



GIA®

2025

Education Catalog  
NEW YORK CAMPUS



Gemological Institute of America, Inc.  
50 W 47th Street  
New York, New York 10036 USA  
T +1 212 944 5900  
[www.GIA.edu](http://www.GIA.edu)

Effective January 1, 2025 - December 31, 2025

Published January 9, 2025 Vol. 2.5

© 2025 Gemological Institute of America Inc. All rights reserved.

# Contents

## About GIA Education

President's Welcome Message.....	4
Mission and History.....	5
Accreditation and Licensing.....	6
Governance and Executive Management.....	7
GIA Education Advisory Boards.....	8
Faculty and Education Management.....	9

## Campus Information

Facility, Classrooms and Equipment.....	10
Student Life.....	11
School Calendar and Hours of Operation.....	12
Contacts and Resources.....	13

## Programs and Classes

On Campus Programs.....	14
Graduate Gemologist®.....	15
Graduate Diamonds.....	18
Graduate Colored Stones.....	20
Jewelry Design & Technology.....	22
Comprehensive CAD/CAM for Jewelry.....	25
Jewelry Design.....	27
Lab Class Descriptions.....	29

## Enrollment Services

Admissions Policies and Procedures.....	31
Admission Requirements.....	31
English-Language Proficiency Exams.....	32
How to Apply.....	32
Proof of Graduation - Extenuating Circumstances.....	33
Nondiscrimination Policy.....	33
Residency and Applicant Screening.....	33
Prior Criminal Offenses.....	33
Payment Methods.....	33
Nonimmigrant Visa Requirements.....	34
Transferability of Credits Earned at Our Institution.....	36
Transfer Credit Policy.....	36
Transferability of Coursework to another GIA Program.....	36
Student Consumer Information.....	36
Tuition and Fees.....	37
Program Charges.....	37
Payment Due Dates.....	37
Additional Program Costs.....	38
Additional Fees.....	38
Financial Aid and Scholarships.....	39
Federal Student Aid (FSA).....	39
Veterans Administration (VA) Education Benefits.....	41
Vocational Rehabilitation Education Benefits.....	41
Private Loans.....	42
Scholarships.....	42
Cancellation, Withdrawal and Refund Policies.....	43
Cancellation and Withdrawal of Enrollment.....	43
Refund Policy.....	43

Return of Title IV Funds.....	45
2025 Class Schedules and Hours.....	48
Information for Students: Students Rights.....	49
New York Occupational Education Data Survey.....	52
<b>Student Services</b>	
Student Services.....	54
Housing and Transportation.....	54
Food and Beverage.....	54
Health Care and Insurance.....	54
TELUS Health Student Support.....	54
Disability Services and Accommodation.....	54
International Student Advising.....	55
Computer and Internet Access.....	55
Career Services.....	55
Guest Speaker Series.....	56
Library and Learning Resources.....	56
GIA Alumni Collective™.....	57
<b>Policies and Procedures</b>	
Academic Policies and Procedures.....	58
Orientation Requirements.....	58
Attendance Policy.....	58
Clock Hours.....	58
Make-Up Hours.....	59
Homework Policy.....	59
Make-Up Work.....	59
Classroom Policies.....	59
Testing Policy.....	59
Grading System.....	60
Grading Policy.....	60
Academic Integrity Policy.....	60
Student Identity Verification.....	60
Academic Progress Policies.....	61
Advising and Probation.....	61
Leave of Absence Policy.....	62
Dismissal Policy.....	63
Appeal for Readmission.....	63
Graduation Requirements.....	64
Student Records.....	64
Transcripts.....	64
Administrative Policies.....	67
Student Code of Conduct and Standards of Behavior.....	67
Drug and Alcohol Abuse Prevention.....	68
Campus Safety and Security.....	68
Student Privacy Notice.....	70
Reasonable Accommodation.....	71
Title IX Compliance.....	72
Complaint Policy and Procedure.....	73
Non-Retaliation Policy.....	74

# President's Welcome Message

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

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

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

With over 175,000 active alumni in 55 chapters globally, the GIA Alumni Collective™ continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

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

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

Susan M. Jacques, GIA GG  
GIA President and CEO



Susan M. Jacques, GIA President and CEO - ©GIA

# Mission and History

## Mission Statement

---

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

## Educational Philosophy

---

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

### Research

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

### Relevance

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

### Leadership

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

### Accessibility

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

### Sustainability

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

## History

---

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](http://www.GIA.edu/gia-about) to learn more about GIA history.

# Accreditation and Licensing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry arts and related subjects. The Classification of Instructional Programs (CIP) code for all 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 New York campus is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) as a branch of GIA's main campus located in Carlsbad, CA. ACCSC's accreditation is institutional in nature and includes GIA's U.S. On Campus programs only. GIA's lab classes do not fall within the purview of GIA's institutional accreditation by the ACCSC. ACCSC is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

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

## Licensing and Approvals

---

GIA's campus in New York is licensed by the New York State Education Department.

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

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

### ACCSC

2101 Wilson Blvd. Ste. 302  
Arlington, VA 22201 USA  
+1 703 247 4212  
[www.accsc.org](http://www.accsc.org)

### DEAC

1101 17th Street NW, Ste. 808  
Washington, DC 20036 USA  
+1 202 234 5100  
[www.deac.org](http://www.deac.org)

**New York State Education Department  
Bureau of Proprietary School Supervision**  
89 Washington Avenue, EBA 560  
Albany, NY 12234 USA  
+1 518 474 3969  
[www.acces.nysed.gov/bpss](http://www.acces.nysed.gov/bpss)

# Governance and Executive Management

## Board of Governors

---

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

**Lisa A. Locklear - Chair**

Executive Vice President and Chief Financial Officer,  
Longeveron

**Stephen F. Kahler - Vice Chair**

Chief Strategy Officer and Member of Board of Everidge

**Dave Bindra**

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

**Lake Dai**

Adjunct Professor, Applied AI at Carnegie Mellon University

**François Delage**

Experienced global luxury, fashion and jewelry retail CEO

**Barbara Lee Dutrow, Ph.D.**

Williams Alumni Distinguished Professor of Geology at  
Louisiana State University

**Kiko Harvey**

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

**Susan M. Jacques**

President and CEO, GIA

**Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

**Lawrence Ma**

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

**Russell A. Mehta**

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

**Thomas M. Moses**

Executive Vice President and Chief Laboratory and Research  
Officer, GIA

**Jeffrey E. Post, Ph.D.**

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

**Samantha F. Ravich, Ph.D.**

Chair, The Center for Cyber and Technology Innovation

**Tammy Storino**

Experienced global operations and finance leader

**Marcus ter Haar**

Experienced diamond industry executive

**Lisa Bridge**

President and CEO, Ben Bridge

**Dr. Wendy A. Bohrson**

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

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

## Executive Management

---

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

Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA.

Visit [www.GIA.edu/gia-about-mission-governance](http://www.GIA.edu/gia-about-mission-governance) for the full list of GIA's executive management.

# GIA Education Advisory Boards

The Education Committee of GIA's Board of Governors and the Program Advisory Committee (PAC) provide input and perspectives vital to our success, growth and improvement. Our PAC reviews curricula, course materials, equipment, facilities and student outcomes as a means of external review of our programs. Its members are qualified trade representatives who help us keep pace with current occupational trends and practices in the gem and jewelry industry.

## Education Committee of the Board

---

### **Barbara Lee Dutrow, Ph.D., Chair**

Williams Alumni Distinguished Professor of Geology at Louisiana State University

### **Dave Bindra**

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

### **François Delage**

Experienced global luxury, fashion and jewelry retail CEO

### **Kiko Harvey**

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

### **Susan M. Jacques**

President and CEO, GIA

### **Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

### **Lisa A. Locklear**

Executive Vice President and Chief Financial Officer, Longeveron

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

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

## Program Advisory Committee

---

### **Pamela Balodimas**

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

### **Jean Francois Bibet**

Workshop Director, Cartier/Richemont New York, NY

### **Barry S. Block**

President, The Jewelry Judge Carle Place, NY

### **Latoya Boyd**

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

### **Wade Clar**

Director of US Accounts/Brand Ambassador, Kismet By Milka Carlsbad, CA

### **Ted Doudak**

President, Riva Precision Manufacturing Brooklyn, NY

### **Rita Famulare**

Owner, Famulare Jewelers Carlsbad, CA

### **Alexandra Hart**

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

### **Malcolm Koll**

Owner, Charles Koll Jewelers San Diego, CA

### **Gail Brett Levine**

Executive Director, National Association of Jewelry Appraisers Rego Park, NY

### **Christine Lopez**

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

### **Mary Todd McGinnis**

Vice President, Ben Bridge Jewelers Seattle, WA

### **Kevin Reilly**

Senior Vice President, Platinum Guild International New York, NY

### **Kapil Seth**

Owner, Malhotra, Inc. New York, NY

### **Ashwani (Sonny) K. Sethi**

Owner, Tara & Sons New York, NY

### **Thom Underwood**

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

### **Kumud Wastrad**

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

### **Gina D'Onofrio**

Director, Fine Jewelry - Heritage Auctions Beverly Hills, CA



# Faculty and Education Management

## Faculty

GIA's faculty meet or exceed New York State Education Department regulations and applicable accreditation standards. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills and participate in ongoing professional development activities. Additionally, each faculty member has a Teacher Permit, Provisional License, or Full License issued by the state of New York.

The list shown here is effective as of the publication date of this catalog. Please refer to our website at <https://www.gia.edu/gem-education/new-york/faculty> for an up-to-date listing of our faculty and their qualifications.

**Sidharth Bhatia - Campus Manager**  
BA Economics, GIA GG, AJP, Pearls Graduate

**Huilan Comer**  
MBA, GIA GG, AJP

**Jorge Fuentes**  
BS Computer & Information Science

**Jennifer Kim - Director**  
BA History, GIA GG, AJP

**Wei Li**  
MA Public Administration, BS Criminalistic & Criminal Science, GIA GG, AJP, Pearls Graduate

**Hope Ly**  
BFA Painting & Metals, GIA GG, AJP

**Eduardo Mendoza**  
AA Accessory Design, GIA GG, GJ, AJP, AJA

**Cathryn Natoli**  
MA Psychology, BA Communication, GIA GG

**Melanie Penn**  
BFA Metals, GIA AJP, Pearls Graduate

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

**Maria Tsangaropoulos - Supervisor**  
BFA Jewelry Metalsmithing, GIA Diamonds Graduate, Pearls Graduate

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

## Education Management

**Duncan Pay**  
Senior Vice President and Chief Academic Officer

**Corey Rosso**  
Vice President, Academic Affairs

**Kelly Yantzer**  
Vice President, Student Affairs

**Jennifer Kim**  
Director, New York Education

**Sidharth Bhatia**  
Campus Manager, New York Education

**Maria Tsangaropoulos**  
Supervisor, Instruction, New York Education

**Kimberly Overlin**  
Director, Student Services and Dean of Students

**Robyn Burrell**  
Director, Education Compliance and Financial Aid

# Facility, Classrooms and Equipment

GIA's New York Campus is located in the International Gem Tower (IGT) at 50 West 47th Street, New York, New York 10036 USA. All classes are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement. [Find the New York Campus on Google maps; www.google.com/maps.](#)

## 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 20,000 square feet and includes 8 classrooms, a library, student commons, study lounge and administrative offices.

Wireless Internet access is available at no charge throughout the campus.

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

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

## Classrooms and Equipment

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

[See "On Campus Programs" on page 14](#)  
[See "Lab Class Descriptions" on page 29](#)



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

# Student Life

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

## Events and Activities

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

## Arts and Culture

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

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

## Community Service

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

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

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



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

# School Calendar and Hours of Operation

## 2025 School Closure Dates

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

Date	Holiday / Event
January 01, 2025 (Wednesday)	New Year's Day
January 20, 2025 (Monday)	Martin Luther King Jr. Day
February 17, 2025 (Monday)	President's Day
May 26, 2025 (Monday)	Memorial Day
June 19, 2025 (Thursday)	Juneteenth Freedom Day
July 04, 2025 (Friday)	Independence Day
September 01, 2025 (Monday)	Labor Day
November 24, 2025 (Monday) through November 28, 2025 (Friday)	Thanksgiving Break
December 22, 2025 (Monday) through January 02, 2026 (Friday)	Winter Break

## Hours of Operation

The New York campus is open Monday - Friday from 7:30 a.m. to 4:30 p.m. ET except for the scheduled school closures noted above. Library and computer lab hours are available during break times.

## Registration Period

GIA has one year-long academic term with continuous enrollment. Registration into On Campus programs is accepted up to two weeks prior to the first day of class. Registration into lab classes is accepted up to one week prior to the first day of class.

See "Class Schedules and Class Hours" on page 48.

# Contacts and Resources

## Department Contacts

### Admissions and Registration

General inquiries, admission, registration, cancellation, international student advising, visas, housing, transportation, orientation, student workroom  
+1 212 944 5900 | +1 800 366 8519  
[nyadmissions@gia.edu](mailto:nyadmissions@gia.edu)

### Career Services

Career advising, resume and interview preparation, job search, guest speakers  
+1 917 286 3529 | +1 800 366 8519 ext. 3529  
[careerservices@gia.edu](mailto:careerservices@gia.edu)

### Education Service Desk - Technical Support

Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues  
+1 760 603 4350 | +1 800 421 7250 ext. 4350  
[www.GIA.edu/education-support](http://www.GIA.edu/education-support)

### Financial Assistance

Federal financial aid, veterans benefits, vocational rehab, scholarships  
+1 760 603 4005 | +1 800 421 7250 ext. 4005  
[financialaid@gia.edu](mailto:financialaid@gia.edu)

### School Director

Disability accommodations, leave of absence, cancellation, withdrawal, probation, dismissal, complaints  
+1 917 286 3662 | +1 800 366 8519 ext. 3662  
[nyedudirector@gia.edu](mailto:nyedudirector@gia.edu)

### Student Accounts

Financial account, payments, refunds  
+1 760 603 4470 | +1 800 421 7250 ext. 4470  
[educationacctsrec@gia.edu](mailto:educationacctsrec@gia.edu)

### Student Records

Certificates, diplomas, transcripts, name and contact information changes  
+1 917 286 3671 | +1 800 366 8519 ext. 3671  
[nyrecords@gia.edu](mailto:nyrecords@gia.edu)

### Deputy Title IX and 504 Coordinator

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

## Resources

### Alumni Collective™

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

### Blackboard Access (Current Students)

My GIA Education Portal: <https://education.gia.edu/>  
Web: <https://blackboard.gia.edu>  
Blackboard Learn App:



Web and App requires set-up of a new password.

### GIA Store

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

### Library - New York Campus

On-site library services  
+1 917 286 3671 | +1 800 366 8519 ext. 3671  
[nylibrary@gia.edu](mailto:nylibrary@gia.edu)

### Library - GIA Main Campus

Reference service, online resources  
+1 760 603 4046 | +1 800 421 7250 ext. 4046  
[library@gia.edu](mailto:library@gia.edu)

### My GIA Education Portal

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

### TELUS Health Student Support

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



# On Campus Programs

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

The following pages provide a description, learning objectives, program highlights, possible occupations, equipment and materials and the technology required to complete each program.

Program Name	Program Number	Clock Hours	Instructional Weeks	Program Length (Calendar Duration; May vary with scheduled closures)	Description and Details
<b>GEMOLOGY</b>					
Graduate Gemologist®	GEM 2500	780	26	28	<a href="#">Page 15</a>
Graduate Diamonds	GEM 2200	210	7	8	<a href="#">Page 18</a>
Graduate Colored Stones	GEM 2300	570	19	20	<a href="#">Page 20</a>
<b>JEWELRY ARTS</b>					
Jewelry Design & Technology	JMA 3400	780	26	27	<a href="#">Page 22</a>
Comprehensive CAD/CAM for Jewelry	JMA 400	210	7	7	<a href="#">Page 25</a>
Jewelry Design	JMA 370	270	9	9	<a href="#">Page 27</a>



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

# Graduate Gemologist®



## Description

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

### Graduate Diamonds Course:

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

### Graduate Colored Stones:

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

### Learning Objectives

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

### Program Highlights

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

### What you will Earn

GIA Graduate Gemologist Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma

### Occupations May Include

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

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

## Details

<b>GEM2500: Graduate Gemologist Program</b>		
<b>Courses</b>	<b>Clock Hours</b>	<b>Calendar Weeks</b>
GEM 2200 Graduate Diamonds	210	8+ weeks
GEM2300 Graduate Colored Stones	570	20+ weeks
Total Program Hours/Weeks	780	28+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Tuition and Fees" on page 37</a>	

### Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

### Equipment and Materials

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



## Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.



GIA Microscope, rough and polished amethyst - ©GIA

# Graduate Diamonds



## Description

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

## Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the effects of diamond treatment
- Describe characteristics of natural and lab-grown diamonds
- Describe how quality, rarity, color and market factors affect gem value

## Program Highlights

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

## What You Earn

GIA Graduate Diamonds Diploma

## Occupations May Include

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

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

## Details

Graduate Diamonds	
Program Number	GEM 2200
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Tuition and Fees" on page 37</a>

### Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

### Equipment and Materials

Each classroom is equipped with a GIA DiamondDock™, GIA iD100 and a UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead LED light source and diamond grading tray. As part of their course materials, students receive a 10x loupe, tweezers, gem cloth, pointer probe, plotting pens, table gauge, crown angle cards, color grading cards, GIA pad folio and a lab manual. Students may download and save PDF copies of the textbooks prior to the course end date.

### Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.



Rough and polished diamonds - ©GIA

# Graduate Colored Stones



## Description

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

## Learning Objectives

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

## Program Highlights

- **Comprehensive Curriculum:** In-depth study of colored stones and its industry with the focus on sourcing, identification, evaluation and trading.

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

## What You Earn

GIA Graduate Colored Stones Diploma

## Occupations May Include

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

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

## Details

Graduate Colored Stones	
Program Number	GEM 2300
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Tuition and Fees" on page 37</a>

### Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

### Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, UV lamp with viewing cabinet, desktop prism spectroscope, color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate and monochromatic light source. As part of their course materials, students receive a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, polariscope with magnifying eye piece and optic figure sphere, dichroscope, handheld spectroscope, pinpoint incandescent light source, tweezers and lab manuals. Students may download and save PDF copies of the textbooks prior to the course end date.

### Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.



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

# Jewelry Design & Technology



## Description

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

## Learning Objectives

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

## Program Highlights

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

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

## What You Earn

GIA Jewelry Design & Technology Diploma

## Occupations May Include

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

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

## Details

Jewelry Design & Technology	
Program Number	JMA 3400
Clock Hours / Instructions Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	27+ calendar weeks (length may vary with scheduled breaks)
Total Charges	See "Tuition and Fees" on page 37

### Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

### Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely and a 3D printer. Each student workstation has a computer with Rhinoceros, ZBrush, Preform, Netfabb and a digital design software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a 1 TB USB external hard drive, 10X loupe, hand-measuring tool, graphic tablet with pen, student license for Rhinoceros and a 6-month trial version of the ZBrush software and printed course materials.

### Computer Proficiency

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

### Technology Requirements - Portal and LMS

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.

### Technology Requirements - Homework

Prior to the first day of class, students must have access to a laptop or desktop computer that meets the following requirements in order to complete homework assignments.

The estimated cost to purchase a laptop meeting these requirements is \$1,800.

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

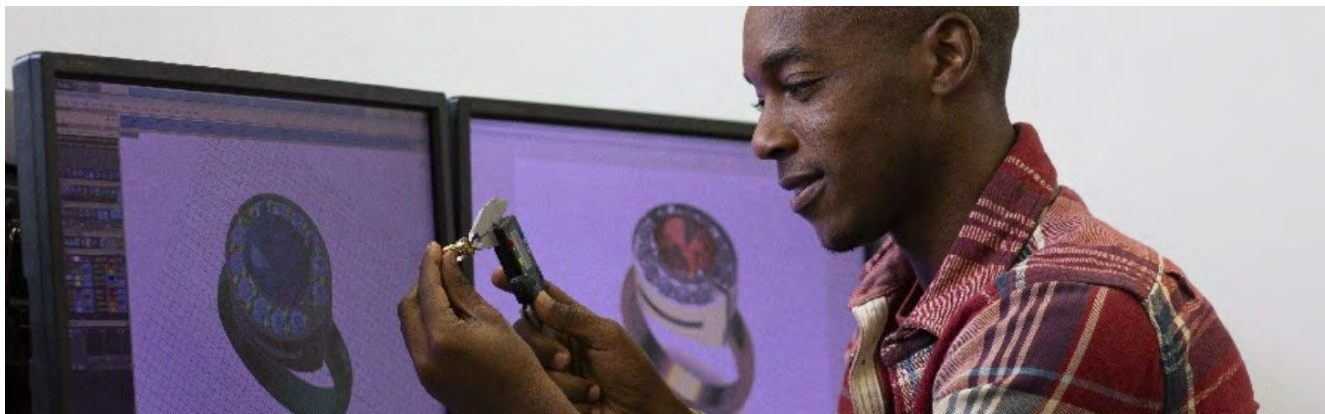
GIA provides computers, graphic tablets and software for classroom use. For home use, the materials fee includes a graphic tablet and pen, a student license for Rhinoceros software and a six-month trial for the ZBrush software.



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



# Comprehensive CAD/CAM for Jewelry



## Description

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

## Learning Objectives

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

## Program Highlights

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

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

## What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

## Occupations May Include

CAD/CAM Technician, Jewelry CAD Technician, Product Developer

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

## Details

Comprehensive CAD/CAM for Jewelry	
Program Number	JMA 400
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges	See "Tuition and Fees" on page 37

## Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

## Equipment and Materials

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

## Computer Proficiency

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

## Technology Requirements - Portal and LMS

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.

## Technology Recommendations - Coursework

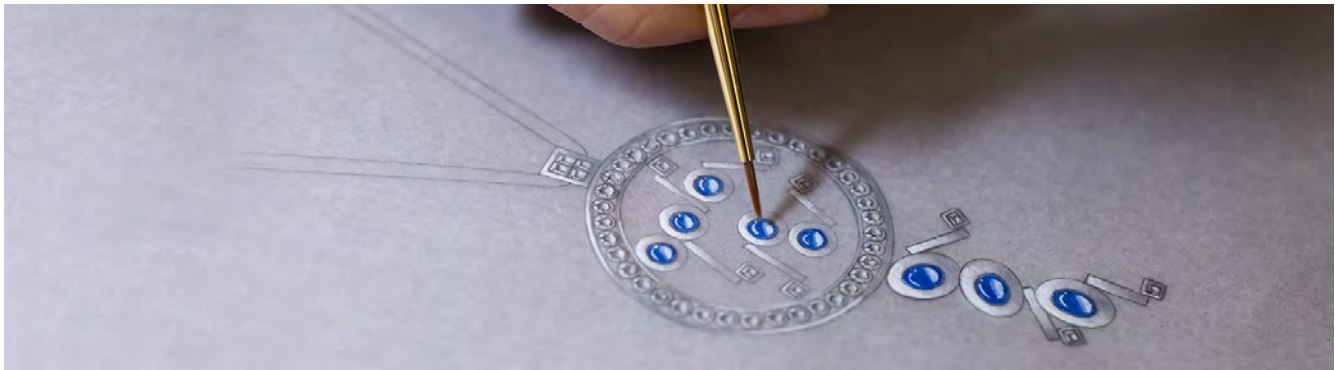
For coursework, GIA provides the technology and software required for classroom use. However, it is strongly recommended that students have access to a computer that meets the requirements below to practice outside of classroom hours. The estimated cost to purchase a laptop meeting these requirements is \$1,800.

- Windows-based laptop or desktop computer with mouse and keyboard
  - Recommended: Multiple-button mouse with a scroll wheel
- Operating System: Windows 10 or later with 64-bit Intel or ADM processor (not ARM)
- Processor
  - Minimum: Intel i7 with 2.8 GHz or higher
  - Recommended: Intel i9, AMD Ryzen 7 or Threadripper
- RAM: 16GB or more
- Graphics Card (GPU): OpenGL 4.1 capable video card with 4GB VRAM
  - To be able to render photo-realistic designs quickly, we highly recommend the NVIDIA GeForce 3000 series
- Hard Drive:
  - Minimum: 512GB free main hard drive space
  - Recommended: 1TB HDD or greater (SSD drive highly recommended)
- Monitor Resolution: 1920x1080 or higher with 32-bit color



CAD-rendered earrings - ©GIA

# Jewelry Design



## Description

The Jewelry Design certificate program provides students with the fundamental knowledge of design theory and the technical hand-rendering skills commonly employed in jewelry design. Students acquire a working knowledge of jewelry artistry. Skills taught include illustrating the shape, form and texture of metal; working with drafting tools; and rendering yellow and white metals as well as a range of faceted and cabochon gemstones and pearls. By the completion of the program, students will have a portfolio of class projects and custom designs ready for presentation to potential clients and employers.

## Learning Objectives

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

## Program Highlights

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

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

## What You Earn

GIA Jewelry Design Certificate

## Occupations May Include

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

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

## Details

Jewelry Design	
Program Number	JMA 370
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Tuition and Fees" on page 37</a>

## Schedules and Class Hours

Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for schedules. Normal class hours are 8:30 a.m. to 3:30 p.m. ET. Students will be notified in advance if hours will be modified.

### Equipment and Materials

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

### Technology Requirements

To access the My GIA Education Portal and the Blackboard LMS, students are required to have a valid email address that is not shared with others (for security purposes). Students must also have access to a computer, tablet or mobile device with a stable Internet connection that meets the following requirements.

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1280x720 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>).

Although the recommended system requirements will offer the best My GIA Education Portal and Blackboard LMS experience; the systems can operate with the following minimum operating systems:

- Operating system:
  - Windows 8 or higher
  - MacOS 11 or higher

Note: Support for Windows 8.1 and earlier, as well as MacOS 11 and earlier, is no longer available. Requirements subject to change; students will be given advanced notice of changes.



Hand-rendered necklace - ©GIA

# Lab Class Descriptions

GIA offers short, instructor-led lab classes that provide students with hands-on experience using gemological equipment for grading and identification. These lab classes are independent of any on-campus program and do not lead to employment. While these classes are not accredited by ACCSC, they are accredited by DEAC. For more information regarding accreditation and licensing, please visit: <https://www.gia.edu/gem-education/accreditation-licensing>.

## GEM 149L Pearl Grading Lab

The Pearl Grading Lab guides students through the grading and classification of pearls using GIA's 7 Pearl Value Factors™. Through practical coursework, students evaluate size, shape, color, luster, surface, nacre thickness and matching.

Students must pass a two-stone assessment to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes a daylight equivalent light source, neutral bead string tray and a pearl grading master set with an informational keycard. Students receive a pencil, gem cloth and lab manual as part of the course materials.

- **Prerequisites:** None
- **Hours / Duration:** 7 clock hours / 1 day
- **To Pass:** Achieve a 75% score on 2-Stone Exam
- **What you earn:** Letter of Completion

## 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 final exam to complete the class successfully. Each student workstation includes a binocular microscope with a daylight equivalent light source, tweezers and a 10x loupe. Students receive a pencil, gem cloth, pinpoint incandescent light source, color grading card and lab manual as part of the course materials.

- **Prerequisites:** None
- **Hours / Duration:** 21 clock hours / 3 days
- **To Pass:** Achieve a 75% score on 2-Stone Practical Exam\*
- **What you earn:** Letter of Completion

## GEM 230L Diamond Grading Lab

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

Students must pass a two-stone final exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, loupe, tweezers, LED light, calculator and diamond grading tray. Students receive a pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, loupe, color grading card and lab manual as part of the course materials.

- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **To Pass:** Achieve a 75% score on 2-Stone Practical Exam\*
- **What you earn:** Letter of Completion

## GEM 240L Gem Identification Lab

---

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

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

Students must pass an instrumentation exam to complete the class successfully. 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 eye piece and optic figure sphere, monochromatic light source and tweezers. Students receive a gem cloth, pinpoint incandescent light source, color grading card and lab manual as part of the course materials.

- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **To Pass:** Achieve a 75% score on Instrumentation Exam\*
- **What you earn:** Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. [See "Student Notification of Classroom Chemical Usage" on page 69](#) for more information.

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

# Admissions Policies and Procedures

## Admission Requirements

To be admitted into programs or classes at GIA's New York campus, applicants must meet the following requirements: i) have a high school diploma or the equivalent, ii) be at least 18 years of age prior to attending orientation or any class, iii) have the ability to read and write in English at the level of a U.S. high school graduate.

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

### Required Documents - All Applicants

Applicants must provide the following documents along with their completed application. All documents must be in English or accompanied by an English-language translation provided by a translation service.

#### ☑ Identification

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

#### ☑ Proof of Graduation

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

- 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

**On Campus Applicants.** Proof of graduation from foreign countries must be certified to be at least equivalent to a U.S. high school diploma by an evaluation service provider who is a member of the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Visit their websites to locate an approved evaluation service:

- NACES: [www.naces.org/members](http://www.naces.org/members)
- AICE: <https://aice-eval.org/endorsed-members>

#### ☑ Name Change Documentation (if applicable)

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

#### ☑ Proof of English-language Proficiency

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

- Completed at least 3 years of study in secondary or post-secondary education with English as the medium of instruction.
  - Provide a letter on the school's letterhead that states how many years you studied and that English was the medium of instruction.
  - The letter must be signed and dated by the school's dean, director, or headmaster.
- Met the minimum requirement on an approved English-language proficiency exam. See "[English-Language Proficiency Exams](#)" on page 32.

#### ☑ Proof of Financial Ability

U.S. regulations require GIA to collect supporting financial documents prior to issuing a Form I-20 to show that the applicant has the ability to pay all program costs and living expenses for themselves and any dependents. Download the Required Financial Documents for Issuance of Form I-20 at <https://education.gia.edu/ICS/Admissions/> for documentation requirements. Contact a designated school official at +1 212 944 5900 or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu) with any questions.

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

## English-Language Proficiency Exams

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

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

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

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

## How to Apply

To apply for admission:

1. Confirm that you meet all admission requirements listed on [page 31](#).
2. Select your program and intended start date.
  - Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for class schedules.
3. Meet with a financial aid representative to determine your financial obligation.
  - See "Tuition and Fees" on [page 37](#).
  - See "Financial Assistance and Scholarships" on [page 39](#).
4. Gather the required documents listed on [page 31](#).
5. Create an account and sign in to GIA's applicant portal at [www.GIA.edu/applynow](http://www.GIA.edu/applynow).
6. Follow the instructions online to complete your application and upload your supporting documentation.
7. Review and submit your application.

A GIA admissions representative will review your application to ensure you have met all requirements and notify you of your acceptance or denial of admission.

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

### Application Deadline and Waitlists

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



## Proof of Graduation - Extenuating Circumstances

---

An applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception 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 and complete, sign and notarize the *Sworn Statement of a Student's Graduation from a Foreign High School* form attesting to the fact that they have obtained a high school diploma or its equivalent. Contact us at [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu) for inquiries.

## 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](http://www.GIA.edu/ethics-compliance) for more information.

## Prior Criminal Offenses

---

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

## Payment Methods

---

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

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

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

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

**Check or Money Order.** Pay by mail with a cashier's check, personal check or money order payable to GIA. Payment must be drawn on a U.S. bank.

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

### Past Due Account Balance

Students who have a past due account balance will experience disrupted service. Students will not be able to access courses in Blackboard, may not register into future courses or programs and will not receive their credential until they have settled the payment(s) owed.

### Third-Party Payer Information

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

### Trade Discounts

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

## Nonimmigrant Visa Requirements

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

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

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

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

Contact a designated school official at +1 212 944 5900 or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu) for questions or assistance.

### Issuing Your Form I-20

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

**Proof of Financial Ability.** During admission, you must provide supporting financial documents to show that you have the ability to pay all program costs and living expenses for yourself and any dependents. GIA is required to collect these supporting documents prior to issuing your Form I-20.

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

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

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

### Paying your SEVIS I-901 Processing Fee

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

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

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

### Applying for Your Nonimmigrant Visa

After getting a receipt for payment of the I-901 fee, you can apply for your student visa. If you are a citizen of Canada or Bermuda, there is no need to apply. You will obtain your visa at the U.S. port of entry. See "Information for Canadian and Bermudian Citizens" on page 35.

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

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

- Locate your U.S. Embassy or Consulate at [www.usembassy.gov](http://www.usembassy.gov) and review the specific details to apply for your M-1 vocational student visa. The order of these steps and how you complete them may vary by embassy or consulate.
- Complete the Online Nonimmigrant Visa Application, Form DS-160 at <https://ceac.state.gov/genniv>
  - Note the Application ID for future reference
  - Upload your photo in the format explained on the site
  - Print the application form confirmation page to bring to your interview
- Schedule an interview with your U.S. Embassy or Consulate.
- Prepare for and attend your interview.
  - Pay any required visa application fee. If your visa is approved, you may also need to pay a visa issuance fee. Review the instructions on the website of the U.S. Embassy or Consulate where you will apply to learn more about fee payment.
  - Gather all required documentation to bring to your interview.

### U.S. Arrival and Departure

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

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

### Information for Canadian and Bermudian Citizens

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

You must have your I-20, SEVIS I-901 fee payment receipt, financial support documents and other important documents in hand when you present yourself at the U.S. port of entry. Visit the U.S. Embassy or Consulate website for your country at [www.usembassy.gov](http://www.usembassy.gov) for detailed information. Nonimmigrant students can enter the U.S. no earlier than 30 days from the start date indicated on their I-20.

### Nonimmigrant Student Resources

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

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

## Transferability of Credits Earned at Our Institution

---

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

## Transfer Credit Policy

---

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

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

## Transferability of Coursework to another GIA Program

---

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

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

## Student Consumer Information

---

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

# Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2025 through December 31, 2025 and are subject to change with reasonable advanced notice. Amounts shown are in U.S. dollars. The total charges for each program include tuition costs, required books and materials and sales tax.

## Program Charges

Program	Tuition	Books	Materials	Sales Tax	Total Charges*	Optional Books**
GEM 2500 - Graduate Gemologist	\$24,570.00	\$520.00	\$1,859.50	\$165.03	\$27,114.53	\$1,030.00
GEM 2200 - Graduate Diamonds	\$6,615.00	\$165.00	\$145.25	\$12.89	\$6,938.14	\$275.00
GEM 2300 - Graduate Colored Stones	\$17,955.00	\$355.00	\$1,714.25	\$152.14	\$20,176.39	\$755.00
JMA 3400 - Jewelry Design & Technology	\$24,570.00	\$810.00	\$698.00	\$61.95	\$26,139.95	-
JMA 400 - Comprehensive CAD/CAM for Jewelry	\$6,615.00	\$400.00	\$277.25	\$24.61	\$7,316.86	-
JMA 370 - Jewelry Design	\$8,505.00	\$185.00	\$386.50	\$34.30	\$9,110.80	-
GEM 230L - Diamond Grading Lab	\$1,750.00	\$165.00	\$100.00	\$8.88	\$2,023.88	-
GEM 220L - Colored Stone Grading Lab	\$1,050.00	\$100.00	\$62.25	\$5.52	\$1,217.77	-
GEM 240L - Gem Identification Lab	\$1,750.00	\$215.00	\$65.25	\$5.79	\$2,036.04	-
GEM 149L - Pearl Grading Lab	\$350.00	\$100.00	\$7.25	\$0.64	\$457.89	-

\* Total charges do not include optional textbooks or technology for offsite use. See "Additional Program Costs" on page 38 .

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

## Payment Due Dates

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

**Lab Classes.** Total charges, including tuition, books and materials fees and sales tax, are due at the time of registration.

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

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

For students using Veterans Administration Education Benefits, tuition and fee payments will be waived for up to 90 days from the date that GIA certifies the student's enrollment following receipt of a certificate of eligibility or a valid VAF 28-1905. For more information, please contact [financialaid@gia.edu](mailto:financialaid@gia.edu).

## Past Due Account Balance

Students who have a past due account balance will experience disrupted service. Students will not be able to access courses in Blackboard, may not register into future courses or programs and will not receive their credential until they have settled the payment(s) owed.

## Additional Program Costs

---

### Optional Printed Textbooks - Gemology

All gemology course curriculum is accessible online in the Blackboard learning management system. Students can access and download PDF versions of textbooks through the end date specified in their enrollment agreement. Printed versions of these textbooks are optional and may be purchased through the My GIA Education Portal any time after registration. They can be shipped to your home prior to your arrival or delivered to directly to the campus save on shipping costs.

### Jewelry Design & Technology - Required Technology

Prior to the first day of class, students are required to have access to a computer that meets the requirements specified on [page 24](#) to complete their homework. The estimated average cost to purchase this computer is \$1,800 excluding shipping, handling and tax. GIA does not sell computers.

### Comprehensive CAD/CAM for Jewelry - Recommended Technology

Students are not required to do work at home, however it is strongly recommended that they have access to a computer that meets the requirements listed on [page 26](#). The estimated average cost to purchase this computer is \$1,800 excluding shipping, handling and tax. GIA does not sell computers.

## Additional Fees

---

Additional, non-refundable, fees may include:

- Repeat fees are calculated based on the program's hourly tuition rate\* and the total number of hours the student needs to repeat.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment
- Wire payment transfer fees
- Fees for optional books and materials, shipping, handling and applicable taxes
- Fees for any lost or damaged equipment, precious metals and stones
- Fees for replacement of any required books, tools and materials
- \$50 half-day; \$100 full-day use of the Student Workroom
- \$25 fee for non-sufficient funds or returned checks
- \$15 ID or access badge replacement fee
- \$10 additional official transcript fee (plus additional fees for expedited shipping)
- \$70 diploma replacement fee (plus additional fees for expedited shipping)
- \$65 certificate replacement fee (plus additional fees for expedited shipping)

\*The hourly tuition rate is determined by dividing the total tuition by the number of clock hours in the course or program.

# Financial Aid and Scholarships

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

## Federal Student Aid (FSA)

Federal student aid is available to those who qualify.

### General Eligibility Requirements

- Be U.S. Citizen, National, Permanent Resident, or other eligible noncitizen.
- Have a valid social security number (SSN)
- Show that you are qualified to obtain a college education by having a high school diploma or recognized equivalent or by completing high school in a home-school setting approved under state law
- Be accepted or enrolled in an eligible program. The following 780 clock-hour programs are eligible for federal aid:
  - Graduate Gemologist
  - Jewelry Design & Technology
- Sign the certifying statements on the Free Application for Federal Student Aid (FAFSA®) stating that:
  - You're not in default on a federal student loan and do not owe a refund on a federal grant
  - You'll use federal student aid only for educational purposes
- Maintain satisfactory academic progress. See ["Satisfactory Academic Progress \(SAP\) Requirements" on page 41.](#)

Additional requirements for each type of aid is listed below.

### Federal Grants

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

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

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

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

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

### Federal Supplementary Educational Opportunity Grant

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

### Federal Direct Loans

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

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

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

### Direct Parent Loan for Undergraduate Students

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

### Federal Work-Study

The Federal Work-Study Program provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

You'll earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position. Your total work-study award depends on:

- Job availability,
- when you apply,
- your level of financial need; and
- your school's funding level.

### Cost of Attendance (Student Budget)

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

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

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

### Student Aid Index (SAI)

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

### Student Consumer Information

Additional information may be found at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information).

### How Federal Student Aid Is Disbursed

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

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

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

### Excess Loan Refunds

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

### Overawards and Overpayments

An overaward can occur when your financial need is exceeded by your own resources or other financial aid, such as scholarships or VA benefits. You must inform the financial aid office if you receive any additional resources that you did not originally report on your FAFSA application. If your financial need is reduced, it may result in an overpayment of federal aid. Your account will be charged for any aid you are no longer entitled to and any balance must be repaid. GIA services will be disrupted until your account is brought current. To avoid this situation, report any changes in your financial situation immediately. See "Past Due Account Balance" on page 33.

### Cancellation or Withdrawal of Enrollment

If you are receiving federal aid and cancel or withdraw from the program, we must calculate the amount of aid earned and any amount that must be returned according to U.S. Title IV regulations. Unearned aid will be charged to your account. These regulations are separate from any refund policy GIA may have. See "Return of Title IV Funds" on page 45.



### Loan Repayment Options

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

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

### Satisfactory Academic Progress (SAP) Requirements

Students must maintain satisfactory academic progress (SAP) to be eligible for federal student aid. SAP is reviewed at the end of each payment period. Students who fail to meet SAP requirements at the end of the first payment period are placed on a *Financial Aid Warning* status and the student remains eligible for aid for one additional payment period.

GIA's Satisfactory Academic Progress (SAP) Policy applies equally to all students regardless of Title IV funding. See "[Academic Progress Policies](#)" on page 61.

### Financial Aid Entrance and Exit Counseling

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

## Veterans Administration (VA) Education Benefits

---

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

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

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

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

## Vocational Rehabilitation Education Benefits

---

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

## Private Loans

---

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

## Scholarships

---

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

### **GIA Opportunity Scholarships**

- Available year-round to those who qualify
- U.S. citizens and permanent residents
- Demonstrated financial need
- On Campus programs only
- Award maximum: \$15,000

### **GIA Military Scholarships**

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

### **GIA Merit-Based Scholarships**

- Available during specified application periods to those who qualify
- Competitive based on the achievements of the application
- On Campus programs and lab classes
- Award maximum: \$27,114.53 (dependent upon program or class)

### **GIA Trillion Scholarships**

- Available during specified application periods to those who qualify
- Competitive based on the achievements of the application
- On Campus programs and lab classes
- One award annually: \$5,000 (Graduate Gemologist program only)

# Cancellation, Withdrawal and Refund Policies

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

## Cancellation and Withdrawal of Enrollment

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

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

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

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

## Refund Policy

Students receive a refund of all monies paid if they cancel before instruction begins AND within seven days of enrollment or of receiving notice of a fee increase OR within three days of signing the enrollment agreement or of taking a campus tour or attending orientation. Thereafter, tuition liability is calculated on the basis of the last date of physical attendance as set forth in the refund tables on [page 44](#)

For programs of seven weeks or greater in duration, tuition liability is divided by the number of quarters in the program, and is limited to the quarter during which the student withdrew or was terminated, plus any previous quarter completed. Quarters are defined as no more than 14 weeks of instruction.

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

For financial aid recipients who have completed less than 60% of their program, a Return of Title IV calculation is completed to determine the percentage of the award earned and may result in returning funds and may cause the student to owe a balance to the institution. See "Return of Title IV Funds" on [page 45](#)

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

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

## Refund Tables; On Campus Programs

Graduate Gemologist Program and Jewelry Design & Technology			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Refund Amount

First Quarter

1-5	1	0	\$24,570.00
6-10	2	25	\$21,498.75
11-15	3	50	\$18,427.50
16-20	4	75	\$15,356.25
21-65	5-13	100	\$12,285.00

Second Quarter

66-70	14	25	\$9,213.75
71-75	15	50	\$6,142.50
76-80	16	75	\$3,071.25
81-130	17-26	100	\$0.00

Graduate Colored Stones Program			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Refund Amount

First Quarter

1-5	1	0	\$17,955.00
6-10	2	25	\$15,710.63
11-15	3	50	\$13,466.25
16-20	4	75	\$11,221.88
21-50	5-10	100	\$8,977.50

Second Quarter

51-55	11	25	\$6,733.13
56-60	12	50	\$4,488.75
61-65	13	75	\$2,244.38
66-95	14-19	100	\$0.00

Graduate Diamonds and Comprehensive CAD/CAM for Jewelry			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Refund Amount
1-5	1	0	\$6,615.00
6-10	2	25	\$4,961.25
11-15	3	50	\$3,307.50
16-20	4	75	\$1,653.75
21-35	5-7	100	\$0.00

Jewelry Design			
Instructional Days	Instructional Weeks	% of Tuition Liability per Quarter	Actual Refund Amount
1-5	1	0	\$8,505.00
6-10	2	25	\$6,378.75
11-15	3	50	\$4,252.50
16-20	4	75	\$2,126.25
21-45	5-9	100	\$0.00

## Refund Tables; 35 Hours or Less

Diamond Grading Lab and Gem Identification Lab		
Cancellation Date	% of Tuition Liability per Quarter	Actual Refund Amount
0-15% of the program	0	\$1,750.00
16-30% of the program	25	\$1,312.50
31-45% of the program	50	\$875.00
46-60% of the program	75	\$437.50
After 60% of the program	100	\$0.00

Colored Stone Grading Lab		
Cancellation Date	% of Tuition Liability per Quarter	Actual Refund Amount
0-15% of the program	0	\$1,050.00
16-30% of the program	25	\$787.50
31-45% of the program	50	\$525.00
46-60% of the program	75	\$262.50
After 60% of the program	100	\$0.00

Pearl Grading Lab		
Cancellation Date	% of Tuition Liability per Quarter	Actual Refund Amount
0-15% of the program	0	\$350.00
16-30% of the program	25	\$262.50
31-45% of the program	50	\$175.00
46-60% of the program	75	\$87.50
After 60% of the program	100	\$0.00

**Refund Calculation Example**

A student paid a total tuition of \$1,750 for a class with 35 clock hours and withdrew after 14 hours of the program. GIA retains \$875, calculated as follows:

Total Tuition = \$1,750  
 % of Program = 14 / 35 hours = 0.40 (40%)  
 % of Tuition Liability = 50%  
 GIA Retains = \$1,750 x 0.50 = \$875  
 Refund = \$1,750 - \$875 = \$875

**Definitions**

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

- **Cancellation:** Student’s enrollment is terminated within a period of time during which the student is entitled to a full refund of all institutional charges.
- **Cancellation or Withdrawal Date:** The date GIA receives the student’s notice of cancellation or withdrawal or is administratively withdrawn according to policy.
- **Enrollment Agreement:** A written contract between a student and institution concerning an educational program.
- **Enrollment:** Execution of an enrollment agreement; enrollment is effective on the date it is signed by both the student and the GIA authorized representative.
- **Institutional Charges:** All charges for tuition, required books and materials and other educationally-related expenses assessed by the institution.
- **Instructional Days or Weeks:** The number of days or weeks during which clock hours are scheduled.
- **Instructional Hours:** The hours in which clock hours are scheduled.
- **Last Day of Attendance:** The last day the student attended class as determined by GIA’s attendance records.
- **Quarter:** No more than 14 weeks of instruction.
- **Withdrawal:** When a student’s enrollment is terminated after the cancellation period but prior to taking a final examination (either the student notifies GIA of intent to withdraw, ceases attendance or is dismissed due to a violation of GIA policy).

**Return of Title IV Funds**

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

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

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

If you are considering withdrawal, contact the financial aid office contact us at +1 800 421 7250 ext. 4005 or [financialaid@gia.edu](mailto:financialaid@gia.edu) to advise you on your specific situation. See "Cancellation and Withdrawal of Enrollment" on page 43 for the procedures to officially withdraw from school.

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

### Calculation of Earned Aid

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

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

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

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

### Return of Unearned Funds (Overpayment)

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

Title IV funds are repaid in the following order:

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

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

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

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

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

### Post-withdrawal Disbursement

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

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

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

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

## Return of Veterans Benefits

---

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

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

# 2025 Class Schedules and Hours

GIA has one year-long academic term with continuous enrollment with scheduled start dates throughout the year. The schedule shown here is subject to change. Visit [www.GIA.edu/gem-education/new-york/schedule](http://www.GIA.edu/gem-education/new-york/schedule) for up-to-date schedules. The start dates shown exclude an in-person orientation scheduled the Thursday or Friday prior to the class start date.

On Campus Programs	Lab Classes	Class Hours
<p><b>GEM 2500 - Graduate Gemologist</b>                      Jan 13 - Jul 31                      Mar 10 - Sep 25                      May 05 - Nov 18                      Jun 30 2025 - Feb 03 2026                      Aug 25 2025 - Mar 31 2026                      Oct 20 2025 - May 27 2026</p> <p><b>GEM 2200 - Graduate Diamonds</b>                      Jan 13 - Mar 07*                      Feb 17 - Apr 11                      Mar 10 - May 02*                      May 05 - Jun 27*                      Jun 2 - Jul 25                      Jun 30 - Aug 22*                      Aug 25 - Oct 17*                      Sep 29 - Nov 21                      Oct 20 - Dec 19*</p> <p><b>GEM 2300 - Graduate Colored Stones</b>                      Jan 06 - May 28                      Mar 10 - Jul 31                      May 05 - Sep 25                      Jun 30 - Nov 18                      Aug 25 2025 - Feb 03 2026                      Oct 20 2025 - Mar 31 2026</p> <p><b>JMA 3400 - Jewelry Design &amp; Technology</b>                      Jul 07, 2025 - Jan 30, 2026</p> <p><b>JMA 370 - Jewelry Design</b>                      Apr 07 - Jun 9                      Oct 13 - Dec 19</p> <p><b>JMA 400 - Comprehensive CAD/CAM for Jewelry</b>                      Jul 21 - Sep 08</p>	<p><b>GEM 230L - Diamond Grading Lab</b>                      Jan 13 - Jan 17                      Mar 03- Mar 07                      Mar 31 - Apr 04                      May 05 - May 09                      Jun 02 - Jun 06                      Jul 07 - Jul 11                      Aug 18 - Aug 22                      Sep 15 - Sep 19                      Oct 20 - Oct 24                      Dec 01 - Dec 05</p> <p><b>GEM 240L - Gem Identification Lab</b>                      Feb 03 - Feb 07                      Feb 24 - Feb 28                      Apr 07 - Apr 11                      May 12 - May 16                      Jul 14 - Jul 18                      Aug 11 - Aug 15                      Oct 06 - Oct 10                      Nov 10 - Nov 14                      Dec 08 - Dec 12</p> <p><b>GEM 220L - Colored Stone Grading Lab</b>                      Jan 27 - Jan 29                      Feb 18 - Feb 20                      Apr 14 - Apr 16                      May 19 - May 21                      Jul 21 - Jul 23                      Aug 25 - Aug 27                      Sep 29 - Oct 01                      Dec 15 - Nov 17</p> <p><b>GEM 149L - Pearl Grading Lab</b>                      Jan 30                      Apr 17                      Jul 24                      Oct 02                      Dec 18</p>	<p><b>On Campus Programs.</b> Class hours are Monday through Friday from 8:30 a.m. to 3:30 p.m. ET. Each day, there is a one-hour lunch break, a twenty-minute morning break, and a ten-minute afternoon break. Additional breaks may be given at the instructor's discretion. Students should expect to spend several hours each day outside of class on homework or projects.</p> <p><b>Lab Classes.</b> Class hours are from 8:00 a.m. to 4:00 p.m ET. Each day, there is a one-hour lunch break, a twenty-minute morning break, and a ten-minute afternoon break. Additional breaks may be given at the instructor's discretion.</p>
		<p><b>Student Workroom</b></p> <p>The student workroom is available by appointment Monday - Friday from 8:30 a.m. to 11:30 a.m. and 12:30 p.m. to 3:30 p.m. on these dates.</p> <p>Jan 21 - Jan 24                      Mar 10 - Mar 14                      Apr 21 - Apr 25                      Apr 28 - May 02                      Jun 09 - Jun 13                      Jun 16 - Jun 18                      Jun 20                      Sep 02 - Sep 05                      Sep 08 - Sep 12                      Nov 17 - Nov 21</p> <p>Contact us at +1 800 366 8519, +1 212 944 5900, or <a href="mailto:nyworkroom@gia.edu">nyworkroom@gia.edu</a> to make a reservation.</p>

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



# Information for Students; Students Rights

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

## What is the purpose of this pamphlet?

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

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

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

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

## Who can file a complaint?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has

acted unlawfully, you have the right to file a complaint with the New York State Education Department.

## What can a student or employee complain about?

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

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

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

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

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at +1 212 643 4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint

made more than two years after the date of the occurrence.

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

### **What is the Tuition Reimbursement Fund?**

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

### **What is the tuition refund and cancellation policy?**

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

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

### **What should students know about "private school agents?"**

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

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

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

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

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

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

Contact the New York State Education Department at:

**New York State Education Department**  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
T +1 212 643 4760

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

# New York Occupational Education Data Survey

GIA calculates student and graduate outcomes data as required by federal, state and accreditation requirements. As required by New York state law, the outcomes data for New York campus students for the period of July 1, 2022 - June 30, 2023 reporting period is provided below. For current information regarding program costs, please visit [See "Tuition and Fees" on page 37](#).

Program	Graduate Gemologist	Jewelry Design	Graduate Diamonds	Graduate Colored Stones	Comprehensive CAD -CAM for Jewelry	Jewelry Design & Technology
Normal Time to Complete	27 weeks	9 weeks	8 weeks	19 weeks	7 weeks	26 weeks
Total Enrolled Students	135	29	66	14	18	15
Still Enrolled/Continuing Students <sup>1</sup>	45	17	21	4	0	0
Non-Completers <sup>2</sup>	17	2	3	2	2	1
Graduates <sup>3</sup>	73	10	42	8	16	14
<b>Program Completion Rate</b>	<b>81%</b>	<b>83%</b>	<b>93%</b>	<b>80%</b>	<b>88%</b>	<b>93%</b>
Number of Graduates	73	10	42	8	16	14
In Occupation	50	8	33	5	11	8
Related Field <sup>4</sup>	0	0	0	0	0	0
Unrelated Field	3	0	3	0	1	3
Seeking Employment <sup>5</sup>	5	0	1	0	1	2
Status Unknown	3	0	0	0	0	0
Unavailable for Employment	12	2	5	3	3	1
<b>Job Placement Rate</b>	<b>68%</b>	<b>80%</b>	<b>79%</b>	<b>63%</b>	<b>69%</b>	<b>57%</b>

The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the July 1, 2022 - June 30, 2023 reporting period.

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

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

<sup>3</sup> Graduates means the number of students who completed the program within the reporting period.

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

<sup>5</sup> Seeking Employment means the Number of Graduates minus the Number of Graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are active military, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA or any other school.

For any questions regarding the content shared above please contact [Ed-Compliance@gia.edu](mailto:Ed-Compliance@gia.edu).

## New York Occupational Education Data Survey (Cont.)

GIA calculates student and graduate outcomes data as required by federal, state and accreditation requirements. As required by New York state law, the outcomes data for New York campus students for the period of July 1, 2021 - June 30, 2022 reporting period is provided below. For current information regarding program costs, please visit [See "Tuition and Fees" on page 37](#).

Program	Graduate Gemologist	Jewelry Design	Graduate Diamonds	Graduate Colored Stones	Comprehensive CAD -CAM for Jewelry	Jewelry Design & Technology
Normal Time to Complete	27 weeks	9 weeks	8 weeks	19 weeks	7 weeks	26 weeks
Total Enrolled Students	101	24	68	13	20	10
Still Enrolled/Continuing Students <sup>1</sup>	45	10	20	2	0	0
Non-Completers <sup>2</sup>	15	2	10	3	0	0
Graduates <sup>3</sup>	41	12	38	8	20	10
<b>Program Completion Rate</b>	<b>73%</b>	<b>86%</b>	<b>79%</b>	<b>72%</b>	<b>100%</b>	<b>100%</b>
Number of Graduates	41	12	38	8	20	10
In Occupation	26	2	21	6	8	9
Related Field <sup>4</sup>	0	0	0	0	0	0
Unrelated Field	4	1	1	0	0	0
Seeking Employment <sup>5</sup>	2	2	3	0	5	1
Status Unknown	1	0	2	1	0	0
Unavailable for Employment	8	6	11	1	7	0
<b>Job Placement Rate</b>	<b>63%</b>	<b>16%</b>	<b>55%</b>	<b>75%</b>	<b>40%</b>	<b>90%</b>

The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the July 1, 2021 - June 30, 2022 reporting period.

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

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

<sup>3</sup> Graduates means the number of students who completed the program within the reporting period.

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

<sup>5</sup> Seeking Employment means the Number of Graduates minus the Number of Graduates unavailable for employment. Graduates unavailable for employment are those individuals who, after graduation, die, become incarcerated, are active military, are international students who leave the United States or do not have a visa allowing employment in the United States, or are pursuing additional education at GIA or any other school.

For any questions regarding the content shared above please contact [Ed-Compliance@gia.edu](mailto:Ed-Compliance@gia.edu).

# Student Services

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

## Housing and Transportation

GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus. Start your search about 45 days before your arrival and be sure to use a reputable third-party provider.

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

Current housing costs around the New York campus can range from \$2,200 to \$4,400 per month or more for apartments. Hotel stays can average \$5,790 per month or \$193 to \$274 per night excluding taxes and other fees.

GIA is easily accessible by public transportation. It is closest to the Rockefeller Center station on the subway. The B, D, F and M trains all stop at this station and it is located just steps away from the campus. A good resource to find additional train routes near the campus is: <https://new.mta.info>

Contact us at [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu), +1 800 366 8519 or +1 212 944 5900 for information or assistance.

## Food and Beverage

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

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

## Health Care and Insurance

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

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

## TELUS Health Student Support

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

Phone: +1 866 743 7732

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

TELUS App:



## Disability Services and Accommodation

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

GIA is committed to ensuring equal access to its programs and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate. See "[Academic Progress Policies](#)" on page 61 for the details and procedures for requesting accommodation.

## International Student Advising

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

They provide information about important immigration-related issues and specific assistance with the student visa and other applicable immigration application processes. They also help students get oriented to life on campus and provide other assistance such as travel, health care and insurance, housing and obtaining a driver's license. Contact us at [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu) or +1 212 944 5900.

## Computer and Internet Access

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

## Career Services

Career services advisors offer individualized support to help you develop a personal strategy aligned with your educational and career goals.

The career services department provides additional resources and hosted events to help advance your career, including the GIA Gem & Jewelry Career Center, focused hiring events, mentorship opportunities with leading professionals and more.

For more information, or to schedule an appointment, contact us at [careerservices@gia.edu](mailto:careerservices@gia.edu) +1 800 366 8519 ext. 3529, or +1 212 944 5900 ext. 3529.

### Career Advising

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

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

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

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

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

**Applied Learning Sessions.** Throughout the year, advisors hold educational sessions to prepare students for the industry, providing tips and tools for practical application in real-world settings.

### Job Seeker's Handbook

The Job Seeker's Handbook is a guide to starting your job search in the gem and jewelry industry. It includes sample resumes and cover letters, tips on job searches, interviewing and more. We encourage you to use it as you begin your professional journey. Download or view the handbook at [www.GIA.edu/gem-careers](http://www.GIA.edu/gem-careers)

### 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](http://www.GIA.edu/gem-job)

Simplicity App:



## Guest Speaker Series

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

## Library and Learning Resources

### New York Library Services

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

### Library and Information Center

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus and world headquarters is the largest library of its kind housing a growing collection of over 65,000 books, 1,000 periodical titles in various languages and 2,000 videos and other media. Students at New York's campus have access to the Library's reference service and online resources.

**Archives.** The library's archives and rare book collection has works dating back to 1496. Print materials in the archives are accessible by appointment only. Works no longer under copyright (pre-1926) are being digitized with over 1,000 titles freely available on Internet Archive at <https://archive.org/details/gialibrary>.

**eBooks.** Students and alumni may access the contemporary e-book collection on the Libby app at <https://libbyapp.com>. Contact us at [library@gia.edu](mailto:library@gia.edu) for a username and password.

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

**Hours and contact.** The library is open from 7:30 a.m. to 5:00 p.m. PT, Monday through Friday. Contact us at [library@gia.edu](mailto:library@gia.edu), +1 760 603 4046 or +1 800 421 7250 ext. 4046.

### Education Stone Sets

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

### Blackboard Learning Management System

Students have 24/7 online access to the Blackboard Learning Management System (LMS). Gemology students access their curriculum in a media-rich online format with embedded videos and animations to supplement learning, as well as an online glossary and links to additional learning resources such as additional videos, supplemental reading, PDF charts and references. For all On Campus students, the LMS provides access to the GIA Library and Museum's digital resources, including eBooks, audio books and videos, digital periodicals, the digitized rare book collection, the library lecture schedule, virtual museum exhibits and the Gübelin Gem Project (a repository of data on over 400 gemstones).



## GIA Alumni Collective™

---

The GIA Alumni Collective provides students and graduates with diverse opportunities, insights and connections that fuel their development, progress and passion at every point of their career. Contact us at [alumni@gia.edu](mailto:alumni@gia.edu)

**Membership.** After successfully completing a GIA course or program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 175,000 members across 55 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational and passionate community that aims to help graduates cultivate a lifetime of success.

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

**Global chapters.** GIA's global chapters span the globe from Manhattan to Mumbai. As a member of the GIA Alumni Collective, you have the opportunity to participate in local meetings and events that further your professional development and connect you to your gem and jewelry community. Visit <https://collective.gia.edu/global-chapters.html> to explore or join a local chapter.

# 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.

## Orientation Requirements

Students must complete an online and in-person orientation prior to the first day of class. Students who cannot attend the scheduled in-person orientation, should contact admissions at [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu) as soon as possible to reschedule. Students are not allowed in class until the orientation requirements are completed. Any time spent out of class to complete orientation will be considered missed hour(s) according to the attendance policy.

## Attendance Policy

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

Attendance is specific to the program of enrollment as indicated in the chart below. Students are responsible for being aware of how many hours they have missed. Students who approach the maximum hours allowed are given a courtesy warning.

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation. See ["Advising and Probation" on page 61](#). Any student who misses more than the maximum number of hours allowed are dismissed.

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and lab sessions to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed.

## Maximum Allowable Missed Hours - On Campus

Program	Program	Maximum Missed Hours
Graduate Gemologist	780	68 <sup>1</sup>
Graduate Colored Stones	570	47
Graduate Diamonds	210	21
Jewelry Design	270	23
Jewelry Design and Technology	780	68 <sup>2</sup>
Comprehensive CAD/CAM for Jewelry	210	21

1. No more than 21 hours may be missed in the Graduate Diamonds and 47 hours in the Graduate Colored Stones course.

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

## Maximum Allowable Missed Hours - Lab Classes

Class	Class Hours	Maximum Missed Hours
Diamond Grading Lab Gem Identification Lab	35	3*
Colored Stone Grading Lab	21	2*
Pearl Grading Lab	7	0*

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

## Clock Hours

"Clock hours" refers to number of scheduled instructional hours for each 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.

## Make-Up Hours

---

The attendance policy allows for a limited number of excused missed hours; make-up hours are not available.

Accommodation is made for an approved religious observance. Accommodation requests are to be submitted to the school director for consideration using the form located on the My GIA Education Portal at <https://education.gia.edu>.

## Homework Policy

---

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

## Make-Up Work

---

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

## Classroom Policies

---

Students are required to adhere to the following policies:

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

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

## Testing Policy

---

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

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

## Grading System

Progress and quality of students' work in their program of study is measured by a system of letter grades and grade percentages as shown below. Grades are based on the quality of work as reflected by the learning deliverables and indicated in the course syllabus.

Letter Grade	Percentage Range	Grade Points
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59 below	0.0
INC	Incomplete	This is a temporary grade that is converted back to a letter grade or SWD based on the final grade earned. Students who fail to complete their coursework within the agreed-upon time receive a final grade of SWD.
SWD	Student Withdrawal	Student was withdrawn from their program of enrollment after the cancellation period.
R	Repeat	Course has been retaken and the original grade is replaced by the new grade for academic record purposes.

## Grading Policy

Final grades are awarded to each student, in each program, within two business days of the end date. Assignments, quizzes and exams completed in Blackboard are graded immediately upon submission. Practical assignments, quizzes and exams are typically graded within two business days. Students can access grades and monitor their progress throughout their program in the Blackboard LMS at <https://blackboard.gia.edu>.

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

## Academic Integrity Policy

GIA highly values academic integrity, meaning an honest representation of one's own work. While we also value the benefit of collaborative education where students are able to work with and learn from one another, there is a line between collaboration and academic dishonesty. Students who violate this policy are subject to discipline up to and including dismissal. Examples of academic dishonesty include but are not limited to the following:

**Cheating.** Copying another student's work or using unauthorized aids during an examination/quiz to complete a project, assignment or worksheet. Examples of unauthorized aids include written notes, mobile phone or other device, AI, the Internet and homework, quiz sharing or exchange sites.

**Plagiarism.** Copying work or ideas, including but not limited to the use of electronic aids and misrepresenting them as one's own.

**Falsification.** Making up fictitious information or altering records for the purpose of misrepresentation.

**Facilitation.** Helping another student to cheat, plagiarize, or falsify information. Some examples include:

- Knowingly allowing another student to copy your work
- Sharing or exchanging quiz, exam or assignment questions and/or answers with another student, on a site that may be searched by others, or referring another student to those sites
- Copying or reproducing keycards or quiz, exam or assignment questions by any means
- Unauthorized possession of practical assignments or projects

The failure of a student to report known or suspected cheating or other forms of academic dishonesty is also considered a violation of this policy.

## Student Identity Verification

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

- Collecting a copy of a government-issued photo ID or passport

- Using a secure login and password to complete written assignments, quizzes and exams
- Taking and recording attendance

## Academic Progress Policies

---

GIA monitors each student's academic progress to ensure they are moving toward successful completion of their program. Students receive progress reports at scheduled benchmarks (evaluation periods). Throughout their program, students can monitor their progress in the Blackboard LMS at <https://blackboard.gia.edu> or request a conference with their instructor.

### Satisfactory Academic Progress (SAP)

Students are required to meet academic standards, which are assessed for Satisfactory Academic Progress (SAP) at specific benchmarks (evaluation periods) detailed in the course syllabus. For 780 clock-hour programs (Graduate Gemologist, Jewelry Design & Technology), SAP is also evaluated at the program's midpoint, aligning with the end of the payment period for federal financial aid recipients.

To maintain SAP, students must achieve a cumulative average score of 75% or higher, rounded up to the nearest whole percentage, on all coursework, including homework, practical assignments, quizzes, and exams, as well as fulfill the minimum completion requirements for any practical work specified in the course syllabus at each benchmark (evaluation period).

If students fail to meet SAP requirements at any specified evaluation period, they will be placed on Academic Advising, notified in writing, and issued an Academic Improvement Plan. See "Advising and Probation" on page 61. Students who do not meet the terms of their Academic Improvement Plan may be required to repeat the failed course(s), or they may face dismissal from the program. See "Dismissal Policy" on page 63.

Students in the 780-hour programs who do not meet SAP at the program's midpoint will be placed on Academic Warning. For those receiving federal financial aid, failing to meet SAP requirements will result in a Financial Aid Warning status, which is equivalent to Academic Warning. Students on Academic Warning/Financial Aid Warning will be issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan will be dismissed.

If a student is unable to mathematically achieve good standing within the designated timeframe, they will be dismissed from the program.

### Repeated Coursework

Students on Academic Advising who fail to meet the conditions of their Academic Improvement Plan may be required to repeat part or all of a course or program to fulfill graduation requirements, with associated tuition charges applying. Repeats are subject to seat availability and contingent upon the student's successful appeal to repeat, as well as their ability to mathematically meet the cumulative GPA requirements.

### Maximum Timeframe

Students must complete their program within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours. Additionally, a student is ineligible for federal aid when it becomes mathematically impossible to complete their program within 150% of the published program length. The days that a student is on an approved LOA is excluded from the maximum timeframe measurement. Hours completed in a course or program up to the point where a SWD or INC grade is received are considered attempted hours in the calculation of maximum timeframe measures.

## Extended Lab Hours

---

GIA may schedule additional lab hours for students who are not meeting academic progress standards.

## Advising and Probation

---

Students who do not meet academic, attendance or behavior standards may be placed on an advising or probation status. The purpose of this is to; i) formally notify students that their performance does not meet the standards, ii) set goals for improvement and iii) provide guidelines and a reasonable amount of time to meet those standards.

### Academic Advising

Students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their plan, their academic status is returned to good standing. Students who do not meet the conditions of their plan may repeat part or all of the course or may be dismissed depending on the circumstances.

### Academic Warning/Financial Aid (FA) Warning

Students enrolled in 780 clock-hour programs who fail to meet SAP requirements at the program midpoint are placed on Academic Warning/Financial Aid Warning, notified in

writing, and issued an Academic Improvement Plan. While on Academic Warning, the student is considered to be making academic progress and remains eligible to receive federal financial aid. These students must successfully complete the warning period, which is equivalent to one evaluation period. If a student on warning fails to meet the conditions of their Academic Improvement Plan during the warning period, they will be dismissed. Students dismissed during SAP Warning may appeal for reinstatement at a later date. If the appeal is successful, the student will be reentered on Academic Probation and will not be eligible for financial aid during the probation period (one evaluation period).

### Academic/Financial Aid (FA) Probation

If a student on Academic/FA Warning fails at the next consecutive evaluation period, they will be dismissed from the program. The student may appeal for readmission and, if successful, be placed on Academic/FA Probation through the next grading (evaluation) period. Students on Academic/FA Probation remain eligible for financial aid for one grading (evaluation) period. At the end of the grading (evaluation) period a student will be removed from probation if they successfully complete it; or the student will be dismissed.

### Attendance Probation

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum allowed hours are dismissed.

### Behavioral Probation

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

## Leave of Absence Policy

Students enrolled in any On Campus program may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes are not eligible for a leave of absence. An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact the school director at [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu) for additional information.

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.** The LOA request must be submitted in writing to the school director in advance. A request 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 student's leave and collect the written, signed and dated request at a later date. Students who do not select an available return date within five business days of submitting the LOA request will be withdrawn.

**Returning from Leave.** Students are placed back into the program at a point determined to ensure their success, generally students are asked to repeat two weeks. There is no fee for repeat class time. Students may return earlier from a leave given class availability. Students who do not return as agreed are withdrawn. A final grade of SWD is posted to the student's academic record and any refund is calculated according to the terms of the student's enrollment agreement. Withdrawn students who wish to continue will need to re-enroll from the beginning of the program at current tuition and fees.

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

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

**International Students.** An LOA may impact student visa status. Prior to requesting leave, students must meet with the international student advisor or other designated school official to evaluate their individual situation.

## 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
- 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. International students who are dismissed are in violation of their M-1 student visa and must meet with the international student advisor or other designated school official to discuss their status. Students receiving federal aid must meet with a financial aid advisor to discuss their individual situation.

## Appeal for Readmission

---

Students who are dismissed must submit a formal appeal in order to be readmitted into any GIA program, course or class. Submitting an appeal does not guarantee readmission, which is at the sole discretion of GIA.

### SAP Dismissal

A student may appeal to be reinstated if they were previously dismissed for not meeting SAP. The appeal should include information about the circumstances that affected their academic performance, how those circumstances have been resolved so they will not impact the student's future academic progress, and the reasons why they should be readmitted. Many factors will be reviewed when determining whether a student should be readmitted, including academic performance, attendance, life changes, and account balance.

### Appeal Process

Students must submit an *Appeal for Readmission Form* and any additional supporting documentation to the Admissions Committee for review. The school director, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the appeal. If approved, the student is notified of any readmission terms or conditions.

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

## Graduation Requirements

---

To maintain enrollment, students must continue to meet academic progress, attendance and behavioral standards throughout their program. In order to graduate and earn their credential, students must satisfy the minimum academic requirements shown below and detailed in the course syllabus. All tuition and fees must be paid in full and all stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

### Graduation Requirements – Gemology & Jewelry Arts Programs

- Complete all practical work as specified in the course syllabus.
- Achieve a minimum cumulative course grade of 75% (C) or better.
- Pass both the practical\* and written final exams with a score of 75% or higher.
  - *Note: For the Graduate Colored Stones program, students must pass the practical\* exam with a score of 100%.*
- To pass the Graduate Gemologist program, students must complete the Graduate Colored Stones and Graduate Diamonds courses by meeting the minimum requirements listed above.

\*Each practical exam allows for multiple attempts, see course syllabi for details.

## Student Records

---

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

### Contact Information

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

### Legal Names

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

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

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

- Naturalization documents
- Other court-issued document

### Preferred Name and Pronouns

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 (Blackboard) and in the My GIA Education Portal. Members of the GIA community respect each other by using the personal pronouns individuals identify for themselves. Students may provide a preferred first name and pronouns at the time of admission or anytime thereafter on the My GIA Education Portal.

## Letters of Good Standing

---

Upon request, GIA will issue a letter of good standing that are typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact us at [nyrecords@gia.edu](mailto:nyrecords@gia.edu) or +1 212 944 5900 ext. 3671.

## Transcripts

---

Current students may download an unofficial transcript on the [My GIA Education Portal](#). Graduates may contact [nyrecords@gia.edu](mailto:nyrecords@gia.edu) to request a copy of their unofficial transcript. These are provided at no charge.

Current students and graduates may order an official transcript from our vendor on the [My GIA Education Portal](#) or directly from our vendor at [www.parchment.com/u/](http://www.parchment.com/u/)



[registration/individual](#). There is a \$10 fee for each additional transcript ordered, plus additional fees for expedited shipping.

Contact us at [nyrecords@gia.edu](mailto:nyrecords@gia.edu) for inquiries or further instructions.

## Diplomas and Certificates

Students will receive both a printed and a digital copy of their On Campus diploma or certificate once all graduation requirements are met and the credential has been conferred. Print diplomas are mailed directly to the student's address on record. Students may update their shipping address on the My GIA Education Portal at <https://education.GIA.edu> or by emailing [nyrecords@gia.edu](mailto:nyrecords@gia.edu). The student will receive an email that provides access to the digital version of their certificate or diploma. Once the print diploma or certificate has been shipped, the student will receive an additional confirmation email.

Students must report in writing if a printed diploma or certificate is damaged in transit or was not received within 10 business days after receiving the shipment confirmation. A photo may be required in the case of damage. In these cases, a replacement is provided at no charge and will be reshipped within 15 business days of receiving the student's written notice. For inquiries, contact us at [nyrecords@gia.edu](mailto:nyrecords@gia.edu), +1 917 286 3671 or +1 800 366 8519 ext. 3671.

### Diploma and Certificate Holds

Students will not receive a diploma or certificate until all academic and financial obligations are met.

### Reprint Diplomas and Certificates

Reprint diplomas and certificates are \$70 and \$65 respectively, plus additional fees for expedited shipping. Reprint diplomas and certificates are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor <https://parchmentsupport.force.com> or [nyrecords@gia.edu](mailto:nyrecords@gia.edu), +1 917 286 3671, or +1 800 366 8519 ext. 3671.

## Graduation Announcements

Graduation announcements are available upon request. Contact us at [nyrecords@gia.edu](mailto:nyrecords@gia.edu) or +1 917 286 3533.

## 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](http://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 70 .

## Academic Credentials Usage Policy

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

### Usage Guidelines for Academic Credentials

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

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

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

### General Usage

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

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

### Diplomas

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

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

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

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

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

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

### Employment Citations

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

# Administrative Policies

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

## 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](http://www.GIA.edu/student-consumer-information).

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

### Social Media and Networking

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

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

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

### Violations

The school director or their delegate will commence an investigation into allegations of violation of student code of conduct. Behavior relating to sexual harassment or misconduct will be reported to the Title IX coordinator. See "Title IX Compliance" on page 72. Students are required to cooperate with GIA representatives during an investigation. GIA considers all information collected during an investigation in the decision-making process. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend a student pending investigation. GIA will make every effort to operate on the fundamental principle of mutual trust and respect among students, faculty, staff and administration.

### Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offense. 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.

## 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 have a chemical dependency or substance abuse problem and who want help can learn about many helpful resources from the school director. GIA also offers the TELUS Health Student Support service that connects students with free, confidential emotional health and well-being support conveniently available 24/7 via mobile app, telephone and web. See "TELUS Health Student Support" on page 54 .

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](http://www.GIA.edu/student-consumer-information).

## Dress Code

---

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

## 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.

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

### Timely Warnings

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

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

### Emergency Notifications

While the issuance of timely warnings is predicated on receiving a report of a crime as defined by the Clery Act, emergency notifications are triggered by a far broader range of potential threats — any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors on campus. Emergency notifications will be made without delay, taking into account the scope of the emergency and the safety of the community. Students will be notified by home phone, cell phone, text message or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [www.GIA.edu](http://www.GIA.edu) or call +1 212 944 5900 and listen to the recorded message for further instructions and information. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your My GIA Education Portal at <https://education.gia.edu> or contact student services to make updates to your record. For detailed information on emergency notifications and evacuation procedures, see GIA's Annual Safety Report at [www.GIA.edu/student-consumer-information](http://www.GIA.edu/student-consumer-information).

### Weapons

---

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

### Search and Seizure

---

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

## Video and Audio Monitoring

---

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

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

## Student Privacy Notice

---

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

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

### Family Educational Rights and Privacy ("FERPA")

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

Student rights include:

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

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

### Disclosures that GIA May Make Without Student Consent

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

### Directory Information Definition and Opt-Out

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

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

## Reasonable Accommodation

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

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

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

**Providing accommodation.** Each circumstance will be considered on an individual basis according to the means, limits and experience of GIA and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in GIA's education programs and services. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with the applicant to evaluate the applicant's potential for success and decision to apply.

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

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

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

Jennifer Kim, Deputy 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
 +1 212 944 5900 ext. 3662  
 Mailstop #70  
 50 West 47th Street, Floor 8  
 New York, NY 10036 USA

Kimberly Overlin, 504 Coordinator  
[504coordinator@gia.edu](mailto:504coordinator@gia.edu)  
 +1 760 603 4000 ext. 4093  
 The Robert Mouawad Campus  
 Mailstop #15  
 5345 Armada Drive  
 Carlsbad, California 92008 USA

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

U.S. Department of Education  
 Office for Civil Rights  
 Lyndon Baines Johnson Department of Education Bldg  
 400 Maryland Avenue, SW  
 Washington, DC 20202-1100  
 Telephone +1 800 421 3481  
 Fax +1 202 453 6012; TDD +1 800 877 8339  
[OCR@ed.gov](mailto:OCR@ed.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, Gemological Institute of America, Inc. ("GIA," the "Institute," or "our") has adopted this Title IX Non-Discrimination Grievance Policy and Process. ("Policy"). As set forth in detail herein, GIA:

- Does not discriminate on the basis of sex, including sexual harassment and pregnancy or related conditions, including in admissions and employment, and is committed to providing an educational and workplace environment that is free from sex-based discrimination, harassment, and retaliation;
- Prohibits discrimination on the basis of sex and pregnancy or related conditions in its educational programs and activities, as required by law;
- Is committed to promoting fairness and equity in all aspects of its operations; and
- Values and promotes the equal dignity of all community members and is committed to the pursuit of just resolutions with respect to the rights of all parties involved.
- Inquiries about this Policy, or the application of Title IX may be referred to GIA's Title IX Coordinator, the Assistant Secretary of the Department of Education's Office for Civil Rights, or both.

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

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

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



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

Jennifer Kim, Deputy Title IX Coordinator  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
 +1 212 944 5900 ext. 3662  
 Mailstop #70  
 50 West 47th Street, Floor 8  
 New York, NY 10036 USA

Kimberly Overlin, Title IX Coordinator  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
 +1 760 603 4000 ext. 4093  
 The Robert Mouawad Campus  
 Mailstop #15  
 5345 Armada Drive  
 Carlsbad, California 92008 USA

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

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

## Complaint Policy and Procedure

---

### Complaint Policy

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

### Complaint Procedure

Students should raise concerns as soon as possible so that they can be properly addressed. Students are encouraged to try to resolve any issue or concern by first discussing them with the appropriate school official. If the student is unable to

reach a resolution, or in cases where informal resolution is not appropriate, the student may submit a formal complaint.

A formal complaint must be submitted to the school director in writing at [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu) and contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included.

The director will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

If the student does not feel the school has adequately addressed the complaint, they may submit their complaint to GIA's Headquarters by emailing the dean of students at [deanstudents@gia.edu](mailto:deanstudents@gia.edu). The complaint must contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included. The dean will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

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

GIA maintains separate policies and procedures to address complaints related to sexual misconduct, discrimination, harassment and retaliation and reasonable accommodation. See "Title IX Compliance" on page 72 and "Reasonable Accommodation" on page 71 .

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

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

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

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Where issues or educational services, student services, or tuition are concerned, a student complainant must have exhausted all efforts to resolve a complaint with the institution before filing a complaint with DEAC.

Complaints may be submitted to DEAC using the complaint form found at [www.deac.org/Student-Center/Complaint-Process.aspx](http://www.deac.org/Student-Center/Complaint-Process.aspx). Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorizing DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution. Written complaints may be submitted to:

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

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

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

## 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.

## Animals on Campus

---

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

## Visitors

---

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

## Student ID Badges

---

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

## 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](http://www.GIA.edu/ethics-compliance) to view the GIA Code of Conduct.

## 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.

## Copyright Infringement and Peer-to-Peer File Sharing

---

Students must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution in addition to disciplinary action by GIA, up to and including dismissal. See [www.GIA.edu/copyright-infringement](http://www.GIA.edu/copyright-infringement) for the full policy.

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used except as described at [www.GIA.edu/copyrights-trademarks](http://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](mailto:guidelines@gia.edu).

# Index

## A

Academic Integrity [60](#)  
 Academic Progress Policies [61](#)  
 Academic Records [64](#)  
 Accreditation and Licensing [6](#)  
 ACCSC [6](#)  
 Admissions Policies and Procedures [31](#)  
 Admissions Requirements [31](#)  
 Advising and Probation [61](#)  
 Advisory Boards [8](#)  
 Appeal for Readmission [63](#)  
 Attendance Policy [58](#)

## B

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

## C

Campus Safety and Security [68](#)  
 Cancellation of Enrollment [43](#)  
 Career Services [55](#)  
 CIP Code [6](#)  
 Class Schedules [48](#)  
 Classroom Hours [12](#)  
 Classroom Policies [59](#)  
 Classrooms and Equipment [10](#)  
 Clery Report [68](#)  
 Clock Hours [58](#)  
 Code of Conduct [67](#)  
 Community Service [11](#)  
 Complaint Policy [73](#)  
 Consumer Information [36](#)  
 Contacts [13](#)  
 Copyright Infringement [75](#)  
 Counseling [54](#)  
 Credentials Usage Policy [65](#)

## D

Diplomas and Certificates [65](#)  
 Disability Accommodation [71](#)  
 Dismissal Policy [63](#)  
 Dress Code [68](#)  
 Drug and Alcohol Abuse Prevention [68](#)

## E

Education Committee of the Board [8](#)  
 Education Management [9](#)  
 Emergency Notifications [69](#)  
 English-Language Proficiency [32](#)  
 Executive Management [7](#)

Extended Lab Hours [61](#)

## F

Facility [10](#)  
 Faculty [9](#)  
 Federal Student Aid [39](#)  
 Fees [37](#)  
 FERPA [70](#)  
 Financial Aid [39](#)  
 Financial Assistance [39](#)  
 Food and Beverage [54](#)

## G

Grading Policy [60](#)  
 Grading System [60](#)  
 Graduate Colored Stones [20](#)  
 Graduate Diamonds [18](#)  
 Graduate Gemologist [15](#)  
 Graduation Requirements [64](#)  
 Grievances [73](#)

## H

Health Care and Insurance [54](#)  
 History of GIA [5](#)  
 Homework Policy [59](#)  
 Hours of Operation [12](#)  
 Housing [54](#)  
 How to Apply [32](#)

## I

International Student Advising [55](#)

## L

Leave of Absence [62](#)  
 Legal Name Change [64](#)  
 Library and Learning Resources [56](#)  
 Lost or Damaged Materials [75](#)

## M

Make-Up Hours [59](#)  
 Make-Up Work [59](#)  
 Mission Statement [5](#)

## N

Name Change [64](#)  
 Non-Retaliation Policy [74](#)  
 Notice Concerning Transferability of Credits and Credentials Earned at Our Institution [36](#)

## O

OEDS [52](#)  
 On Campus Programs [14](#)  
 Orientation [58](#)

## P

Payment Due Dates [37](#)  
 Payment Methods [33](#)  
 Peer-to-Peer File Sharing [75](#)  
 Preferred Name and Pronouns [64](#)  
 Prior Criminal Offenses [33](#)  
 Privacy [70](#)  
 Probation [61](#)  
 Program Advisory Committee [8](#)  
 Programs [14](#)

## R

Reasonable Accommodation [71](#)  
 Refund Policy [43](#)  
 Residency and Applicant Screening [33](#)  
 Resources [13](#)  
 Return of Title IV Funds [45](#)

## S

Satisfactory Academic Progress [61](#)  
 Scholarships [42](#)  
 School Calendar [12](#)  
 School Closure Dates [12](#)  
 Smoking on Campus [68](#)  
 Student Code of Conduct [67](#)  
 Student ID Badges [74](#)  
 Student Identity Verification [60](#)  
 Student Life [11](#)  
 Student Loans [39](#)  
 Student Privacy Notice [70](#)  
 Student Services [54](#)  
 Student Support Program [54](#)  
 Student Visas [34](#)

## T

TELUS Health Student Support SSP [54](#)  
 Testing Policy [59](#)  
 Third-Party Payer Information [33](#)  
 Timely Warnings [69](#)  
 Title IX [72](#)  
 Transcripts [64](#)  
 Transfer Credit Policy [36](#)  
 Transportation [54](#)  
 Tuition and Fees [37](#)

## V

Visa Requirements [34](#)

## W

Withdrawal of Enrollment [43](#)



## CAMPUS LOCATIONS

GEMOLOGICAL INSTITUTE OF AMERICA, INC.

---

Carlsbad, California – Headquarters  
+1 800 421 7250 | [admissions@gia.edu](mailto:admissions@gia.edu) | [www.GIA.edu](http://www.GIA.edu)

New York, New York – Branch of Carlsbad  
+1 212 944 5900 | [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu) | [www.GIA.edu](http://www.GIA.edu)

## AFFILIATED ENTITIES

---

Bangkok, Thailand  
GIA (International) Company Ltd.  
+66 2779 6100 | [giabkkedu@gia.edu](mailto:giabkkedu@gia.edu) | <https://bangkok.GIA.edu>

Hong Kong, China  
GIA Hong Kong Limited  
+852 3166 7001 | [giahongkong@gia.edu](mailto:giahongkong@gia.edu) | <https://hongkong.GIA.edu>

London, United Kingdom  
GIA England  
+44 20 7813 4321 | [gialondon@gia.edu](mailto:gialondon@gia.edu) | <https://london.GIA.edu>

Mumbai, India; Surat, India - Branch of Mumbai  
GIA India Laboratory Private Limited  
+91 22 4085 1500 | [eduindia@gia.edu](mailto:eduindia@gia.edu) | [www.GIAindia.in](http://www.GIAindia.in)

Taipei, Taiwan  
GIA Instrument (Taiwan) Company  
+886 2 2771 9391 | [giataiwan@gia.edu](mailto:giataiwan@gia.edu) | [www.GIAtaiwan.com.tw](http://www.GIAtaiwan.com.tw)