lab classes may check out print materials as long as they are on campus for three consecutive days. The lending library consists of over 17,000 volumes, 124 current subscriptions and approximately 2,000 videos. DVDs may be viewed on the library's study area computers.

Archives. The Library's archives and rare book collection has works dating back to 1496. Print materials in the archives are accessible by appointment only. Public domain works (pre-1930) are being digitized with over 1,200 titles freely available on Internet Archive at <https://archive.org/details/gialibrary>.

eBooks. Students and alumni may access more than 500 eBooks and 6,000 magazines through the [Libby app](#). 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. Visit 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 and the media from around the world. They provide quick reference information on topics including treatments,

laboratory-grown gems, business management, jewelry history and more.

GIA Museum Collection

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

Food and Beverage

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

GIA's cafe is open from 7 am to 2 pm for breakfast and lunch. Students can order onsite or online for pick-up at the cafe. Refrigerators and microwaves are available for students who prefer to bring their own food. Ample seating is available in the cafe and student lobby, outdoor seating is also available. Self-service vending machines on campus offer snacks, small lunch items and various bottled drink options.



Top: GIA's Carlsbad Campus and World Headquarters; Middle: Student Lounge Area; Bottom: GIA Student Workroom - ©GIA

School Calendar and Hours of Operation

2027 School Closure Dates

The campus is closed and services will not be available on these dates (exceptions noted below). Students may still access their online courses on these dates. For the most current scheduling information please visit <https://www.gia.edu/gem-education/schedules>.

Date	Holiday / Event
January 01, 2027 (Friday)	New Year's Day
January 18, 2027 (Monday)	Martin Luther King Jr. Day
February 15, 2027 (Monday)	President's Day
May 31, 2027 (Monday)	Memorial Day
June 21, 2027 (Monday)	Instructor In-Service Day (campus closed)
July 05, 2027 (Monday)	Independence Day (Observed)
September 06, 2027 (Monday)	Labor Day
November 25, 2027 (Thursday) through November 26, 2027 (Friday)	Thanksgiving Break
December 20, 2027 (Monday) through December 31, 2027 (Friday)	Winter Break

Hours of Operation

The Carlsbad campus is open Monday - Friday from 7:30 a.m. to 5:00 p.m. Pacific Time (PT) except for the scheduled closures.

Library Hours

The Richard T. Liddicoat Gemological Library and Information Center at the Carlsbad location is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Pacific Time (PT).

Registration Period

GIA operates on a year-long academic term with continuous enrollment. Students may register for most courses up to five days prior to the first day of class.

Gem Identification (GEM 240). GEM 240 Gem Identification requires pre-registration approval no later than 14 days before the course start date. Following approval, students may complete registration up to five days before the course begins.

Remote Gem Identification Lab (GEM 240LR). For the remote Gem Identification lab option, the 14-day pre-registration requirement applies, as instructors must confirm equipment readiness. Course stones are shipped the Monday prior to the scheduled start date.

Class Schedules and Hours

Online Courses

Online courses start on the first Tuesday of each month. Courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. Pacific Time (PT) from the start date through the end date of the course.

Lab Classes

Lab classes are offered throughout the year at GIA campuses around the world. For current schedules, locations, and availability, visit www.GIA.edu/gem-education.

At the Carlsbad campus, lab classes are held from 8:00 a.m. to 4:00 p.m. Pacific Time (PT). Each class day includes a one-hour lunch break and one 30-minute morning break. Additional breaks may be provided at the instructor's

discretion. Class schedules and daily hours at other GIA campuses may vary by location.

Student Workroom

Student Workrooms are available at GIA campuses globally. Workroom schedules and availability vary by campus and modality. For current locations, schedules, and registration information, visit <https://www.gia.edu/gem-education/student-workroom>.

At the Carlsbad campus, the Student Workroom is available by appointment Monday through Friday from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. Pacific Time (PT).

Enrolled online students may also participate in instructor-led Online Student Workroom sessions. For more information about the student workroom, see "Student Workroom" on [page 28](#).

Contacts and Resources

Department Contacts

Admissions

Admission, registration, enrollment, cancellation, general inquiries

+1 760 603 4001 | +1 800 421 7250 ext. 4001
admissions@gia.edu

Career Services

Career advising, resume and interview preparation, employment & professional development support

+1 760 603 4450 | +1 800 421 7250 ext. 4450
careerservices@gia.edu

School Director

Reasonable accommodations, leave of absence, withdrawal, probation, dismissal, complaints

+1 760 603 4093 | +1 800 421 7250 ext. 4093
onledudirector@gia.edu

Education Advising

Academic progress, course planning, and academic standing guidance

+1 760 603 4134 | +1 800 421 7250 ext. 4134
edadvising@gia.edu

Education Service Desk - Technical Support

Applicant Portal, My GIA Education Portal and learning management system log-in, access and other technical issues

+1 760 603 4350 | +1 800 421 7250 ext. 4350
onlinesupport@gia.edu

Financial Assistance

Vocational rehab, scholarships

+1 760 603 4005 | +1 800 421 7250 ext. 4005
financialaid@gia.edu, scholarships@gia.edu,
VABenefits@gia.edu

International Student Advising

U.S. arrival / departure, living in the U.S.

+1 760 603 4001 | +1 800 421 7250 ext. 4001
intladvisor@gia.edu

Online Course Student Support

General questions, student workroom

+1 760 603 4404 | +1 800 421 7250 ext. 4404
lessons@gia.edu

Stone Shipping

GEM 240 stone shipping requests

+1 760 603 4404 | +1 800 421 7250 ext. 4404
srequest@gia.edu

Student Accounts

Financial account, payments, refunds

+1 760 603 4470 | +1 800 421 7250 ext. 4470
educationacctsrec.us@gia.edu

Registrar / Student Records

Certificates, diplomas, transcripts, contact information updates, proctored exams, FERPA

+1 760 603 4000 ext. 7312 | +1 800 421 7250 ext. 7312
edrecords@gia.edu, proctor@gia.edu

Student Services

Housing, transportation, orientation, graduation

+1 760 603 4000 ext. 7304 | +1 800 421 7250 ext. 7304
studentservices@gia.edu

Title IX and 504 Coordinator

Questions or complaints related to Section 504 or Title IX

+1 760 603 4000 ext. 7776 | +1 800 421 7250 ext. 7776
titleixcoordinator@gia.edu | 504coordinator@gia.edu

Resources

GIA Alumni Collective™

Alumni resources, global chapters, networking events

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

GIA Store

Optional books and instruments

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

Library

Library services and information

+1 760 603 4046 | +1 800 421 7250 ext. 4046
library@gia.edu | <https://www.gia.edu/library>

My GIA Education Portal

View academic, financial and student records; make payment, submit forms, and access courses in the learning management system

<https://education.gia.edu/>

Online Division Programs

About Online Education

GIA's Online Education programs combine self-paced online coursework with required instructor-led lab classes to provide students with the flexibility of independent study while ensuring the hands-on training necessary to develop practical skills. Online courses allow students to progress through the curriculum at their own pace within the assigned course period. Students may enroll in the courses required for their program throughout the term of their Enrollment Agreement, providing flexibility in how they progress toward completing their program.

Required lab classes provide hands-on instruction and practical skill development under the guidance of experienced GIA instructors. With the exception of designated synchronous online lab classes, lab classes are conducted in person at a GIA campus. Lab classes are offered throughout the year in Carlsbad and at select GIA campuses worldwide. Students should consult the [Global Lab Class Schedule](#) for available dates, locations, and delivery formats.

To earn a diploma, students must successfully complete all required online courses and required lab classes within the applicable program completion timeframe.

Online Courses

Online courses provide an engaging learning environment featuring text, audio, video, animations, and slide presentations. See ["Online Division Course Descriptions" on page 26](#).

- Online courses are self-paced, allowing students to determine when and how often they engage with course content. Students are encouraged to begin coursework promptly and establish a regular study schedule to support successful course completion.
- Each online course is designed as a self-paced learning experience with established start and end dates that define the maximum completion period. Students are responsible for completing all required coursework and the final examination by 11:59 p.m. PT on the course end date. Course completion timeframes are designed to provide flexibility while supporting timely academic progress. Course end dates cannot be extended.
- Course materials, texts, completed assignments, and other available content may be accessed and reviewed 24 hours a day, seven days a week, from the course start date through the course end date.
- Each course includes a series of online assignments designed to assess knowledge and understanding of the subject matter.
- Successful completion of a proctored, closed-book final examination is required for each course.
- Final examinations for all online courses are administered using online proctoring within the Learning Management System (LMS). The GEM 240 Gem Identification final practical examination is administered through live proctoring.
- Instructors are available by email or telephone Monday through Friday from 8:00 a.m. to 5:00 p.m. PT, excluding

holidays and in-service days. Instructors also offer video conferencing by appointment during normal business hours.

- For the best learning experience and opportunity for academic success, students should focus on and complete one course at a time before registering for additional courses.
- **Students pursuing the Graduate Gemologist® or Graduate Colored Stones diploma should review the GEM 240 Gem Identification course description for important information regarding equipment requirements, stone set availability, Student Workrooms, shipping restrictions, and additional costs that may apply.**
- Self-paced online courses are classified as less than half-time enrollment for regulatory, financial aid, and third-party reporting purposes. Because students progress at their own pace and there are no required weekly instructional hours, these courses do not have daily or weekly participation requirements. This enrollment classification may affect eligibility for certain benefits, funding, or deferment options.

Lab Classes

Lab classes are delivered in scheduled, instructor-led formats ranging from one to five consecutive days, with approximately seven instructional hours per day. [See "Lab Class Descriptions" on page 30.](#)

- Students apply industry-standard techniques and use professional gemological equipment under the guidance of experienced GIA instructors.
- Successful completion of a final examination is required for each lab class.
- Due to the condensed and structured nature of these sessions, five-day lab classes may be classified as full-time enrollment for the duration of the class only. Enrollment status for shorter lab classes may vary based on applicable regulatory, reporting, or funding requirements.

Online Access and Technical Support

The My GIA Education Portal is your single point of entry to an array of services and information. Online courses are administered using the Learning Management System (LMS). You can access the LMS through My GIA Education Portal. Technical support is available Monday - Friday, 7:30 a.m. to 4:30 p.m. PT, excluding holidays.

Technology Requirements

To access the My GIA Education Portal, Learning Management System (LMS), and all online learning components, students must use a personal (non-shared) email address and have access to a desktop or laptop computer with a stable broadband internet connection that meets the requirements below.

Requirement	Specifications
Email	A valid personal email address that is not shared with others.
Windows Operating System	Windows 10 (64-bit) or Windows 11. Windows S Mode and Windows SE are not supported.
macOS	macOS 12 or later.
Chromebook	Supported only if compatible with GIA's online proctoring platform. Students are responsible for verifying compatibility before use.
Tablets and Mobile Devices	iPad: iPadOS 12.0 or later. May be used for general course access only. iPads are not supported for proctored examinations and may not support all practical worksheets, including GEM 240 practical activities. Android: Tablets and phones are not supported for proctored examinations.
Supported Browsers	Windows: Current versions of Chrome, Firefox, or Edge. Mac: Current versions of Safari or Chrome.
Browser Settings	Cookies must be enabled and pop-up blockers must be disabled.
Display Resolution	Minimum: 1280 × 720. Recommended: 1920 × 1080 or higher.
Audio	Speakers or headphones are required for multimedia coursework.
Internet Connection	Stable broadband internet connection. A wired or high-quality Wi-Fi connection is recommended.
Online Proctored Examinations	Students must have an internal or external webcam, microphone, a minimum of 4 GB available RAM, at least 300–400 MB of available disk space, and a strong, stable internet connection. A minimum upload and download speed of 5 Mbps is recommended.
Adobe Acrobat Reader	Current version of Adobe Acrobat Reader. The software is available free of charge at get.adobe.com/reader .
Additional Software	Any program-specific software, plug-ins, or applications identified in individual course instructions.

Note: Technical requirements may change as the Learning Management System or online proctoring platform is updated. Students are responsible for ensuring that their computer, browser, internet connection, and peripherals meet the current technical requirements before beginning coursework or taking proctored examinations.

Online Division Programs

Program	Program Components	Maximum Completion Time	Lessons	Lab Hours	Course Description
Graduate Gemologist Online CIP: 50.0713 SOC: 51-9071	6 courses 3 distance education courses 3 lab classes	6 years	91	91	See "Online Division Course Descriptions" on page 26.
Graduate Colored Stones Online CIP: 50.0713 SOC: 51-9071	4 courses 2 distance education courses 2 lab classes	4 years	71	56	See "Online Division Course Descriptions" on page 26.
Graduate Diamonds Online CIP: 50.0713 SOC: 51-9071	2 courses 1 distance education course 1 lab class	2 years	20	35	See "Online Division Course Descriptions" on page 26.

CIP = Classification of Instructional Programs. SOC = Standard Occupational Classification.

Graduate Gemologist® Online

The maximum time to complete this online program is six years.



Description

The Graduate Gemologist Online program delivers a comprehensive gemology education covering both diamonds and colored stones. Topics covered include historical and current industry information, practices throughout the supply chain and relevant diamond and colored stone source information. Students learn the science behind diamond and colored stone formation, appearance and identification, how to describe color by hue, tone and saturation and how to evaluate diamond and colored stone quality factors. Students apply classroom knowledge through in-depth, practical application of the GIA International Diamond Grading System™ and the GIA Colored Stone Grading System. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and gemstones; and grade diamonds and colored stones.

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
- Detect 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 4C 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.

What You Earn

GIA Graduate Gemologist Online Diploma

GIA Graduate Colored Stones Online Diploma

GIA Graduate Diamonds Online 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

For additional career information and resources, contact Career Services at careerservices@gia.edu or visit www.gia.edu/gem-careers for more information.

Diploma Requirements

To earn the Graduate Gemologist Diploma in GIA's Online Division, students complete the required combination of self-paced online courses and in-person lab classes. Students are encouraged to follow the course sequence shown in the program outline to maximize comprehension of key concepts and learning objectives. Students may satisfy the Gem Identification Lab requirement by completing either the in-person Gem Identification Lab (GEM 240L) or the synchronous online Remote Gem Identification Lab (GEM 240LR). For the best learning experience and opportunity for academic success, students should focus on and complete one course at a time before registering for additional courses.

In order to graduate, students must:

- Successfully complete each required online course and lab class in accordance with the applicable course requirements.
- Achieve an overall cumulative grade point average (CGPA) of 75% or higher.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 26
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 30
GEM 220	Colored Stones	None	27	12 Months	-	Page 26
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 30
GEM 240L	Gem Identification Lab	None	-	-	35	Page 31
GEM 240LR	Gem Identification Lab Remote	None	-	-	35	Page 31
GEM 240	Gem Identification	GEM 220; GEM 240L or GEM 240LR	44	18 Months	-	Page 27
			Total lessons: 91		Total lab hours: 91	

See "Tuition and Fees" on page 35.

See "Class Schedules and Hours" on page 13.

Graduate Diamonds Online

The maximum time to complete this online program is two years.



Description

The Graduate Diamonds Online 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.

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™
- Detect treated and laboratory-grown gemstones
- 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.

What You Earn

GIA Graduate Diamonds Online Diploma

Occupations May Include

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

For additional career information and resources, contact Career Services at careerservices@gia.edu or visit www.gia.edu/gem-careers for more information.

Diploma Requirements

To earn the Graduate Diamonds Diploma in GIA's Online Division, students complete the required combination of self-paced online courses and in-person lab classes. Students are encouraged to follow the course sequence shown in the program outline to maximize comprehension of key concepts and learning objectives. For the best learning experience and opportunity for academic success, students should focus on and complete one course at a time before registering for additional courses.

In order to graduate, students must:

- Successfully complete each required online course and lab class in accordance with the applicable course requirements.
- Achieve an overall cumulative grade point average (CGPA) of 75% or higher.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 26
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 30
			Total lessons: 20		Total lab hours: 35	

See "Tuition and Fees" on page 35.

See "Class Schedules and Hours" on page 13.

Graduate Colored Stones Online

The maximum time to complete this online program is four years.



Description

The Graduate Colored Stones Online 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 colored stones and simulants; distinguish natural, treated and laboratory-grown colored stones; and grade colored stones.

Learning Objectives

- Describe the components of the 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 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 colored stone industry, with a 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 trade 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.

What You Earn

GIA Graduate Colored Stones Online 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

For additional career information and resources, contact Career Services at careerservices@gia.edu or visit www.gia.edu/gem-careers for more information.

Diploma Requirements

To earn the Graduate Colored Stones Diploma in GIA's Online Division, students complete the required combination of self-paced online courses and in-person lab classes. Students are encouraged to follow the course sequence shown in the program outline to maximize comprehension of key concepts and learning objectives. Students may satisfy the Gem Identification Lab requirement by completing either the in-person Gem Identification Lab (GEM 240L) or the synchronous online Remote Gem Identification Lab (GEM 240LR). For the best learning experience and opportunity for academic success, students should focus on and complete one course at a time before registering for additional courses.

In order to graduate, students must:

- Successfully complete each required online course and lab class in accordance with the applicable course requirements.
- Achieve an overall cumulative grade point average (CGPA) of 75% or higher.

Course Numbers	Course Title (Subject)	Prerequisites	Number of Lessons	Maximum Completion Time	Lab Hours	Course Description
GEM 220	Colored Stones	None	27	12 Months	-	Page 26
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 30
GEM 240L	Gem Identification Lab	None	-	-	35	Page 31
GEM 240LR	Gem Identification Lab Remote	None	-	-	35	Page 31
GEM 240	Gem Identification	GEM 220, GEM 240L or GEM 240LR	44	18 Months	-	Page 27
			Total lessons: 71		Total lab hours: 56	

See "Tuition and Fees" on page 35.

See "Class Schedules and Hours" on page 13.

Online Division Course Descriptions

Online courses are self-paced and accessible seven days a week from 12:00 a.m. to 11:59 p.m. PT from the start date to the end date of the course. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including all lessons, quizzes and exams, within the maximum completion time.

GEM 220 Colored Stones

This course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is online, closed book and proctored.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 12 months

GEM 230 Diamonds & Diamond Grading

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimating weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is online, closed book and proctored.

- **Required for:** Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 10 months

GEM 240 Gem Identification

This course combines theoretical knowledge with hands-on experience in the identification of natural, laboratory-grown, treated gemstones, and simulants. Through practical laboratory exercises, students learn to use gemological equipment, testing methods, and systematic identification procedures to identify more than 500 gemstones representing over 60 gem species. Instruction also covers gemstone treatments commonly encountered in the marketplace, as well as advanced laboratory testing techniques and instrumentation.

The final exam is closed book (except for lab manual) and proctored. This 20-stone exam has a six-hour time limit and a maximum of 10 attempts. Students are required to achieve a passing score of 100%. The exam may be completed in a GIA Student Workroom or under the supervision of an approved local proctor.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** GEM 220, GEM 240L or GEM 240LR
- **Self-paced; maximum completion time:** 18 months

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

See "Student Notification of Classroom Chemical Usage" on page 64 for more information.

Completing the Course

Students complete GEM 240 through a combination of self-paced online study, practical gem identification assignments, and a final practical examination. Practical assignments may be completed at home or in a GIA Student Workroom, subject to the requirements described below.

Practical Assignments

Students enrolled in GEM 240 complete a series of practical assignments designed to develop and demonstrate gem identification skills. These assignments may be completed independently at the student's home or workplace, provided the necessary equipment and materials are available, or by utilizing GIA's Student Workroom resources. The following sections describe each option and the associated requirements. Alternatively, GIA offers an online version of the student workroom, see "Online Student Workroom" on page 28.

Home or Office

Students who reside in the United States, or in another country where GIA is able to ship stones, may complete practical assignments from their home or workplace. Before registering, students must confirm that they have access to the required equipment listed below by submitting a photograph. Stone sets are shipped to eligible students in accordance with the Stone Set Loan Program described below.

Required Equipment

Equipment may be purchased in the marketplace or through the GIA Store at <https://store.GIA.edu/collections/gem-identification> based on availability. Access to a desktop/laptop meeting the technical specifications on page 18 is required to complete the course's practical worksheets, which are incompatible with mobile devices or tablets like iPads, Surface, Galaxy, or Chromebook.

- Binocular microscope with a minimum of 10x and 30x magnification and darkfield illumination
- Daylight-equivalent (5500k - 6500k) fluorescent overhead light source (included with some microscopes)
- Refractometer with removable magnification piece, white light source, polarizing filter, monochromatic light source
- Refractive index (RI) liquid 1.81
- Calcite dichroscope
- Spectroscope (diffraction grating preferred)
- Polariscopes
- Interference figure sphere (included with most polariscopes)
- Plastic or glass diffuser plate
- Non-locking gem tweezers
- Pinpoint incandescent light source
- Gem cloth

Contact us at lessons@gia.edu for help with determining if the equipment you have or plan to purchase meets the requirements.



The student package available through the GIA Store includes some of the basic gemological equipment to get you started - ©GIA

Stone Set Loan Program

GIA loans stone sets to students who complete practical assignments at their home or office. Stones are shipped pursuant to all customs laws and regulations. Students may not transport stones over international borders (outside country of receipt); students are subject to customs laws, regulations and penalties. Customs regulations, beyond GIA's control, may delay or even prevent us without notice from shipping stones to certain countries. Students who do not follow GIA instructions for returning stones may experience delays and/or additional fees.

Loan periods. The loan period for students in the U.S. is 60 days for the first stone set and 30 days for each set thereafter. The loan period for international students is up to one year for the full set of 500 stones. If a student is granted an approved leave of absence, they must return all stone sets before the start of their leave and within the designated loan period. Upon returning from the leave, a new shipment may be necessary, and the student will be responsible for any reshipment costs.

Late, lost or damaged stones. Students who lose, damage or otherwise fail to return any stone must pay the cost of replacement. The replacement cost includes GIA's established value for each stone, plus labor and material costs. Loan periods are not extended for students on leave. We ask that they return all stone sets prior to the requested leave and within the loan period.

Student Workroom

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

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

- Workroom hours are Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m. PT.
- Fees are \$75 for half day and \$150 for full day use of the workroom; there is no charge to take a final exam.
- Reservations required; contact us at lessons@gia.edu or call at +1 800 421 7250 ext 4404 or +1 760 603 4000 ext 4404.
- Reservations are not guaranteed for students who arrive late. Students who are repeatedly late may lose workroom privileges.
- Cancellations must be made at least 24 hours prior to the reserved date to receive a full refund. For cancellations made with less than 24-hour notice, students will be charged for that day and any reservation for additional days will be canceled.

Online Student Workroom

GIA's Online Student Workroom provides enrolled online students with a structured and supportive environment to complete Gem Identification (Gem ID) practical assignments remotely. Sessions are offered as availability permits. Each session accommodates up to 10 students and is currently offered for a fee; [see page 36](#). Online workrooms focus exclusively on Gem ID practical work and do not include exam proctoring.

Visit www.GIA.edu/articles/student-workroom for a complete list of Student Workroom schedules and availability at other GIA locations and affiliated entities.

Final Practical Examination

Students must pass a 20-stone final practical examination with a score of 100% to successfully complete the course. The final exam is closed book (except for the lab manual) and proctored. Students are required to achieve a passing score within ten examination attempts.

Remedial Work

After five unsuccessful exam attempts, students are required to complete remedial work before the next attempt.

Remedial options include:

- Receiving six remedial stone sets shipped to the student, or
- Completing two full remedial days in a GIA Student Workroom, or
- Re-taking the Gem Identification Lab class, as determined appropriate by GIA.

Students are responsible for all applicable shipping fees, customs, and taxes for shipped remedial materials, or for the standard Student Workroom rate when completing work onsite. The international shipping fee covers shipping, customs, and taxes for students outside the United States who receive remedial coursework by mail.

Lab Class Descriptions

Lab classes are offered throughout the year at GIA campuses around the world. For current schedules, locations, and availability, visit www.GIA.edu/gem-education. At the Carlsbad campus, lab classes are held from 8:00 a.m. to 4:00 p.m. Pacific Time (PT). Each class day includes a one-hour lunch break and one 30-minute morning break. Additional breaks may be provided at the instructor's discretion. Class schedules and daily hours at other GIA campuses may vary by location.

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. One examination attempt is provided during the scheduled lab class. Additional examination attempts, if needed, must be completed in a GIA Student Workroom. Students are required to achieve a passing score within three examination attempts. Each student workstation includes a binocular microscope with a daylight equivalent light source, tweezers and a 10x loupe. Students receive a pencil, gem cloth, tweezers, pinpoint incandescent light source, hue wheel, color grading card and lab manual as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 21 clock hours / 3 days

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

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 final practical exam* with a score of 75% or higher to complete the class successfully. One examination attempt is provided during the scheduled lab class. Additional examination attempts, if needed, must be completed in a GIA Student Workroom. Students are required to achieve a passing score within three examination attempts. 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, tweezers, plotting pen set, table gauge, crown angle card, loupe, color grading card and lab manual as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Diamonds Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days



Diamond Grading Lab student assessing a diamond's clarity using a 10X jeweler's loupe – ©GIA

GEM 240L/240LR 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 the final practical examination with a score of 75% or higher to complete the class successfully. One examination attempt is provided during the scheduled lab class. Students who require an additional examination attempt will receive instructions from GIA regarding available examination options. Students are required to achieve a passing score within three examination attempts.

Classrooms contain a prism spectroscope, diffuser plate, color filter, fiber optic light, 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 and optic figure sphere, and monochromatic light source. Students receive a gem cloth, tweezers, hue wheel, pinpoint incandescent light source, color grading card and lab manual as part of the course materials. Because this course uses RI liquid containing diiodomethane, students should review the [Student Notification of Classroom Chemical Usage](#).

Remote Lab

A remote version of this lab is available to eligible U.S.-based online students enrolled in the Graduate Gemologist and Graduate Colored Stones diploma programs. The Remote Gem Identification Lab (GEM 240LR) mirrors the on-campus curriculum and provides live, instructor-led instruction through video conferencing.

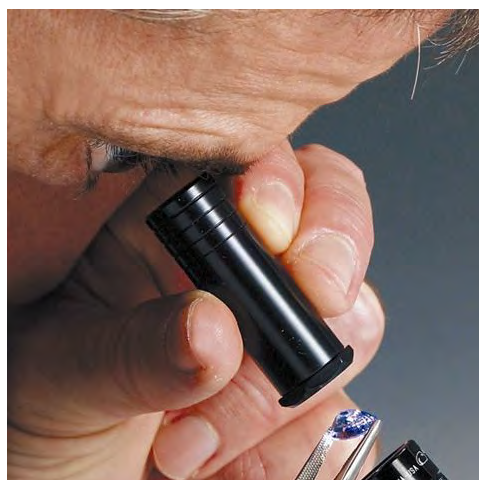
Each student receives a course stone kit containing all stones required for practical exercises and the final instrumentation examination. The stone kit is shipped directly to the student and is provided on loan for the duration of the course. All loaned materials must be returned to GIA within 10 days of the course end date.

This remote format fulfills the same graduation requirement as the on-campus laboratory class. To participate, students must have access to the required Gem Identification equipment, as well as a webcam and microphone.

Due to shipping and equipment requirements, the remote lab option is available only to students with a U.S. shipping address. Pre-registration is required. To begin the registration process, contact Lessons@gia.edu. For scheduling information, visit www.GIA.edu/gem-education/carlsbad/schedule.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Online Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days

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



Top: Gem Identification lab student using a polariscope; bottom: lab student using a dichroscope – ©GIA

Admissions Policies and Procedures

Admission – Online Division

Admission Requirements

To be admitted to GIA's Online Division, applicants must meet the following requirements.

- Possess a high school diploma or the equivalent.
- Be at least 16 years of age at the time of enrollment.
 - Applicants under 18 attending an in-person lab class must have a parent or legal guardian give consent and sign their enrollment agreement.
- 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 submit the required documents with their application. All documents must be in English or accompanied by an English-language translation prepared by a professional translation service.

☑ Identification

A copy of a valid, government-issued photo ID that shows your full legal name and date of birth (such as a passport, driver's license, ID card).

☑ Proof of Graduation

Copy of your diploma or degree, or transcript showing the graduation date for ONE of the following:

- 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

Extenuating Circumstances

An online division applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit an appeal to GIA's admissions committee. For example, a student from a war-torn country whose school no longer exists. The student may be approved to take and pass an admissions test as determined by GIA in lieu of documentation and provide a signed statement attesting that they in fact obtained a high school diploma or its equivalent along with the reason(s) why

documentation cannot be provided. Contact admissions@gia.edu for inquiries.

☑ 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.

How to Apply

1. **Meet with an Admissions Advisor**
Meet with an Admissions Advisor by phone or video conference.
2. **Confirm Eligibility**
Confirm that you meet all admission requirements.
3. **Select Your Program and Start Date**
Select your program, first course, and intended start date.

Review the class schedule at www.GIA.edu/gem-education/carlsbad/.
Review current tuition information. See "Tuition and Fees" on page 35.
4. **Gather Required Documents**
Gather the required documents listed on page 32.
5. **Create Your Applicant Portal Account**
Create an account and sign in to the GIA Applicant Portal at www.GIA.edu/applynow.
6. **Complete and Submit Your Application**
Complete the application, the Online Readiness Assessment, upload all required documentation, and submit your application.

After Acceptance

Upon acceptance, you will receive an Enrollment Agreement outlining your program details, financial obligations, and all required policies and disclosures. Your enrollment is not finalized until the Enrollment Agreement has been signed by both you and a GIA representative.

After acceptance, you may register for your first course. To finalize your registration, submit any required payment within 48 hours of registration or before the first day of class, whichever occurs first. Registrations that are not confirmed within this timeframe may be canceled. Students accepted as non-diploma-seeking may self-register for individual online courses or lab classes. Registration is finalized only after the

Enrollment Agreement has been signed and any required payment has been received.

For lab classes, registration is not guaranteed until all payment requirements have been satisfied and GIA has provided written confirmation of registration. Students are strongly advised not to make travel or lodging arrangements until registration has been confirmed. Students who are admitted but do not register, or who fail to maintain continuous enrollment during the term of their Enrollment Agreement, must reapply for admission before enrolling again.

Self-Registration for Future Courses

After your initial enrollment and first course, you will be responsible for registering for all subsequent required online courses, with the exception of GEM 240, through the My GIA Education Portal at <https://education.gia.edu/ics>. Students attending Carlsbad lab classes may self-register through the My GIA Education Portal. Registration for lab classes offered at other GIA campuses is coordinated through the campus offering the class and cannot be completed through the My GIA Education Portal. Lab classes may be taken at the Carlsbad campus or, where available, at other GIA campuses worldwide.

GEM 240 Pre-registration Interview

Students enrolling in the Gem Identification online course (GEM 240) must complete a phone or video interview with their instructor at least 14 calendar days before the class start date. During this interview, the instructor will review course expectations and confirm that you have access to the required gemological equipment if you plan to complete practical assignments from your home or office. You will be asked to provide photo documentation of the equipment you intend to use.

GEM 240LR Remote Lab Pre-registration Interview

Once your application has been received, you will be contacted by an instructor who will confirm that all of the required equipment is accessible for the duration of the remote learning lab, see "Required Equipment" on page 27. Please reach out to lessons@gia.edu with any questions.

International Students and Visas

International students who wish to take lab classes or use the student workroom in the U.S. must be aware of the rules and regulations that govern their stay and be certain to enter the U.S. on the appropriate visa. GIA does not vouch for international applicants and does not offer visa services. For information about temporary visitors, visit the U.S.

Consulate's website for your home country at <https://www.usembassy.gov>.

Nondiscrimination Policy

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

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.

GIA does not operate in Washington, D.C. and does not accept applications for online courses from the district's residents.

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.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

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

Programs, courses or lab classes successfully completed at a GIA campus location or a GIA-affiliated school entity will be accepted for applicable credit toward an online diploma.

Coursework successfully completed in an On Campus program that satisfies a graduation or completion requirement will be accepted toward an online diploma.

Student Consumer Information

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

Tuition and Fees

Total charges are valid for 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.

Online Courses

Course	Tuition	CA STRF ²	Total Charges
GEM 220 - Colored Stones	\$2,700.00	-	\$2,700.00
GEM 230 - Diamonds & Diamond Grading	\$2,000.00	-	\$2,000.00
GEM 240 - Gem Identification ¹	\$4,400.00	-	\$4,400.00

Lab Classes - Carlsbad Campus

Class	Tuition	Books	Materials	Sales Tax	CA STRF ²	Total Charges
GEM 220L - Colored Stone Grading Lab	\$1,260.00	\$100.00	\$64.25	\$12.73	-	\$1,436.98
GEM 230L - Diamond Grading Lab	\$2,100.00	\$165.00	\$106.50	\$21.04	-	\$2,392.54
GEM 240L - Gem Identification Lab	\$2,100.00	\$215.00	\$67.25	\$21.87	-	\$2,404.12
GEM 240LR - Gem Identification Lab (Remote)	\$2,100.00	\$215.00	\$67.25	\$21.87	-	\$2,479.12 ³

Total Program Charges - Online Division

Students register for, enroll in, and pay for each individual online course or lab class at the tuition and fee rates in effect at the time of registration. Students do not enroll in or pay for an entire diploma program upfront. The program charges shown below are provided for disclosure purposes only and represent the total of the 2027 published tuition, required books, materials, and applicable fees for all online courses and lab classes required to complete each diploma, rounded to the nearest \$5. These totals assume all required courses and lab classes were registered for during 2027. Actual program costs may vary if tuition or fees change before all required courses are completed.

Program	Courses	Program Charges ⁴
Graduate Gemologist Online	GEM 230, GEM 230L, GEM 220, GEM 220L, GEM 240, GEM 240L or GEM 240LR	\$15,410.00 ³
Graduate Diamonds Online	GEM 230, GEM 230L	\$4,395.00
Graduate Colored Stones Online	GEM 220, GEM 220L, GEM 240, GEM 240L or GEM 240LR	\$11,015.00 ³

1. Additional costs and fees may apply and vary depending on the course, delivery method, and individual student circumstances. See ["Additional Enrollment Costs" on page 36](#).

2. CA STRF fee is applicable to California residents and all students taking lab classes on the Carlsbad campus. See ["California Student Tuition Recovery Fund" on page 44](#).

3. Program charges shown for Graduate Gemologist Online and Graduate Colored Stones Online assume completion of GEM 240LR – Gem Identification Lab (Remote) and include the required \$75 non-refundable laboratory stone shipping fee. Students who complete GEM 240L – Gem Identification Lab instead will have lower total program charges.

4. Amounts shown exclude additional costs that may be incurred, including, but not limited to, living expenses, optional books, proctoring, and shipping.

Additional Enrollment Costs

Optional Textbooks - Online Courses

All gemology course curriculum is accessible online in the learning management system. Students can access digital versions of textbooks through the end date specified in their enrollment agreement. Printed versions of textbooks are optional and may be purchased through the My GIA Education Portal any time after registration.

Proctoring Fees - GEM 240 Gem Identification

This exam must be taken in a GIA Student Workroom (no charge) or in the presence of an approved proctor. Students are responsible for finding an acceptable proctor and paying proctor fees which typically range from \$15 to \$150 per hour.

Stone Shipping Costs - GEM 240 Gem Identification

Domestic Students (U.S.): GIA pays the cost of the initial shipment of stone sets to the student. Students are responsible for the cost of returning each stone shipment to GIA and should expect to pay approximately \$30 per return shipment.

International Students: Students pay a one-time, non-refundable shipping fee of \$2,000, which covers GIA's initial shipment of stone sets and the return shipment to GIA. Additional shipping costs for reshipment of stone sets are the responsibility of the student.

Students are responsible for any additional shipping or replacement costs resulting from failure to follow GIA shipping procedures or policies.

Required Equipment - GEM 240 Gem Identification

Students must have access to the required gemological equipment listed [on page 27](#). Equipment may be purchased through the GIA Store or from other vendors, subject to availability. The estimated cost to purchase the required equipment ranges from approximately \$2,500 to \$8,000, excluding shipping and applicable taxes. Actual costs may vary depending on the vendor, equipment specifications, and whether new or previously owned equipment is purchased. The upper end of the estimated range reflects the purchase of a professional-grade microscope, which may cost approximately \$6,500.

Shipping Costs - GEM 240LR Gem Identification Lab Remote

Students enrolled in GEM 240LR are responsible for a non-refundable \$75 shipping fee for the shipment of the laboratory stone set.

Additional Fees

Additional, non-refundable, fees may include:

- 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
- \$75 half-day or \$150 full day use of Student Workroom; \$75 per session for Online Student Workroom
- \$35 payment plan administrative fee
- \$15 late fee (payment plans)
- \$15 fee for non-sufficient funds or returned checks
- \$10 official transcript fee (excludes any applicable taxes and expedited shipping)
- \$70 diploma replacement fee (excludes any applicable taxes and expedited shipping)
- \$65 certificate replacement fee (excludes any applicable taxes and expedited shipping)

Payment Methods, Financial Assistance and Scholarships

GIA is pleased to offer financial assistance options to those who qualify. GIA's online courses and lab classes are not eligible for Federal Student Aid. Students seeking alternative funding options, including veteran benefits such as VA GI Bill® Education Benefits or Veteran Readiness and Employment (VR&E) benefits, are encouraged to consult with their financial aid advisor or VA counselor to confirm eligibility for their specific program or course. Visit www.GIA.edu/gem-education-financial-aid or contact us at +1 800 421 7250 ext. 4005 or financialaid@gia.edu.

Payment Methods

After registration, 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. Pacific Time at +1 800 421 7250 ext 4470, +1 760 603 4470 or by email educationacctsrec.us@gia.edu.

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

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

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

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.

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.

Payment Due Dates

Total charges for laboratory classes, online course tuition, and any applicable STRF or international stone shipping fees are due at the time of registration.

Past Due Account Balance

Students with a past-due account balance will experience disrupted services until the account is made current. This may include loss of access to courses in the learning management system, inability to register for future courses, and delayed issuance of their credential.

Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs are administered by the Veterans Administration (Veteran Readiness and Employment or VR&E), individual state agencies or private agencies. Depending on the authorization from the student's VA counselor, GIA online courses or lab classes may qualify for use of Vet Readiness and Employment (VR&E) benefits. For more information, contact financialaid@gia.edu or visit www.GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure.

Veterans Administration (VA) Education Benefits

Eligible students may be able to apply VA GI Bill® Education Benefits to qualifying GIA programs. These benefits are designed to provide financial assistance for educational expenses to individuals meeting VA eligibility criteria. Students are encouraged to consult the U.S. Department of Veterans Affairs at <https://benefits.va.gov/gibill> to confirm eligibility and determine the amount of benefits available prior to enrollment.

Scholarships

GIA offers scholarship opportunities to eligible students. Scholarships are competitive and awarded based on the specific eligibility requirements and selection criteria established for each scholarship program. Students may apply for scholarships during designated application periods as announced by GIA.

Students who are awarded a scholarship will receive an award letter outlining the scholarship amount, terms and conditions, and any restrictions on the use of the funds. Unless otherwise specified, GIA scholarships may not be combined with other GIA-funded scholarship awards. Students may receive only one GIA scholarship award per calendar year.

Scholarship availability, eligibility requirements, application procedures, deadlines, and required supporting documentation are subject to change.

Visit www.GIA.edu/scholarships for available scholarships, eligibility, how to apply, and required documents.

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA's Online Division are explained in detail in this section and in your enrollment agreement. Texas and Georgia residents enrolling in online classes are subject to the applicable cancellation and refund policies listed on [page 42](#) and [page 43](#).

Cancellation and Refund Policy – Online Correspondence Courses

For each course registration, students have the right to cancel and receive a full refund of all institutional charges paid for that course if cancellation occurs before access to the course content, lessons, instructional materials, or learning activities is provided through GIA's Learning Management System (LMS).

Course content, lessons, instructional materials, and learning activities will be made available through the LMS within seven (7) days following acceptance of course registration.

After access to the course has been provided, students may withdraw from the course at any time; however, no refund will be issued.

Each course registration is subject to its own cancellation and refund determination. Withdrawal from a program does not entitle a student to a refund for any course for which access to course content, lessons, instructional materials, or learning activities has already been provided.

Cancellation and Refund Policy – Lab Classes

GIA utilizes an alternative method of calculating lab class tuition refunds in accordance with California Education Code Section 94921.

Students enrolled in lab classes may cancel their enrollment through attendance at the first class session and receive a refund of 100% of institutional charges paid, less any non-refundable fees permitted by law.

Students who withdraw after the first class session and who have completed 60 percent or less of the scheduled period of attendance shall receive a pro-rata refund of tuition charges based on the portion of the program not completed.

Students who have completed more than 60 percent of the scheduled period of attendance are not eligible for a refund.

Withdrawal of Enrollment

Students enroll in an educational program and register for individual courses as they progress through the program. Tuition and fees are assessed at the course level as each course registration occurs. A student may withdraw from an individual course or from an entire program at any time by submitting written notice through the Cancellation and Withdrawal Form available on the My GIA Education Portal or by email to lessons@gia.edu. Withdrawal is effective on the date the written notice is received by GIA.

Course Withdrawal

Students who withdraw from a course after the cancellation period are not entitled to a refund for the course and will receive a grade of SWD (Student Withdrawal).

Withdrawal from a course does not automatically constitute withdrawal from the student's program. Students may continue in their program by registering for subsequent courses in accordance with applicable academic and enrollment policies.

Program Withdrawal

Students who no longer intend to continue their educational program must notify GIA in writing of their intent to withdraw from the program. Program withdrawal terminates the student's active enrollment status and eligibility to register for future courses within the program.

Students who later wish to resume their studies after withdrawing from a program may be required to apply for readmission and satisfy any catalog, tuition, or program requirements in effect at the time of re-enrollment.

A student may also be administratively withdrawn from a course or program for failure to maintain satisfactory academic progress, failure to return from an approved leave of absence, inactivity, or violation of GIA policies. A grade of

SWD will be recorded, where applicable, on the student's academic record.

Additional Refund Information

GIA does not collect or retain a deposit or application fee. The California Student Tuition Recovery Fund (STRF) assessment fee, when applicable, is nonrefundable in the event of withdrawal. The International Stone Set Shipping Fee of \$2,000 is nonrefundable once the stones have been shipped.

Student Workroom cancellations must be made at least twenty-four (24) hours prior to the reserved date to receive a full refund. Cancellations made with less than twenty-four (24) hours' notice will be charged for the reserved day, and any additional reserved dates will be canceled.

Books and materials that have been used or are not returned in salable condition are nonrefundable. Students who purchase optional books, materials, or equipment through the GIA Store are subject to the GIA Store Return and Exchange Policy.

Any credit balance remaining on a student's account after all applicable adjustments have been made will be refunded within thirty (30) days of the effective date of cancellation or withdrawal.

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.

Tuition Refund Chart - Lab Classes

Last Day of Attendance	Tuition Refund
Before the end of the first class session	100%
On or before 60% of the scheduled instructional hours	Pro-rata %
After 60% of the scheduled instructional hours	No refund

Pro-Rata Tuition Calculation

GIA uses the student's last day of attendance (LDA) to calculate the pro-rata tuition amount owed as follows.

1. **Per-hour rate** = Total tuition / Total program hours
2. **Pro-Rata Tuition (owed)** = Per-hour rate x scheduled hours elapsed (through the LDA)

Refund Calculation Example

A student withdraws from the 35 clock-hour GEM 230L Diamond Grading Lab after 14 scheduled instructional hours have elapsed through the student's last day of attendance. Total charges are \$2,392.54, consisting of \$2,100.00 in tuition, \$165.00 for books, \$106.50 for materials, \$21.04 in applicable sales tax, and a \$0.00 California Student Tuition Recovery Fund (STRF) assessment. The student paid all charges in full and retained all books and materials.

Amount Retained by GIA

Calculate per-hour rate:

$\$2,100.00 \div 35 \text{ clock hours} = \60.00 per hour

Determine tuition owed through LDA:

$\$60.00 \times 14 \text{ scheduled instructional hours} = \840.00

Add non-refundable charges:

$\$165.00 \text{ books} + \$106.50 \text{ materials} + \$21.04 \text{ sales tax} = \292.54

Amount Retained by GIA:

$\$840.00 \text{ tuition} + \$292.54 \text{ nonrefundable charges} = \$1,132.54$

Calculate Refund Due to Student:

$\$2,392.54 \text{ total amount paid} - \$1,132.54 \text{ retained by GIA} = \$1,260.00 \text{ refund due to the student}$

Definitions

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

- **Cancellation.** Student's enrollment is terminated through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- **Cancellation or Withdrawal Date.** The date the student's written notice of cancellation or withdrawal was sent or 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.
- **First Class Day.** First day the student is scheduled to attend a class session.
- **First Class Session.** First part of a class day that the institute conducts instruction in a particular subject. For lab classes, the first class session is before the scheduled lunch break.
- **Institutional Charges.** All charges for tuition, required books and materials, CA STRF fee and other educationally-related expenses assessed by the institution.
- **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.
- **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).

Cancellation and Refund Policy; State Specific

GIA's cancellation, withdrawal and refund policies for Texas residents are explained in detail in this section and in your enrollment agreement. For inquiries, contact admissions at admissions@gia.edu, +1 760 603 4001 or +1 800 421 7250 ext 4001.

Cancellation Policies – Texas Residents

Students may cancel or withdraw any time prior to the course end date and before taking a final exam; refunds are calculated according to the refund policy below. The notice of cancellation or withdrawal must be submitted in writing using the *Cancellation and Withdrawal Form* on the My GIA Education Portal at <https://education.gia.edu> or by email to an admissions advisor at admissions@gia.edu.

Refund Policy – Texas Residents (Online Courses)

The following applies to Texas residents enrolled in GIA's online, asynchronous courses.

1. Refund computations are based on the number of lessons in the course.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - the date of notification to the student if the student is terminated;
 - the date of receipt of written notice from the student; or
 - the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
3. If, after expiration of the 72-hour cancellation privilege, the student fails to begin the course, not more than \$50 shall be retained by the school.
4. After the student has begun the course, the student will be refunded the pro rata portion of the remaining tuition and fees that the number of lessons serviced by the school bears to the total number of lessons in the course.
5. A full refund of tuition and fees is due in each of the following cases:
 - an enrollee is not accepted by the school; or
 - the student cancels within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and

legal holidays) after the enrollment contract is signed by the prospective student; or

- the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - the enrollment of the student was procured as the result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
6. Refunds will be totally consummated within 30 days after the effective date of termination.
 7. 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.
 8. Students who purchase optional books, materials or equipment through the GIA Store are subject to the return and exchange policy for the GIA Store. <https://store.gia.edu/pages/gia-return-and-exchange-policy>.

Refund Policy – Texas Residents (Lab Classes)

GIA does not currently offer lab classes in the state of Texas. Students taking lab classes on the Carlsbad campus are subject to the refund policy listed on [page 39](#) and in their enrollment agreement.

Refund Policy for Students Called to Active Military Service – Texas Residents

A student who withdraws as a result of being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges

owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation “withdrawn-military” for the courses in the program, other than courses for which the student has previously received a grade on the student’s transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

- satisfactorily completed at least 90% of the required coursework for the program; and
- demonstrated sufficient mastery of the program material to receive credit for completing the program.

Program Cancellation or Substantive Change Policy - Georgia Residents

If GIA cancels a program or course, or makes a substantive change to the schedule, location, or method of delivery that prevents a student from continuing, GIA will make reasonable and timely arrangements to enable the student to complete the program or course whenever possible. If an equitable alternative cannot be provided, GIA will refund all tuition and fees paid for the affected program or course, excluding any non-refundable fees permitted by applicable law.

California Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

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

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

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

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

For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0.00).

Definitions:

(a) "California resident" means a person who resides in California at the time the enrollment agreement is signed or a person who receives lessons at a California mailing address from qualifying institution offering distance education.

(b) "Closed institution" means an institution at which a closure has occurred.

(c) "Economic loss" means pecuniary loss, as defined in section 94923 of the Code. Economic loss also includes any "educational opportunity loss."

(d) "Educational opportunity loss" means a loss of eligibility for third-party payer benefits that is suffered by a California resident or a person enrolled in a California residency program because they are unable to complete an educational program due to the institution's closure or due to the institution losing its eligibility to receive third-party payer benefits and no replacement of that benefit is available from the third-party payer.

(e) "Fund" means the Student Tuition Recovery Fund.

(f) "Prepaid" describes any amount of money that an institution accepts in advance of rendering educational services.

(g) "Qualifying institution" is an approved institution that is subject to the provisions of Article 14, commencing with section 94923 of the Code, including out-of-state institutions registered with the Bureau pursuant to section 94801.5 of the Code.

(h) "Residency Program" means an educational program as defined in section 94837 of the Code at qualifying institution of which some portion of the instruction occurs as direct instruction as defined in section 71715(c).

(i) "STRF" means Student Tuition Recovery Fund.

(j) "Student Tuition Recovery Fund assessment" or "STRF assessment" means a state-imposed charge to fund this chapter that is required to be paid by a California resident student or a student enrolled in a residency program, who pays tuition to an institution.

(k) "Teach-out institution" means the institution offering a teach-out to a former student of an institution that has ceased to operate.

(l) "Third-party payer" means an employer, government program or other entity that pays a student's charges when no separate agreement for the repayment of the charges exists between the third-party payer and the student.

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

Kentucky Student Protection Fund

The Kentucky Student Protection Fund was established to relieve or mitigate economic loss suffered by eligible Kentucky students as described herein.

Existence of the Kentucky Student Protection Fund.

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to students enrolled or on leave of absence by not being enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

Process for Filing a Claim Against the Student Protection Fund.

To file a claim against the Kentucky Student Protection Fund, each person filing must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, KY 40601. The form can be found on the website at <https://kcpe.ky.gov>.

Student Services

GIA offers a variety of student services and resources designed to support students throughout their educational journey. Student-facing departments provide a range of services, including academic advising, records services, career resources, and student support, to promote student success from enrollment through graduation.

Education Advising

Education Advising supports students throughout their enrollment by providing guidance related to academic progress, program requirements, graduation requirements and institutional policies. Students may meet with an Education Advisor to develop a plan for program completion, understand degree or certificate requirements, review academic progress and navigate GIA policies related to enrollment, academic standing and academic progression.

Education Advisors assist students in planning their remaining coursework, including course sequencing, enrollment timing and online and on-campus requirements, such as required in-person lab classes. Advisors work with students to develop individualized completion plans based on their academic progress, schedule and personal circumstances to support timely program completion.

Student progress is monitored throughout enrollment, and outreach may be initiated when support or guidance is needed to address potential barriers to success. Advising services are available through scheduled appointments, walk-in visits, virtual meetings or advisor outreach.

For more information or to schedule an appointment, contact Education Advising at edadvising@gia.edu or call +1 760 603 4131.

Disability Services and Accommodation

GIA provides support services, resources, and reasonable accommodations for students with verified disabilities. GIA is committed to providing qualified individuals with disabilities equal access to its educational programs and activities in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and applicable state and local laws. GIA does not discriminate against qualified individuals with disabilities in admission or participation in its programs.

Requesting Accommodation

Students requesting a reasonable accommodation must submit a completed Reasonable Accommodation Request Form, along with supporting documentation from a qualified professional, to the school director. Requests are reviewed on an individualized basis in accordance with applicable law and institutional policy.

Providing Accommodation

Reasonable accommodations are determined on an individualized basis, taking into consideration the student's documented disability, the essential requirements of the course or program, and GIA's ability to provide an effective accommodation.

Qualified individuals with disabilities must meet the academic and technical requirements for admission and continued participation in GIA's educational programs. Upon request, GIA will discuss the physical and cognitive requirements of a program with prospective students to assist them in evaluating their ability to successfully complete the program.

Students receiving accommodations remain responsible for meeting all academic, attendance, and conduct requirements. An accommodation does not waive or modify essential academic or technical standards, nor does a request for accommodation alter the terms of academic advising, probation, or dismissal that have already been imposed.

Applicants and students are notified of the decision in writing.

Confidentiality

All disability-related information submitted to or developed by GIA, including documentation and accommodation records, is maintained as confidential and is shared only with employees who have a legitimate educational need to know in order to evaluate or implement approved accommodations.

Grievances

GIA's Section 504 Coordinator oversees the Institute's compliance with Section 504 of the Rehabilitation Act and related disability laws. Students, applicants, instructors, administrators, and other participants in GIA's educational programs who have questions regarding this policy or believe they have experienced disability discrimination are encouraged to contact the Section 504 Coordinator.

Kimberly Overlin, 504 Coordinator
504coordinator@gia.edu
 +1 760 603 4093
 The Robert Mouawad Campus
 5345 Armada Drive, Mailstop #15
 Carlsbad, California 92008 USA

For additional information regarding disability rights, individuals may also contact the Office for Civil Rights, U.S. Department of Education, Washington, DC 20202-1100 at:

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: <https://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 edrecords@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. 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 item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name.

The following documentation is acceptable:

- Valid government-issued photo ID
- Marriage Certificate
- Divorce Decree
- Naturalization documents
- 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 may download an unofficial transcript on the My GIA Education Portal at <https://education.GIA.edu>. Graduates may contact us at edrecords@gia.edu to request a copy of their unofficial transcript. These are provided at no charge. Current students may order an official transcript from our vendor on the My GIA Education Portal at <https://education.GIA.edu>. Current students and graduates may order an official transcript directly from our vendor at <https://www.parchment.com/u/registration/individual>. There is a \$10 fee (excludes any applicable taxes and expedited shipping) for each transcript ordered. Contact us at edrecords@gia.edu for inquiries or further instructions.

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/doc/GIA_Education_Verification-Request.pdf. For information about directory information that may be released, see "Family Educational Rights and Privacy ("FERPA")" on page 63.

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 student records at edrecords@gia.edu +1 760 603 4000 ext. 7312 or +1 800 421 7250 ext. 7312.

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 edrecords@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 edrecords@gia.edu or +1 760 603 4000 ext. 7312.

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 edrecords@gia.edu, +1 800 421 7250 ext. 7312, or +1 760 603 4000 ext. 7312.

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 and certificates 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 job placement support, resources, and opportunities to help GIA graduates and alumni begin or advance their careers. Students and graduates have access to the GIA Gem & Jewelry Career Center and job placement assistance. While employment is not guaranteed, Career Services is committed to providing personalized guidance and professional development support to help prepare students and graduates for a successful career in the gem and jewelry industry.

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 topics such as:

Career and education goals. Career Services can help students and graduates identify career pathways and understand the experience, education, and next steps needed to support their professional advancement.

Resume and cover letter. Students and graduates can receive assistance preparing resumes and cover letters, including guidance on how to effectively highlight their strengths, experience, and education to stand out to prospective employers.

Interview preparation. Guidance is available to help students research and prepare for interviews, consider potential interview questions, develop effective responses, and present themselves professionally during the interview process. Students can also practice their interviewing skills through mock interviews available on the GIA Gem & Jewelry Career Center.

Job search. Career Services provides resources and strategies to support students and graduates throughout their job search. Through relationships with industry employers, Career Services offers opportunities such as job listings, resume referrals, and job placement assistance.

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

Symplicity 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.

Campus Connect

GIA hosts Campus Connect for lab class students, providing an opportunity to connect with student-facing departments and staff while onsite. Representatives from Career Services, Online Education, Education Advising, the Library, Financial Aid, the GIA Store, Gems & Gemology, and the Alumni Collective are available to meet with students, explain available resources, and answer questions.

Housing and Transportation

GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus for students coming for lab classes or to use the Student Workroom. Start your search about 60 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 Carlsbad campus can range from \$2,530 to \$3,800 per month or more for apartments. Hotel stays can average \$3,600 per month or \$120 to \$375 per night excluding taxes and other fees.

Public transportation to the Carlsbad campus is limited and although bicycles are an alternative, a car is recommended. Visit <https://www.sdmts.com/transit-services> for more information on public transportation.

Contact student services at +1 800 421 7250 ext 7304, +1 760 603 4000 ext 7304 or studentservices@gia.edu for inquiries 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 student services at +1 800 421 7250 ext 7304, +1 760 603 4000 ext 7304 or studentservices@gia.edu for information about companies that provide medical insurance or to help you locate medical professionals in the area.

International Students Attending Laboratory Classes

International students who travel to the United States to attend laboratory classes are responsible for making their own travel arrangements and ensuring they possess any documentation required for entry into the United States. Laboratory classes offered as part of GIA's Online Division do not qualify students for a student visa, and GIA does not provide visa sponsorship, immigration advising, or visa services for students attending laboratory classes.

Students are responsible for determining the appropriate immigration status for their travel and should consult the appropriate U.S. government resources or their local U.S. embassy or consulate for additional information. For information regarding travel to the United States, visit <https://travel.state.gov/content/travel.html>.

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.

Professional Development

In addition to its accredited diploma and certificate programs, GIA offers non-accredited Professional Development opportunities for individuals at different stages of their gem and jewelry careers. These offerings support those entering the industry, as well as experienced professionals seeking to expand their skills and knowledge. Professional Development offerings may include the Applied Jewelry Professional™ (AJP®) program, [GIA NextGem™](#) digital badge courses, seminars and workshops, and customized education solutions for businesses.

Visit the [GIA website](#) for information about the Applied Jewelry Professional program and current or upcoming Professional Development opportunities.

Professional Development offerings are avocational in nature, do not lead to employment, and are not included within the scope of GIA's institutional accreditation or state postsecondary education approvals, including ACCSC, DEAC, and BPPE.

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

GIA evaluates students' academic progress at key milestones throughout their enrollment to ensure they are making satisfactory progress toward program completion. Because GIA programs include both self-paced online coursework and in-person laboratory training, evaluations occur when a student reaches approximately 50%, 100%, and 150% of the published program length.

At each evaluation point, GIA reviews the student's progress against the Qualitative and Quantitative Standards described below. Students are notified of the results of each evaluation and of any actions required to maintain or regain satisfactory academic progress.

Qualitative Standard. Students must successfully complete each required course and lab class in accordance with the applicable course requirements and maintain a cumulative grade point average (CGPA) of at least 75%. Except where a course has a higher published passing requirement, a grade of at least 75% is required for successful completion.

Quantitative Standard – Maximum Timeframe. Each program has a published completion timeframe that reflects the typical time required to complete the required online coursework and any required lab classes. Because GIA's online programs are self-paced, students may progress through the curriculum at a pace that accommodates their individual schedules while continuing to make satisfactory progress toward program completion.

In documented extenuating circumstances, GIA may allow a student up to 150% of the published program length ("time and a half") to complete the program.

Academic Advising and Academic Plans. Students who do not meet satisfactory academic progress requirements, or whose rate of progress indicates they may be unable to complete the program within the maximum timeframe, may be placed on Academic Advising and required to follow an Academic Plan designed to support successful program completion.

Students placed on Academic Advising who fail to meet the requirements of their Academic Plan by the next scheduled evaluation point may be dismissed from the program. Students who exceed the maximum timeframe or are unable to demonstrate satisfactory progress toward program completion may be academically withdrawn from the program.

Academic Appeal

Students who are academically withdrawn or who exceed the program's maximum completion timeframe may submit an Academic Appeal requesting permission to continue in their program.

The appeal must explain the circumstances that prevented the student from maintaining satisfactory academic progress, describe what has changed since those circumstances occurred, and outline the student's plan for successfully completing the remaining program requirements within an approved timeframe.

Academic Appeals are reviewed by the Admissions Committee. Students will be notified of the decision in writing within 10 business days after receipt of a completed appeal. If an appeal is approved, the student will be permitted to continue in the program under the conditions established by GIA, which may include an Academic Plan.

If an appeal is denied, the student must wait one year before submitting another appeal. A student may submit a maximum of three Academic Appeals during their enrollment.

Attendance Policy

Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions, hands-on lab sessions and the final exam in order to successfully progress through the class. Classes begin promptly at the scheduled start time. A student may not leave the classroom without advising the instructor except during scheduled breaks.

Every morning and at each break, attendance is taken and recorded in full hour increments. A student who misses any part of a scheduled class hour will be marked for a full hour missed. For example, if a student arrives 10 minutes late to class, they are marked for one hour missed.

Maximum Allowable Missed Hours

Students who miss any portion of the first day of class, or otherwise exceed the maximum allowable absence listed below, are dismissed.

Class	Class Hours	Maximum Missed Hours
Diamond Grading Lab Gem Identification Lab	35	3 hour(s)
Colored Stone Grading Lab	21	2 hour(s)

Clock Hours

"Clock hours" refer to number of scheduled instructional hours for each course, class or program. One clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The definition of a clock hour is separate from, and does not apply to, GIA's attendance policy.

Classroom Policies

Students enrolled in lab classes or using a student workroom 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 permitted in class. Exceptions may be granted by the school director for safety or ergonomic considerations. GIA is not responsible for the loss of or damage to personal tools.
- Blank or completed worksheets, quizzes and exams may not be taken out of the classroom.
- Projects and other materials may not be taken out of the classroom without the instructor's permission.
- Students must work individually unless the instructor directs otherwise.
- Photography or reproduction of quizzes, exams, worksheets, education gemstones and any other sensitive materials is strictly prohibited without instructor permission.

Class-specific policies are disclosed and reviewed with students in class.

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

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.

Appeal of Behavioral Dismissal

A student dismissed for violations of GIA policies or the Student Code of Conduct may submit a written appeal in accordance with the Student Conduct procedures. The appeal must explain the basis for requesting reconsideration and include any supporting documentation.

Appeals are reviewed by appropriate GIA committee, and the student will be notified of the decision in writing within 10 business days of receipt of the completed appeal.

If the initial appeal of a behavioral dismissal is denied, the student may not submit another appeal for one year. A maximum of three behavioral dismissal appeals will be considered.

Exam Policy

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

- All final exams in online courses are proctored.
- Final examination requirements vary by course. Most online courses use online proctoring through GIA's Learning Management System (LMS). The GEM 240

final practical examination is administered through live proctoring. See Proctored Examination Requirements for additional information.

- All exam submissions are final.
- Lab manuals are permitted during designated practical exams.
- Students whose primary language is not English may use a printed English translation dictionary, subject to instructor approval. *Electronic translators are not permitted.*
- Unauthorized electronic devices may not be used during examination.
- Mobile devices must be turned off and placed in a designated location or otherwise secured as instructed by the proctor.
- Cameras, recording devices, and other unauthorized equipment are prohibited during practical examinations.
- Standard, non-programmable calculators are permitted when authorized.

Proctored Examination Requirements

Online Proctored Final Examinations (GEM220, GEM230, GEM240)

Final examinations for these courses are administered through an online proctoring platform integrated with the learning management system.

Students must have:

- A computer that meets GIA's technical requirements; [see "Technology_Requirements" on page 18.](#)
- A functioning webcam and microphone.
- A reliable internet connection.

Additional setup instructions are available in the My GIA Education Portal. Students experiencing technical difficulties should contact GIA for assistance.

GEM240 Live-Proctored Final Practical Examination

The GEM240 final practical examination is administered through live proctoring. Students must submit a proctored examination request through the My GIA Education Portal and receive GIA approval before scheduling the examination.

All tuition and fees must be paid in full before the examination is scheduled. Students are encouraged to schedule their first examination attempt no later than 30 days before the course end date to allow sufficient time for processing and any additional examination attempts, if necessary.

Students completing the examination with an approved local proctor are responsible for securing the proctor and paying any associated fees. All proctors must be approved by GIA and must be able to continuously observe and supervise the student throughout the examination. GIA reserves the right to approve or deny any proctor request.

Acceptable Proctor

Approved proctors must have no real or perceived conflict of interest with the student and may not be employed in the gem or jewelry industry. Examples include librarians, instructors, professors, college administrators, attorneys, notaries public, certified public accountants, and military officers.

Grading System

Online Division Courses and Classes

Courses and lab classes are evaluated using a letter-grade scale as outlined 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 / Grade Definition
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 course after the cancellation period.
R	Repeat	Course has been retaken and the original grade is replaced by the new grade for academic record purposes.

Grading Policy

Students can access grades and monitor course progress through the Learning Management System (LMS). Online assignments and quizzes are graded immediately upon submission. Practical assignments and exams are typically graded within seven business days. Lab class exam results are available prior to the end of class. Exams taken in a GIA Student Workroom are graded upon submission. Students will be notified of processing delays.

Final grades are awarded to each student, in each course or class, within two business days after completion of the final examination, provided the online proctoring results have been reviewed and no academic integrity concerns have been identified.

Leave of Absence Policy

Students enrolled in any Online 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.

Returning from Leave. Student's access to their online courses is automatically reinstated on the end date of the leave. Students may review any online assignments they completed prior to leave to ensure their success. Students may return early from a leave by notifying the school director. Students enrolled in GEM 240 will need to request stone sets in order to complete their practical assignments. If re-shipment is required, students are responsible for all associated costs.

Maximum Length for Texas Residents. A student may have no more than two leaves of absence in a 12-month calendar period and may be on leave of absence no more than 60 calendar days during that period. (c) Except as provided in subsection (d) of this section, in a 12-month period, a student may have no more than two leaves of absence. For a program with course time of 200 hours or less, a student may be on leave of absence for a total of 30 calendar days. For programs with course time of more than 200 hours, a student may be on leave of absence for a total of 60 calendar days.

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.

Active Military Duty for Texas Residents. Any student called to active military duty will, upon request and upon providing GIA with a copy of their official military orders, be granted a leave of absence for a period of time not to exceed the term of the active duty plus sixty (60) days. If the total leave of absence period exceeds 60 days within a 12-month period, the student is dismissed, a grade of SWD is posted, and the published refund policy is applied. The student may re-enroll when they are able to resume their studies, [see "Refund Policy for Students Called to Active Military Service - Texas Residents" on page 42.](#)

Make-Up Hours

Due to the short duration of lab classes, students are advised to register for a class when they can be present for the entire duration (no known conflicts). Make-up hours are not available.

Make-Up Work

Online courses are self-paced and lab classes require strict attendance; there is no provision to make-up work. Students have ample time to make-up missed lab work during regularly scheduled hours.

Repeat Courses

Diploma Programs

Students who do not earn a passing grade in an online course or required lab class may repeat the course, subject to course availability. Current tuition and applicable fees apply to all repeated courses. Students remain enrolled in their academic program while repeating individual courses and are not required to re-enroll in the program. A repeated course begins from the start, and all course requirements, assignments, examinations, and attendance requirements, if applicable, must be completed again. Students may repeat courses only to the extent that they are able to complete all program requirements within the program's maximum timeframe for completion, as described in the Academic Progress (AP) Policy. Students who exceed the maximum timeframe or require additional time to complete the program must submit an appeal in accordance with the AP Appeal Policy before they may continue enrollment.

Individual Course Enrollments (Non-Diploma Seeking)

Students enrolled in individual online courses or lab classes who do not earn a passing grade may repeat the course, subject to course availability. Current tuition and applicable fees apply at the time of enrollment. After two non-passing attempts (a grade of C- or 74% or lower) in the same online course, students must submit a petition for re-enrollment before enrolling in a subsequent attempt. Approval of the petition is at GIA's discretion.

Recency of Coursework

To ensure graduates meet current curriculum standards and industry expectations, all coursework applied toward program completion must be finished within six years of the original program start date. Students who exceed the six-year limit may be required to repeat previously completed courses or lab classes, follow the curriculum in effect at the time of re-enrollment, or demonstrate competency through assessment. GIA will review each returning student's record to determine which requirements must be completed to ensure academic and professional currency.

Student Identity Verification

GIA establishes that the student who registers in a program is the same student 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
- Verifying the ID of a student who takes a proctored exam
- Taking and recording lab class 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

A designated school official will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. See ["Title IX Compliance" on page 61](#). 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, instructors, 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. Sanctions may include verbal warning, written warning, behavioral probation, or 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 <https://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 <https://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 substance that impairs 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 or any person in the school community who are aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Students who believe they may have a chemical dependency or substance abuse issue and are seeking assistance are encouraged to contact the school director's office for available resources.

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.

Student 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, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Complaint Procedure

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

The following steps should be followed whenever appropriate:

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

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

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

Residents of Alabama can submit a complaint by contacting the Alabama Department of Postsecondary Education, PO Box 302130, Montgomery, AL 36130-2130 USA, <https://psl.asc.edu/External/Complaints.aspx>.

Residents of the state of Georgia who wish to file a complaint should make every attempt to achieve a fair and reasonable solution with GIA within a two year period of the triggering event. If this effort is not satisfactory, residents may contact the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305 USA, phone +1 770 414 3300, fax +1 770 414 3309 or online at <https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

Residents of Kansas can submit a complaint by contacting the Kansas Board of Regents, 1000 SW Jackson, Suite 520, Topeka, KS, 66612-1368; +1 785 430 4240 or at https://www.kansasregents.gov/academic_affairs/private_out_of_state/complaint_process

Filing a Complaint with the Kentucky Commission on Proprietary Education. To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4th floor, Frankfort, Kentucky 40601. The forms can be found on the website at <https://kcpe.ky.gov/>.

Residents of Michigan may submit complaints by contacting the Michigan Department of Licensing and Regulatory Affairs, at P.O. Box 30018, Lansing, MI, 48909, USA or by phone: 517 241 7000.

Residents of Nebraska may submit a complaint by contacting the Program Director of Private Postsecondary Career Schools, Nebraska Department of Education, 301 Centennial Mall South, Lincoln, NE 68509.

Residents of Nevada may submit a complaint to Nevada Commission on Postsecondary Education by email at mjwu@det.nv.gov, by fax at 702-486-7340, or mail at 2800 E. St. Louis Avenue, Las Vegas, NV 89104.

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

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

Students dissatisfied with the school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with the Texas Workforce

Commission (TWC), as well as with other relevant agencies, if applicable. Students who reside in Texas may direct unresolved complaints to:

Texas Workforce Commission, Career Schools and Colleges
Room 226T, 101 East 15th Street,
Austin, TX 78778-0001
Phone +1 512 463 2222

Information on filing a complaint with TWC can be found on TWC's Career Schools and Colleges Website at www.twc.texas.gov/programs/career-schools-colleges.

Residents of Utah can submit a complaint by contacting the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, P.O. Box 146704, Salt Lake City, Utah 84114-6704 USA, phone +1 801 530 6601, fax +1 801 530 6001 or online at <https://db.dcp.utah.gov/complaints.html>.

Residents of Wyoming can submit a complaint by contacting the Wyoming Department of Education, 2300 Capitol Avenue, 2nd Floor, Cheyenne, WY 82002 USA, +1 307 777 7675 or online at <https://edu.wyoming.gov/>.

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling +1 888 370 7589 or by visiting <https://www.osar.bppe.ca.gov/>.

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

- Does not discriminate on the basis of sex, including sexual harassment and pregnancy or related conditions, including in admissions and employment, and is committed to providing an educational 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.

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.

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.

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.

Kimberly Overlin, Title IX Coordinator
titleixcoordinator@gia.edu
 +1 760 603 4093
 The Robert Mouawad Campus
 5345 Armada Drive, Mailstop #15
 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 opt-out of the disclosure or release of directory information as further defined and specified in the "Directory Information Definition and Opt-Out" section below.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

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.

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.

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.

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 the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Occupational Safety and Health Administration (OSHA) Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Timely Warnings

GIA will issue a timely warning in the event of a Clery Act crime that occurs on or near GIA's campus that has been reported to a GIA campus security authority or local police agencies and is considered by GIA to represent a serious or continuing threat to students and employees. Timely

warnings are issued in a manner that is timely, includes information about the crime that triggered the warning, and that will aid in the prevention of similar crimes. Depending on the circumstances, timely warnings may be distributed to students and employees as an emergency text, email alert, or voice message. GIA emergency evacuation alarms and procedures may also be activated. Employee and student notification information is uploaded daily to the emergency notification system's database to ensure accuracy of message delivery. The system is tested at least once each year. For details, 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. The Carlsbad campus is equipped with visual signal devices and a PA system to alert students, employees and visitors in the case of an emergency.

Additionally, students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit www.GIA.edu or call +1 760 603 4000 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your 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 items 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.

Parking Policy

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

Campus Operations

Visitors

Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show current government-issued photo identification. A form is available on the My Education Student Portal at <https://education.gia.edu/>. 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, in specific cases, a miniature horse 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, including all facilities and parking lots.

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 in a manner appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. 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.

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.

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