



GIA®

# 2017 Education Catalog

New York Campus





Everywhere

**GIA<sup>®</sup>**

This very moment, somewhere in the world, someone like you is learning a skill, expanding abilities, and moving forward through GIA's incomparable educational programs. Someone else is turning to a GIA-trained jewelry professional to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA report to determine a gemstone's quality.

For 85 years, GIA has been the world's foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments, and research set the professional standards for the global gem and jewelry industry. We at GIA are honored that you have chosen us for your education, and we are proud to offer you the knowledge and credentials you need to reach across the world.

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Visit [GIA.edu](http://GIA.edu) for the most current information, and for additional information for students.

# Welcome

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

After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings.

GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion. From gemology to jewelry design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewelry education. Many of these alumni now hold influential positions all along the industry pipeline, and with a GIA diploma, you can take your place beside them. As a student and alumnus, you'll become a member of the GIA family – a global network of industry professionals who share your passion and commitment to excellence.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to embrace a whole new world of opportunities. We look forward to helping you on your professional journey.



Susan M. Jacques, GIA GG

President and CEO



# What Is GIA?

## An Institution Founded on Research, Fueled by Passion

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.

## 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 with more than 365,000 students and alumni from seven schools in six countries, 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.

## 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.

*To learn more about GIA history, visit [GIA.edu](http://GIA.edu)*



GIA's New York campus is located in the IGT building in Manhattan.

# What Is GIA?

An Institution Founded on Research, Fueled by Passion



1931: GIA Founder Robert M. Shipley professionalizes the jewelry industry through gemological education.



1940s and '50s: GIA develops the 4Cs and the International Diamond Grading System™ to objectively compare and evaluate diamonds. GIA is first to detect laboratory-irradiated, color-enhanced yellow diamonds.



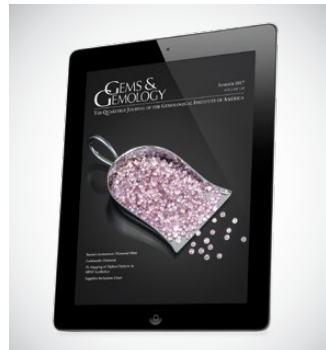
1934: GIA registers loupe with triple aplanatic lens, thereby creating the modern professional jeweler's loupe. Shown is a 1997 model.



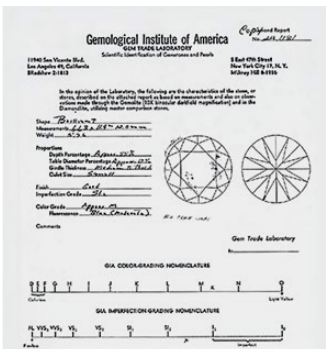
GIA lab classes teach critical skills you can only get from one-on-one attention and hands-on experience.



1938: GIA introduces the first microscope to combine darkfield illumination with binocular magnification.



2013: Gems & Gemology, the gem and jewelry industry's premier research publication, is made available online for free on GIA.edu – every issue since 1934. Summer 2015 issue shown here.

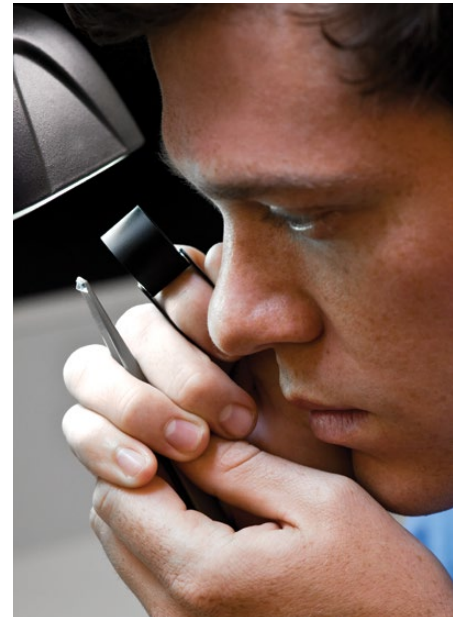


1955: GIA Gem Laboratory issues the first diamond grading report.

# Known Across the World

GIA Diplomas – Emblems of Credibility

A comprehensive GIA education is considered the pinnacle of training and professional development in gems and jewelry. We teach using the latest research, technology, and time-tested skills, while instilling the importance of professional integrity in our students. A true mark of global distinction, a GIA diploma is a symbol of knowledge and trust.



Our graduates fill key positions at Tiffany & Co., Ben Bridge Jeweler, Cartier, David Yurman, Green Lake Jewelry Works, Helzberg Diamonds, Jewelry Television (JTV), Christie's, and Sotheby's – just to name a few.



*Courtesy: Stuller*

Above, left to right - GIA field gemologists travel around the globe to conduct research to support GIA's education; here, Vincent Pardieu visits the May Thuong ruby deposit mine in North Vietnam. / Buyer at Tahiti Perles Auction, Kobe, Japan. / Diamond Grading lab class.

# Known Across the World

GIA Diplomas – Emblems of Credibility



GIA graduates are united by the common bonds of prestige and credibility. Our graduates fill key positions at Tiffany & Co., Ben Bridge Jeweler, Cartier, David Yurman, Green Lake Jewelry Works, Helzberg Diamonds, Jewelry Television (JTV), Christie's, and Sotheby's – just to name a few.

To employers all over the world, a GIA diploma shows your commitment to a career in gems and jewelry. And to

customers all over the world, it is the badge of a trusted expert – the emblem of credibility across the world of gems and jewelry.

For 85 years, GIA has been the starting point for the world's premier gemologists, top jewelry business owners, successful designers, bench jewelers, and leading retail sales professionals. Our credentials are coveted, respected, and known everywhere. Earning a GIA diploma

gives you the expertise and confidence that can help you create the career of your dreams.

When you complete your GIA education, you not only empower yourself with the knowledge you need for a successful career, but you'll also become part of a worldwide network of GIA alumni who share your passion for gems and jewelry – alums who can help you forge your own career.

Above, left to right - Jewelry Design and Technology Program / Find your passion and do what you love. / GIA Graduate Gemologist graduation.

# New York

Welcome to the Most Exhilarating City on Earth



## See the Diamond District in action

In the heart of New York's Diamond District glitters the International Gem Tower (IGT), a 34-story skyscraper that is GIA's home. 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.

GIA's laboratory, research facility, and campus occupy almost 100,000 square feet on four floors of IGT, with an entire floor devoted to education. Here you'll find gemology and jewelry manufacturing arts classrooms built for learning, discussion, and networking.

## Gain an insider's view of the industry

You'll have an opportunity to attend a guided tour of GIA's facility in New York. This is also where GIA has been offering services for the identification and classification of natural and cultured pearls since 1949.

As part of the Graduate Diamonds program, you may be provided with an optional student tour to the world renowned Diamond Dealer's Club. For Jewelry Manufacturing Arts students, an optional tour to the nearest engineering and casting house for exposure to manufacturing processes will be provided. New York students are invited to industry events and trade shows. At these shows, industry leaders meet to preview next season's lines and to conduct business.

## PROGRAMS

# Gemology

GIA offers a comprehensive selection of classes that cover the world of gemology. With a gemology education from GIA comes the opportunity to learn from the creators of the 4Cs and the International Diamond Grading System™.



## Welcome to the world of gemstones

Graduates of GIA's gemology diploma programs and certificate courses begin careers in a variety of positions, such as assistant buyer, assistant store manager, customer service representative, diamond grader, gemologist, inventory control specialist, outside sales representative, diamond sales representative, wholesale sales representative, quality control professional, retail sales associate, and stone sorter.



Above - Earn your GIA credential and find your ideal career.

## PROGRAMS

# Gemology



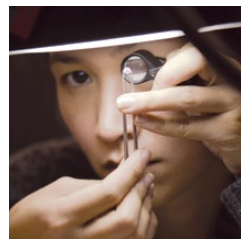
## Graduate Gemologist

Immerse yourself in the world of diamonds and colored stones, and earn one of the most coveted credentials in the gem and jewelry industry.



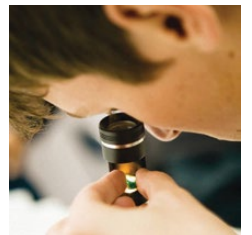
## Graduate Diamonds

You'll learn from the creators of the 4Cs of diamonds in this diploma program.



## Graduate Colored Stones

The possibilities are endless with this diploma program – just like the variety of gemstones out there.





DIPLOMA PROGRAM

# Graduate Gemologist

GIA Graduate Gemologists often choose these careers:

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

## The Most Coveted Credential in the Gem and Jewelry Industry

The GIA Graduate Gemologist diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate, and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated, and synthetic gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a polariscope, a dichroscope, a handheld spectroscope, Mini Maglite, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a lab manual, and printed course materials.

The Graduate Gemologist diploma program will cover:

- Developing in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learning how they affect diamond value
- Grading diamonds in the D-to-Z color range consistently and accurately
- Using gemological equipment and procedures to grade and identify hundreds of gemstones
- How to explain the GIA Colored Stone Grading System and evaluate gemstone quality
- Identifying and grading common and unusual colored stones
- Identifying characteristics, simulants, and treatments, and when advanced testing is required
- Translating technical knowledge into valuable information for effective sales and excellent service
- Discovering the vast array of diamonds and gemstones, and following their paths from formation to marketplace

## WHAT YOU EARN

GIA Graduate Gemologist Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma

*Gem courtesy: Ramiro Rivero  
 & Metals del Oriente S.R.L.  
 Crystal courtesy: Michael Evans.*



Left - Diamonds in many shapes and sizes. / Right - GIA DLScope Professional with rough and polished amethyst.



## DIPLOMA PROGRAM

## Graduate Gemologist

## Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours/Instructional Weeks	780 clock hours/ 26 instructional weeks
Program Length (Calendar duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$21,000.00†

## SCHEDULES

Please see the schedules starting on page 58 for specific dates and location offerings.

## Gainful Employment Information

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program, and other important information is included in the Gainful Employment (GE) Information Sheet.

<http://www.gia.edu/gainful-employment-info-sheet-gg-ny>

† Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details.



Crystal courtesy:  
Bill Larson



## DIPLOMA PROGRAM

# Graduate Diamonds

### GIA Graduate Diamonds graduates often choose these careers:

Auction House Jewelry Specialist  
 Diamond Buyer  
 Diamond Sorter/Grader  
 Jewelry Business Owner  
 Retailer  
 Wholesaler



Left - Students develop an eye for examining diamonds. / Right - Rough and polished diamonds.

## The Tremendous, Treasured, and Timeless Diamond

The Graduate Diamonds diploma program examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma program explores the GIA diamond grading procedures to assess the 4Cs – color, clarity, cut, and carat weight – and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond's quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, synthetic diamonds, and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, the role cut plays in the marketplace, and important sectors of the diamond industry, including dealers, cutters, and manufacturers. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual, and printed course materials.

The Graduate Diamonds diploma program will cover:

- Developing in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut, and carat weight), and learning how they affect diamond value
- Grading diamonds in the D-to-Z color range
- Detecting diamond synthetics, treatments, and simulants
- Recognizing when advanced testing is required
- Speaking the language of diamonds confidently to customers, suppliers, and vendors

## WHAT YOU EARN

GIA Graduate Diamond Diploma

### Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours/ Instructional Weeks	210 clock hours/ 7 instructional weeks
Program Length (Calendar duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$6,600.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 58 or specific dates and location offerings.

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details.



## DIPLOMA PROGRAM

# Graduate Colored Stones

**GIA Graduate Colored Stones graduates often choose these careers: Appraiser**

Auction House Jewelry Specialist  
 Colored Stone Buyer  
 Estate Jewelry Dealer  
 Jewelry Business Owner  
 Jewelry Buyer  
 Pawnbroker  
 Retailer  
 Wholesaler  
 Wholesaler

## Countless Colors, Limitless Possibilities

The Graduate Colored Stones diploma program explores the identification of common and unusual gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated, and synthetic gemstones. The program also examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability. This program also includes the study of more than 60 species of gemstones, and how illumination techniques can facilitate the identification process. When studying on campus, you will keep a polariscope, a dichroscope, a handheld spectroscope, a refractometer with polarizing filter, tweezers and removable magnifying eyepiece, refractive index (RI) liquid, a lab manual, and printed course materials.

The Graduate Colored Stones diploma program will cover:

- Building a knowledge base about colored stones and the colored stone market
- Using gemological equipment effectively to identify gemstones
- How to explain the GIA Colored Stone Grading System and evaluate gemstone quality
- Recognizing how quality, rarity, and color affect value
- Determining how market factors affect gem value

## WHAT YOU EARN

GIA Graduate Colored Stones Diploma

### Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours/ Instructional Weeks	570 clock hours/19 instructional weeks
Program Length (Calendar duration)	20+ calendar weeks Program length (calendar duration) may vary based on holidays or other scheduled breaks
Tuition in U.S. Dollars	\$14,400.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 58 for specific dates and location offerings.

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details..



Above - Student using a loupe to examine a gemstone.

## DIPLOMA PROGRAMS AND CERTIFICATE COURSES

## Jewelry Manufacturing Arts

Creativity and creation are the heart and soul of Jewelry Manufacturing Arts. These classes delve into the world of jewelry design and production. Through hands-on, action-oriented coursework, you'll work with professional equipment and gemstones as you learn to turn inspired jewelry ideas into polished works of art.

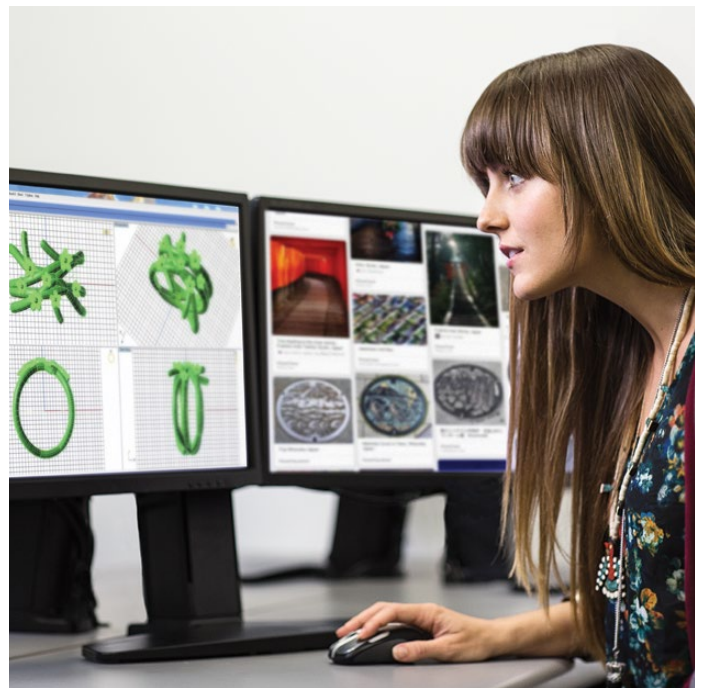


### Welcome to the World of Jewelry Design and Manufacturing

GIA's Jewelry Manufacturing Arts programs and courses prepare you

to begin a career in a variety of positions, jewelry designer, CAD designer or technician, or product developer.

Jewelry Manufacturing Arts programs and courses are offered only on campus. Full-time programs range from seven to twenty-seven weeks.



Above - Exploring the design process in the Jewelry Design & Technology diploma program. Left - Ring by Tess Lecklitner, JDT Graduate.

## DIPLOMA PROGRAMS AND CERTIFICATE COURSES

# Jewelry Manufacturing Arts



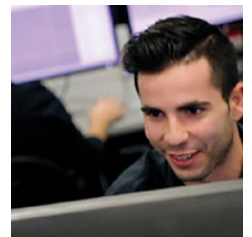
## Jewelry Design & Technology

Find your inspiration and make it a reality through 3D computer modeling. Create a portfolio of your own jewelry designs, prototype your ideas on a 3D printer, and learn what makes a design manufacturable.



## Comprehensive CAD/CAM for Jewelry

This on-campus course covers the driving force behind jewelry design and manufacturing. Immerse yourself in this exciting technology.



## Jewelry Design

Hand illustrations of custom jewelry pieces are timeless, and so is this on-campus course where you'll explore this craft.





DIPLOMA PROGRAM

# Jewelry Design & Technology

**GIA Jewelry Design & Technology often choose these careers:**

CAD Jewelry Designer  
 CAM Machine Operator  
 Jewelry Business Owner  
 Jewelry Buyer  
 Product Developer  
 Quality Assurance Specialist



## Skills for Today and Tomorrow

The Jewelry Design & Technology diploma program covers topics essential to becoming a jewelry designer and technology professional, including being able to create a piece of jewelry in CAD, understanding the challenges that come with its manufacturing, and knowing how to make it within budget. Instructors teach GIA's three-step process of inspiration, manipulation, and communication to create attractive designs that are engineered for manufacturing. Other topics taught include important periods of jewelry history and their influence on contemporary design, jewelry manufacturing techniques, trade and safety practices, business fundamentals, and decorative techniques. You will be provided with a one-year student license for Matrix and Rhinoceros software, a 10x loupe, and hand-measuring tools for you to keep.

The Jewelry Design & Technology diploma program will cover:

- Using fundamental design concepts, including texture, shape, form, balance, negative space, color, and more
- Applying jewelry engineering concepts to make durable and comfortable pieces that are long lasting
- Creating, rendering, and prototyping designs using CAD software like Rhinoceros 3D, Matrix, T Splines, and V-Ray rendering; and CAM hardware like a 3D printer
- Designing and developing CAD models using the metrics of scale, proportion, and element relationships; and within the constraints of cost, time, size, style, and manufacturing methods
- Selecting appropriate precious metals and gems based on engineering, design, and manufacturing considerations
- Determining optimal manufacturing processes for the creation of jewelry, like die striking, machine making, and casting
- Inspecting designs and prototypes to ensure proper engineering and that they meet GIA Quality Assurance Benchmarks
- Developing digital and physical portfolios of class projects and custom designs that are ready for presentation to potential clients and employers, and displaying work in a final design exhibition

## WHAT YOU EARN

GIA Jewelry Design & Technology Diploma

# How to Earn Your Jewelry Design & Technology Diploma

## Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours/Instructional Weeks	570 clock hours/19 instructional weeks
Program Length (Calendar duration)	20+ calendar weeks Program length (calendar duration) may vary based on holidays or other scheduled breaks
Tuition in U.S. Dollars	\$14,400.00 <sup>†</sup>

## SCHEDULES

Please see the schedules starting on page 58.

## JEWELRY DESIGN & TECHNOLOGY REQUIREMENTS

GIA provides computers and software when you are in class. A student license for Matrix and Rhinoceros software is included in the books and materials fee; however, students are expected to have their own computer hardware and software to complete their homework.

Jewelry Design & Technology students must have access to a computer that meets the minimum requirements described. See page 53 for the estimated average cost to purchase these items.

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details.

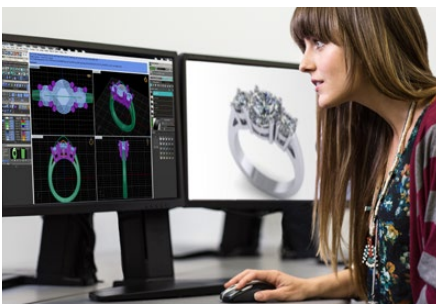
## GAINFUL EMPLOYMENT INFORMATION

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program, and other important information is included in the Gainful Employment (GE) Information Sheet.

<http://www.gia.edu/gainful-employment-info-sheet-jdt-ny>

## PERSONAL COMPUTER REQUIREMENTS FOR JDT PROGRAM

- **Windows-based operating system. Matrix software does not support the use of the Apple or Linux operating systems**
  - > Processor
  - > Minimum: Intel Quad Core i5 2GHz or higher
  - > Recommended: Intel Quad Core i7 2GHz or higher
- **RAM**
  - > Minimum: 4 GB
  - > Recommended: 8 - 12 GB or more
- **Graphics Card (GPU)**
  - > NVIDIA GeForce GTX Video card with minimum 1GB VRAM
  - > Minimum: NVIDIA GeForce 700 Series (GTX750, 850, 950)
  - > Recommended: NVIDIA GeForce 900 Series (GTX960, 970)
- **Hard Drive:**
  - > 250 GB hard drive or larger
- **DVD-ROM or DVD+/-RW drive required (software install is DVD format)**
- **Operating System:**
  - > (64-bit) Windows 7 Home Premium, Professional, or Ultimate
  - > (64-bit) Windows 8/8.1 Standard, Pro, or Enterprise
  - > (64-bit) Windows 10
- **Monitor and resolution**
  - > 19-inch monitor (desktop) or larger
  - > 15- or 17-inch monitor (laptop) or larger
  - > Minimum resolution: 1440 x 900 Recommended resolution: 1920 x 1080 or higher



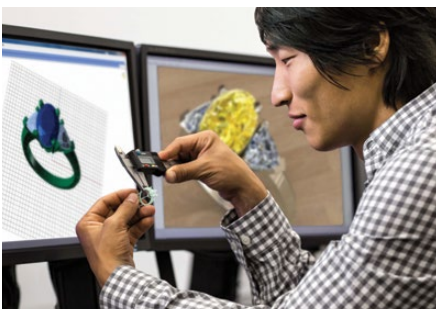
Create a mood board to capture your inspirational ideas as you're taught to apply the elements and principles of design to your creations.

## Design



Participate in projects that mirror real-world product development teams as you build your design portfolio.

## Student Collaboration



You will be taught how to make jewelry that will endure the course of normal wear, by applying GIA Quality Assurance Benchmarks to your designs.

## Product Engineering



Showcase your designs, prototypes, and castings to fellow students and industry guests in a design exhibition at the culmination of the program.

## JDT Design Show



## DIPLOMA PROGRAM

# Comprehensive CAD/CAM for Jewelry

GIA Comprehensive CAD/CAM graduates often choose these careers

CAD Service Bureau Owner

Jewelry CAD Technician

Product Developer



Above - Students will have many opportunities for one-on-one interaction with instructors.

## The Driving Force in Jewelry Design Manufacturing Technology

This comprehensive seven-week course covers the skills necessary to become a CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing) technician. Skills taught include using CAD software (Rhinoceros 3D and Matrix) to develop models, and V-Ray software for photorealistic renderings. Topics covered also include subtractive and additive CAM machines, rapid prototype models of selected designs, jewelry manufacturing techniques, GIA's Quality Assurance Benchmarks, and jewelry-engineering standards.

- The Comprehensive CAD/CAM for Jewelry course will cover:
- Creating CAD models within the metrics of scale, proportion, and element relationships
- Developing CAD models within the constraints of cost, time, size, style, and manufacturing methods
- Distinguishing between various CAD software, including Rhino and Matrix; and various CAM methods, including 3D printing
- Modeling and rendering manufacturable pieces of jewelry using CAD and displaying them in a final exhibition

## WHAT YOU EARN

GIA Comprehensive CAD/CAM for Jewelry Certificate

## How to Earn Your Certificate

### Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$5,750.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 58 for specific dates and location offerings.

### Comprehensive CAD/CAM Requirements

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

Although a computer is not required for this course, a one-year student license for

Matrix and Rhinoceros software is included in the Books and Materials fee. If you decide to purchase a computer to work on at home, refer to the minimum computer requirements on page 19. Please note that you will also be provided with a hard drive containing all course materials. A computer will make it easier to review and practice outside of class.

Complete tuition and fees for this location can be found at GIA.edu

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details.



CERTIFICATE COURSE

# Jewelry Design

GIA Jewelry Design graduates often choose these careers:

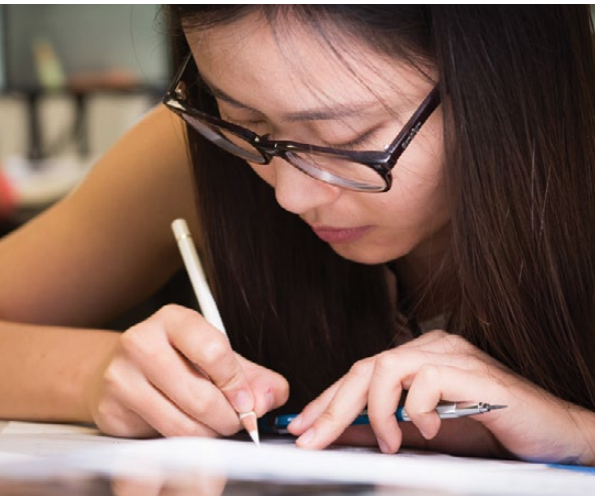
Custom Designer

Hand Renderer

Jewelry Business Owner

Jewelry Designer

Sales Associate



Above - Students will have many opportunities for one-on-one interaction with instructors.

## Illustrate Your Way to a Successful Future

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

The Jewelry Design certificate course will cover:

- Learn rendering for yellow and white metals, as well as faceted and cabochon gemstones and pearls
- Illustrating rings and other pieces of jewelry
- Learn about sources for jewelry design inspiration and developing motifs to create jewelry objects
- Rendering jewelry designs using drafting tools for display as a participant in the final class design exhibition
- Creating a portfolio of class projects and custom designs that is ready for presentation to potential clients and employers

## WHAT YOU EARN

GIA Jewelry Design Certificate

## How to Earn Your Certificate

### Program Details

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

Program Number	JMA 400
Program Title	Comprehensive CAD/CAM for Jewelry
Clock Hours/Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar duration)	7+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Tuition in U.S. Dollars	\$5,750.00 <sup>†</sup>

### SCHEDULES

Please see the schedules starting on page 58 for specific dates and location offerings.

Complete tuition and fees for these locations can be found at [GIA.edu](http://GIA.edu)

<sup>†</sup> Tuition does not include books, materials or sales tax (if applicable). See page 56 for fee details.

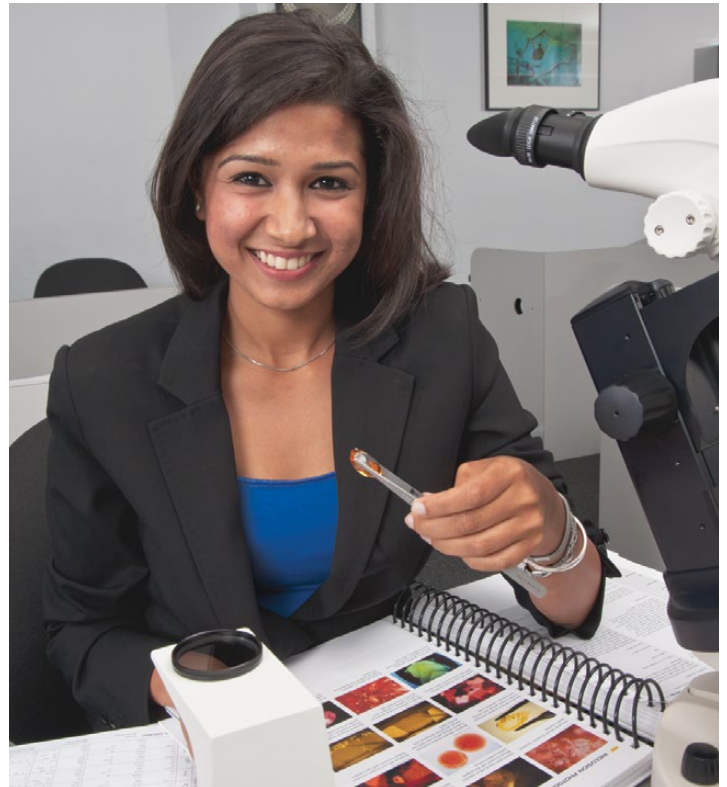
## CLASS DESCRIPTIONS

# Lab Classes

The Ideal Blend of Classroom Instruction and Hands-on Learning

If you want to learn about diamonds, colored stones, how to grade and identify stones, your lab class can be a transformative experience.

Lab classes are where you gain hands-on experience under the watchful eye of experienced GIA instructors. You will also learn to use professional gemological equipment.



Top - Identify the characteristics of gemstones.

# Lab Class Course Descriptions

## Gemology Lab Classes

### GEM 220L Colored Stone Grading Lab

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity, and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone, and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Once you have completed the class, you will keep a lab manual, a gem cloth, and a color grading card.

**Class duration:** 3 days or 6 nights (21 clock hours)

**What you earn:** Letter of Completion

### GEM 240L Gem Identification Lab

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Tools used include a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope, and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones, and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 37.) Once you have completed the class, you will keep a lab manual, a gem cloth, and a color grading card.

**Class duration:** 5 days or 10 nights (35 clock hours)

**What you earn:** Letter of Completion

### GEM 149L Pearl Grading Lab

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value, and quality in merchandise. Upon completing the class, you will keep a lab manual for future reference.

**Class duration:** 1 day or 2 nights (7 clock hours)

**What you earn:** Letter of Completion

### GEM 230L Diamond Grading Lab

Through a unique combination of hands-on training, one-on-one coaching, and multimedia, the Diamond Grading lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a jeweler's loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. Once you have completed the class, you will keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card, and a color grading card.

**Class duration:** 5 days or 10 nights (35 clock hours)

**What you earn:** Letter of Completion

GIA gemology lab classes do not fall within the scope of ACCSC or DEAC accreditation.

## Admissions Requirements

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Applicants must have a high school diploma or equivalent to be admitted into GIA courses and programs.

All documents sent to GIA Admissions must be in English or accompanied by a certified copy of English-language translation. GIA accepts copies, but may request original documentation.

In addition to your enrollment application and deposit, GIA requires the following documents:

1. Copy of valid U.S. government-issued photo ID or passport identifying your full name, birth date, citizenship, and country of birth.
2. Copy of high school diploma; or
3. Official high school transcript showing graduation date; or
4. Copy of High School Equivalency Diploma or GED, TASC, HiSET, or
5. Copy of associate's, bachelor's, master's, or doctorate degree from an accredited college or university or official transcript indicating the same.
6. Students completing high school in a foreign country, where a language other than English is the official language, must have the transcript and/or diploma translated into English by an education evaluation service, which offers translation services or by an individual who is college educated and fluent in both English and the language of the transcript and/or diploma. The individual providing the translation must sign a notarized affidavit that: 1) attest to their not being an employee or otherwise affiliated with the licensed private career school that the student seeks to attend.; 2) provides the name, address, email and phone number of the translator and the student; 3) the translator is knowledgeable of the English language and the language of the student's transcript and/or diploma and states how the English language or foreign transcript and/or diploma language was learned and where their college degree was obtained; and 4) affirms that the translation is a true and complete translation of the original.
7. Home-schooled high school graduates must provide a copy of their diploma, transcript or a state-issued secondary school completion credential.
8. On-campus and lab class applicants must be at least 18 years of age. Applicants who have been convicted of a felony must also submit the following documents to be reviewed by the Admissions Committee:
  - A detailed explanation of the circumstances surrounding the felony and how a GIA education will support the applicant's career goals
  - A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
  - At least one character reference letter from a non-relative, written on appropriate letterhead GIA will respond to the student within 10 working business days upon receiving the application.

## How to Apply and Related Deadlines

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### On-Campus Students

Apply for on-campus programs or courses online or by downloading the application and registration form, and submit to the campus you wish to attend. Required documents must be submitted to and received by GIA to be considered for on-campus admission. GIA will notify you via email of your enrollment status.

There are no application deadlines. Although GIA holds classes year-round, on-campus programs typically reach capacity at least two to three months in advance, so we encourage you to apply at least three to four months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available.

### Lab Class Students

There are no application deadlines. However, classes typically reach capacity at least two to three months in advance, so we encourage you to apply at least three to four months before the start date. If a class reaches capacity, you will be placed on a wait list and notified if a seat becomes available. Full payment is due 30 days prior to the start of a class. For Lab Classes, please contact Admissions at [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu) or call +1 800 366 8519 or +1 212 944 5900

## Admission for Non-U.S. Citizens

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

In addition to the admission requirements listed on page 24, international students must meet the following admissions criteria:

### Enrollment Requirements

All student applicants from outside the United States must meet the following enrollment requirements.

All documents sent to GIA Admissions must be in English or accompanied by a certified copy of English-language translation. GIA accepts copies, but may request original documentation.

1. A copy of your valid passport identifying your full name, birth date, citizenship, and country of birth.
2. Proof of financial support: Documentation verifying that you or your sponsor has sufficient liquid assets to cover all tuition and estimated living expenses for the duration of your U.S. study at GIA. Estimated living expenses are at least \$2,450 per month of study at GIA in New York. Sufficient funds must also be available for your spouse or children (under 21) who will accompany you; expenses are estimated at \$500 per month for your spouse and \$350 per month for each dependent child.
  - Personal, relative, non-relative, business or corporate funding financial support requirements: Please submit a copy of a bank statement or financial institution letter. The bank statement or financial institution letter must have the name of the account holder, business or corporation, dated within the last six months, have specific available funds and denomination of currency. Financial institution bank letters must include the bank stamp, be on official letterhead and signed by the bank manager.
  - Private scholarships, bank loans, government sponsorship or other similar financial support requirements: Please submit a copy of a letter from the organization, government or financial institution. This letter must be from the organization, government or financial institution, on their official letterhead, signed and dated within the last six months by the official responsible for funds distribution, include the student's full legal name, sponsorship type, amount and duration of the sponsorship. The amount must show specific available funds and denomination of currency.

Please contact a GIA Admissions Representative or the International Student Advisor for specific financial support requirements. Proof of financial support is not required for U.S. Permanent Residents.

3. Letter of financial responsibility from your sponsor. If you did not submit proof of personal financial support, your sponsor must submit a copy of a letter of financial responsibility with his or her financial documents. The financial responsibility letter must be a dated document, which includes the student's name and signature, sponsor's name and signature, relationship to the student, sponsorship duration and amount. Please request the financial responsibility letter from GIA Admissions or the International Student Advisor. The letter of financial responsibility is not required for U.S. permanent residents.
4. Documentation of your English proficiency is required by providing evidence of one of the following (please read the specific requirements for each carefully):
  - Test of English as a Foreign Language (TOEFL®): Obtain a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The TOEFL institutional code is 9028 for GIA. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](https://ets.org/toefl)
  - International English Language Testing System (IELTS™) exam: Achieve an overall band score of at least 5.0 on the Academic IELTS test. [ielts.org](https://ielts.org)

- The Test of English for International Communications™ (TOEIC®): Achieve an overall score of at least 650 on the TOEIC® Listening and Reading test – Public Testing Program. Please note that the TOEIC® Listening and Reading test - Institutional Testing Program and the TOEIC® Certificate of Achievement do not meet GIA's requirements. [ets.org/toeic](https://ets.org/toeic)
- International Test of English Proficiency (iTEP Academic-Plus): Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [itepexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE): Achieve a score of 43 or higher on the PTE Academic test. [pearsonpte.com/PTEAcademic](https://pearsonpte.com/PTEAcademic)
- TOEFL®, TOEIC®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination. Request the testing center to send your official results directly to GIA.
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the First (FCE), Advanced (CAE) or Proficiency (CPE) [cambridgeenglish.org/exams/first/](https://cambridgeenglish.org/exams/first/)
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. [els.edu](https://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language: Submit documentation of your graduation following the guidelines on page 24 under Admissions Requirements – U.S. Locations.
  - If you graduated from a school in a country where English is not the official language: Submit a letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the Dean, Director, or Headmaster, stating years of study, diploma, or degree earned.
  - If you attended, but did not graduate, you must have a combined total of at least three years of English medium instruction. Documentation evidencing that you completed a minimum of three years at a school where English was the medium of instruction. Submitted documentation must be on the school's letterhead, signed and dated by the Dean, Director, or Headmaster, stating years of study, diploma, or degree earned.

## English Proficiency

All classes are taught in English. GIA does not offer English as a second language (ESL) instruction. Students must be proficient in English to successfully complete course requirements.

On-campus applicants who are not U.S. citizens must demonstrate English proficiency by meeting GIA's English proficiency requirement. See item 5 under On-Campus Admission for Non-U.S. Citizens section.

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

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

The M-1 visa is required for the following full-time programs or courses: Graduate Gemologist, Graduate Diamonds, Graduate Colored Stones, Jewelry Design & Technology, Jewelry Design, and Comprehensive CAD/CAM for Jewelry.

## Dependents

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

## SEVIS and Your I-20MN

GIA's International Student Advisor will issue your I-20MN within 10 business days after you receive your enrollment confirmation. It is important to review your personal details prior to applying for your nonimmigrant visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. Contact the International Student Advisor regarding any changes to your I-20MN. Information about the Student and Exchange Visitor System (SEVIS), what to expect at your visa interview, port of entry requirements, the SEVIS I-901 fee, and more is on their website at [studyinthestates.dhs.gov/students](http://studyinthestates.dhs.gov/students). If you have any questions regarding your student visa or the requirements for enrollment of students from outside the United States, please contact the GIA International Student Advisor at +1 800 366 8519 ext 3663, +1 917 286 3663, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## SEVIS I-901 Fee Information

The U.S. Immigration and Customs Enforcement (ICE) requires nonimmigrant students to pay a SEVIS I-901 fee prior to applying for the M-1 visa or, for Canadians and Bermudians, prior to arrival at the U.S. port of entry. The I-901 fee is not required for M-2 dependent applicants. Currently, the I-901 fee is \$200 and is paid electronically or by mail. The Student and Exchange Visitor Program (SEVP) requires receipt of your payment at least three business days prior to your visa interview at the U.S. Consulate, or, for Canadians and Bermudians, at least three business days prior to your arrival at the U.S. port of entry. Learn more about the I-901 fee payment at [fmjfee.com](http://fmjfee.com) and view the tutorial at [studyinthestates.dhs.gov/i-901-tutorial](http://studyinthestates.dhs.gov/i-901-tutorial)

## Applying for Your Nonimmigrant Visa

Once you receive your I-20MN, you can apply for your M-1 nonimmigrant student visa. Follow these steps to apply:

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

## Special information for Canadians and Bermudians

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

You must have your I-20MN, SEVIS I-901 fee payment receipt, financial support documents, and other important documents in hand when you present yourself at the U.S. port of entry. Details about student visas and the port of entry process for Canadians are on the Ottawa U.S. Consulate website at [canada.usembassy.gov/visas/visas/canadian-students.html](http://canada.usembassy.gov/visas/visas/canadian-students.html) and for Bermudians on the Hamilton U.S. Consulate website at [hamilton.usconsulate.gov/education/student-visa-information.html](http://hamilton.usconsulate.gov/education/student-visa-information.html). In addition, the International Student Advisor will send full details with the I-20MN. Nonimmigrant students can enter the United States no earlier than 30 days from the start date indicated on their I-20MN.

## Nonimmigrant Student Resources

U.S. immigration laws and requirements are currently undergoing review and scrutiny and are subject to change. We strongly recommend that you visit the SEVP Study in the States website for nonimmigrant students preparing to study in the United States at [studyinthestates.dhs.gov](http://studyinthestates.dhs.gov) for the most current information, and to speak with an International Student Advisor. In addition, the U.S. State Department Bureau of Education and Cultural Affairs has extensive information about studying and living in the United States, the visa application process, and pre-departure planning at [educationusa.state.gov](http://educationusa.state.gov)

## U.S. Arrival and Departure

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

Do not come to the United States until you have the I-20MN and the applicable nonimmigrant student visa stamp (M-1) in your passport. For Canadians or Bermudians, you must have the applicable M-1 visa status. A *detailed International Student Handbook* with information on applying for your M-1 visa, M-1 visa regulations, and what to expect at the U.S. Port of Entry will be mailed to enrolled students.

Please contact our International Student Advisors for additional information about studying in the United States or with questions about the above requirements. Contact us at +1 800 366 8519 ext 3663 or +1 917 286 3663, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## Student Background Checks

All applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) regulations, and other applicable laws and regulations.

## Special Accommodations

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In accordance with the Americans with Disabilities Act and other related US laws, GIA will make efforts to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students requesting special accommodations are asked to do so in writing following admission to GIA and at least 30 days prior to the date accommodations will be needed. Documentation must be from a professional who is qualified in the testing and diagnosis of the disability. Please make an appointment to discuss your request with the School Director before class begins.

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

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

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

## GIA Transfer Credit Policy

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### New York Lab Class Transfer Credit to Carlsbad Distance Education Programs

Lab classes satisfactorily completed at the New York campus will be accepted for credit towards Distance Education programs offered by GIA's Carlsbad campus via an articulation agreement between the campuses.

### Transfer Credit From GIA Distance Education courses to GIA On-campus courses

Credit for individual eLearning courses or lab classes is not transferable into full-time on-campus programs. Credit for completion of the Graduate Diamonds or Graduate Colored Stones program completed via distance education, however, may be applied to the award of a Graduate Gemologist program completed in residence through an on-campus program.

### GIA Transfer Credit From Other Institutions

GIA does not accept transfer credit from other institutions with the exception of Veteran Students. For more information about transfer credit for VA students, please contact us at [VABenefits@gia.edu](mailto:VABenefits@gia.edu)

## Nondiscrimination Policy

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It is GIA's policy not to engage in discrimination against or harassment of any student enrolled in, or seeking enrollment in GIA on the basis of race, color, national origin, ethnicity, religion, gender, age, disability, medical condition, creed, pregnancy or parental status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state, or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded to or made available to all students of the school.

## Retaliation

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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.

## Title IX Compliance

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Title IX is a federal law that prohibits discrimination based on sex in institutions that receive federal financial assistance. Examples of programs and activities that are subject to Title IX include admissions, recruitment, financial aid, academic programs, and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault and sexual coercion.

GIA's Title IX Coordinator monitors and oversees GIA's compliance with Title IX and related laws in the prevention of sexual harassment and discrimination, including the coordination of education and training activities and the response to Title IX complaints. Students, faculty, administrators, staff, or others who participate in GIA's education programs and activities with questions, concerns, or complaints about sex discrimination, harassment or sexual misconduct are encouraged to contact the Title IX Coordinator.

Vusala Arango, Manager, Global Education Accreditation & Regulatory Affairs, Title IX Coordinator  
[titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)  
+1 760 603 4000 ext. 7776  
The Robert Mouawad Campus  
Mailstop #1  
5345 Armada Drive  
Carlsbad, California 92008 USA

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

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

# Financial Assistance & Scholarships

## Financial Assistance

GIA is pleased to offer a number of financial assistance options to help you finance your education. Each program has specific eligibility requirements and not all students will qualify. Please see below for additional information about these funding options.

### Federal Student Aid (FSA)

Federal financial aid is available for the following six-month, on-campus programs for those who qualify: Graduate Gemologist (GG), and Jewelry Design & Technology (JDT). Federal aid includes Pell and SEOG Grants and Direct Student Loans through the U.S. government, and is available to those eligible full-time on-campus students who are U.S. Citizens or hold U.S. permanent resident status. Federal financial aid is not available for lab class students. For more detailed information about federal financial aid and to apply, please visit: [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

### FSA Citizenship Requirements

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

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

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

### FSA Application Deadlines

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

### Federal Grant Information

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

### Federal Loan Information

Due to limited grant funding, most students who need financial assistance also apply for student loans to help finance their education at GIA. Several loan programs are available to help students pay the costs of attending GIA on-campus programs. These loans come from the U.S. Department of Education. Loan funds are based on financial need with the exception of the Direct Unsubsidized Loan or the Direct Parent Loan for Undergraduate Students (PLUS). Federal Direct loans are available to most students regardless of income. If you or your parents borrow more funds than tuition, you will receive the excess proceeds of these funds in the form of a paper check three weeks after the funds have been received by GIA. The Office of Student Accounts Payable will issue and release excess funds to you or your parent(s). For information on Financial Assistance visit: [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)

Federal student loans provide a range of repayment options including, but not limited to, income-based and income-contingent repayment plans. It is essential that you understand your commitment and responsibility to repay your loans according to the stipulated repayment schedules. Prior to applying for or accepting a loan, you need to assess your current financial commitments and your future ability to repay loans following completion of your education. A loan can be a great help in paying for your education, but serious problems and consequences can result if you become past due or delinquent in your payments. GIA services, including future enrollment, can be withheld due to delinquent loan payments. Additionally, your loan accounts can be referred to collection agencies and information will be reported to credit bureaus, which can affect your ability to receive credit in the future. For information on Federal Loan terms and condition, please visit: [studentloans.gov](http://studentloans.gov)

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

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

**Federal Direct Parent Loan for Undergraduate Students (PLUS)** – Direct PLUS Loans are loans available to parents of dependent undergraduate students to help pay for educational expenses up to the cost of attendance minus all other financial assistance. Interest is charged during all periods. Check with the GIA Office of Student Financial Assistance for directions on how to complete a Direct PLUS Loan Request and Master Promissory Note. Approval is based on parent's credit rating.

### Cost of Attendance/Student Budget, and Family Contribution

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

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

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

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

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

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

More information is available at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)

## Financial Aid Academic Requirements

Students must maintain Satisfactory Academic Progress (SAP) to receive student financial aid. Satisfactory Academic Progress is reviewed, in general, at the end of each payment period. A student's continued eligibility for financial aid in a subsequent payment period shall be dependent upon his/her academic record as of the end of the previous payment period. Federal regulations require that all institutions participating in Title IV federal student aid programs establish academic standards to ensure students make satisfactory progress. GIA's SAP Policy is found on page 40 of the catalog.

Financial Aid Warning Status: FSA and VA benefit recipients who fail to meet the standards defined above will be placed on Financial Aid Warning Status for the following payment period. Students in Financial Aid Warning Status remain eligible for federal student aid and/or Veterans benefits. If a student has not returned to "satisfactory" academic standing (as stated in the SAP Policy) by the end of the Financial Aid Warning Status payment period, the student will lose eligibility for federal student aid and/or Veterans Benefits.

Scholarship recipients who are dismissed due to failure of meeting SAP standards are liable for any outstanding tuition balance at the time of dismissal.

## VA – Veterans Administration Education Benefits

Students with eligible GI Bill Education Benefits may use them for all on-campus programs but not for individual lab classes. The Post-9/11 GI Bill provides 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 the Post-9/11 GI Bill. Check eligibility status and the amount for which you qualify prior to enrolling. 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 Post-9/11 GI Bill benefits to you. For more information, contact [VABenefits@gia.edu](mailto:VABenefits@gia.edu)

## Vocational Rehabilitation Education Benefits

Vocational rehabilitation assistance programs administered by the Veterans Administration (VA), individual state agencies or private agencies authorize students to enroll and study at GIA. For more information, contact [nyfinancialaid@gia.edu](mailto:nyfinancialaid@gia.edu) or visit: [GIA.edu/gem-education-vocational-rehabilitation-enrollment-procedure](http://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 education less any financial aid received.

## Award Notification

Students who apply for financial aid and submit the required forms and documents will be sent an Estimated Award Letter by secured email. This notification will indicate the approximate amount of financial aid eligibility for the on-campus educational program you indicated. This notification will provide information needed to help you decide if the aid being offered is sufficient to allow you to attend GIA.

## Financial Aid Entrance and Exit Counseling

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

Entrance counseling is designed to acquaint you with your responsibilities, rights, and obligations. If you fail to attend entrance counseling, you will be prohibited from starting classes. All students receiving loans are required to attend exit counseling with a staff member of the Office of Student Financial Assistance. Exit counseling is designed to remind you of your loan obligations, repayment schedule, and deferment rights under the various loan programs. Failure to attend exit counseling will result in your diploma being withheld.

## How Financial Aid is Disbursed

All financial aid funds are disbursed electronically directly to your GIA tuition account. Federal regulations require financial aid awards be disbursed at least twice during the term of a student's enrollment. Consequently, all aid will be divided in half and disbursed twice during your program. The first half of grant funds and Direct Loan and Parent PLUS Loan funds will be issued no sooner than 30 days into your program. The second half of funds will be disbursed after the mid-point of your program, usually during the fourth month. If you are enrolled in more than one six-month program, you will receive more than one financial aid award. Financial aid for each award period will be disbursed in multiple increments as outlined above.

The requirements for Title IV program funds when a student withdraws are separate from any refund policy that GIA may have. A student may still owe funds to GIA to cover unpaid institutional charges. Please see the Federal Student Aid Refund Policy/Return to Title IV Policy for additional details.

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

## Over-Awards

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

## Gainful Employment Information Sheet

Information about GIA's graduation rates, graduate employment rates, the median debt of students who complete the program, and other important information is included in the Gainful Employment (GE) Information Sheet available on GIA's website at [GIA.edu/gainful-employment-info-sheet](http://GIA.edu/gainful-employment-info-sheet). For additional information please contact us at [financialaid@gia.edu](mailto:financialaid@gia.edu)

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A conviction for any offense under any federal or state law involving the possession or sale of illegal drugs, during a period of enrollment when receiving federal aid, will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance. A conviction that was reversed, set aside, or removed does not count, nor does one received as a juvenile, unless tried as an adult. For more information, visit: [GIA.edu/gem-education/notice-federal-financial-aid-penalties](http://GIA.edu/gem-education/notice-federal-financial-aid-penalties)

## Net Price Calculator

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

## Consumer Information

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

## Scholarships

GIA-administered scholarships are available for full-time program and lab students. Applicants will be considered for all available scholarships for the program they indicate on their application. Applications must be submitted online during the following application periods:

Apply between August 1 and September 30 for a scholarship to be used for new enrollments that start the following year.

Additional scholarships may be available for programs that begin the second half of the current year. Apply between February 1 and March 31 for a scholarship to be used for new enrollments.

Additional details on eligibility, how to apply, and required documents are available at [GIA.edu/gem-education-financial-aid](http://GIA.edu/gem-education-financial-aid)



Courtesy:  
Cenki Thomas

# Student Services

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

## About GIA Career Services

GIA offers much more than academic growth. As a GIA student or alumni, you enjoy a professional affiliation with GIA. GIA is committed to providing you not only with a strong business foundation, but also with a complete support system you can rely on throughout your career. The Career Services staff can help you develop your career plans and begin the first steps in preparing for your future in the gem and jewelry industry. Career Services offers career preparation assistance, including tips on how to write resumes, cover letters, and thank you letters, as well as how to conduct yourself during an interview.

Career Services offers career advising appointments to assist students and alumni in developing educational and career goals, as well as assistance in your search for part-time, internships, and/or full-time opportunities in the gem and jewelry industry. Career Services actively promotes and supports effective professional relationships between GIA and organizations within the industry and encourages students to take advantage of these services offered. You will need to meet the legal requirements of working in any prospective employer's country. Career Services brings together employers looking to hire GIA-trained students and alumni through the GIA Gem & Jewelry Career Center. As you enter the larger community of the gem and jewelry industry, be assured that you will always remain a part of GIA's extended family.

## GIA Gem & Jewelry Career Center

GIA Gem & Jewelry Career Center is a free, global service for those searching for a career, and looking to recruit candidates. Employers from every industry sector list positions with us, including wholesalers, department stores, jewelry designers, auction houses, gem laboratories, and many others. As a job seeker, you will be able to create a dynamic portfolio, search for careers that will help you take the next step and find companies that match your interest. New and exciting careers are listed each week; search often as there are always updated postings to consider. Create your profile so you can begin your career search at [GIA.edu/gem-job](http://GIA.edu/gem-job)

## GIA Jewelry Career Fair

GIA hosts an annual Jewelry Career Fair. As the jewelry industry's largest job fair, Career Fair attracts the industry's top retailers, manufacturers, laboratories, and wholesalers. Whether you're in the middle of a career change or new to the working world, Career Fair gives you the chance to explore everything the fine jewelry industry has to offer. Plan to spend the day speaking with a number of recruiters, collecting job leads, and networking. In addition, sign up for one-on-one sessions with industry career coaches who will mentor you. Career Fairs are held annually. For the latest Jewelry Career Fair information visit [GIA.edu/career-fair](http://GIA.edu/career-fair)

## Job Seeker's Handbook

The Job Seeker's Handbook contains some essential information you'll need to succeed in your job search. We encourage you to use it as you begin your professional journey. Download or view the Job Seeker's Handbook at [GIA.edu/gem-careers](http://GIA.edu/gem-careers)

## Career Preparation Assistance

The GIA Career Services team is eager to help you make your job search easier. We have invaluable resources that will empower you to create a long and successful career. As a GIA student or alumni, Career Services offers career preparation, including tips on how to create a resume that touts your experience and a cover letter that opens doors, as well guidelines on how to conduct yourself during an interview. Our Career Service Advisors are here to help highlight your greatest strengths so that you stand out amongst the crowd and impress potential employers.

If you have any questions or require further information contact Career Services staff [nycareerservices@gia.edu](mailto:nycareerservices@gia.edu) or call +1 800 366 8519 ext 3529, +1 212 944 5900 ext 3529.

## GIA Alumni Association

Did you know that you qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or program? GIA will automatically recognize you as an alumnus, and your membership is free. However, it is up to you to manage your GIA Alumni Membership in order to receive all the alumni benefits offered.

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the [GIA.edu/gia-alumni-directory](http://GIA.edu/gia-alumni-directory) a public search tool on GIA.edu that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the Alumni Association which is more than 115,000 members strong, with more than 70 chapters worldwide- you become part of an ever-growing global community of fellow GIA graduates who offer educational, networking, and mentorship opportunities that support you throughout your career. For more information contact us at [alumni@gia.edu](mailto:alumni@gia.edu) or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

You can also visit the alumni section of the GIA website at [GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) to manage your alumni membership, sign up for alumni communications, find GIA alumni, obtain a listing of our alumni chapters around the world, catch up on alumni news, check out the alumni global events calendar, and more.

## International Student Advisors

Our International Student Advisors are available from 7:30 a.m. to 4:00 p.m. Eastern Time to help with the application and enrollment process, requirements necessary to attend GIA, the student visa application process, the Student and Exchange Visitor Information System, applying for your nonimmigrant visa, and more. The International Student Advisor can be contacted at +1 800 366 8519 ext 3663, +1 917 286 3663, or [nyintladvisor@gia.edu](mailto:nyintladvisor@gia.edu)

## Guest Speakers

GIA regularly organizes free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry, such as international and U.S. appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, colored stone controversies, strategies on owning a business, and learning how to enter the world of jewelry design and repair. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning. Past guest speakers have included prominent industry professionals such as Doug Hucker, Erica Courtney, Gabi Tolowsky, Martin Rapaport, Richard Drucker, Patrick Dreher, and many others.

## Library and Learning Resources

The Richard T. Liddicoat Library is an invaluable resource for students and has books, videos, 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, videos, and periodicals can be checked out by students by making an appointment with the librarian at [nylibrary@gia.edu](mailto:nylibrary@gia.edu)

### EBSCO GeoRef and LIRN

Further resources are available through GIA's subscription to the LIRN and EBSCO GeoRef electronic databases. Both can be accessed through the Internet 24 hours a day, 7 days a week. Current students can log on to My GIA at [my.GIA.edu](http://my.GIA.edu), and follow the EBSCO GeoRef and LIRN links.

## Computer and Internet Access

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

## Housing

Although GIA does not have dormitory facilities, you'll find housing opportunities in a wide range of sizes, amenities, and rental prices within close proximity of each of its campuses. It is wise to start your research about 45 days before your arrival. Listings are available in the Student Services area GIA Student Services staff can help you sort through your options and answer any questions.

GIA encourages students to use reputable third-party providers to find housing. GIA does not screen these listings, nor does it offer a roommate placement service. Listings are available in the Student Services area. GIA strongly encourages every student to research thoroughly any home before taking residence. This due diligence should include, but is not limited to, performing an Internet search of the address and of any individuals living in the home, as well as conducting research via websites such as those of local law enforcement.

Current monthly housing costs range from about \$750 for shared housing in New York area boroughs to \$2,500 to \$3,500 for studios and small one-bedrooms in Manhattan, and more for larger apartments. Short-term-stay hotel rates start at about \$200 per night depending on the season, location, and rating. Prices do not include taxes and other fees. Contact the New York campus for additional information.

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 [mta.info](http://mta.info)

Contact Housing Assistance at +1 800 366 8519,  
+1 212 944 5900, or [nyhousing@gia.edu](mailto:nyhousing@gia.edu)

## Parking

Parking is available in nearby parking garages; fees are charged by the individual parking facility.



Above - Annual Career Fairs provide students with the opportunity to network with industry leaders and foster professional relationships.

## Facilities and Hours of Operation

GIA occupies 20,000 square feet and includes eight classrooms, a library, student commons, study lounge, and administrative offices.

The campus is open from 7:30 a.m. to 4:30 p.m. Eastern Time, Monday through Friday. Library and computer lab hours are 7:30 a.m. - 4:00 p.m.

Wireless Internet access is available at no charge.

All facilities are closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours,

or who have special permission, may be in the building during these hours. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

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.

## 2017 Scheduled School Closures

Date*	Holiday
December 19, 2016 (Monday) through January 2, 2017 (Monday)	Winter Holiday
January 3 (Tuesday)	Classes Resume
February 20 (Monday)	President's Day
May 29 (Monday)	Memorial Day
July 4 (Tuesday)	Independence Day
September 4 (Monday)	Labor Day
November 20 (Monday) through November 24 (Friday)	Thanksgiving
December 18, 2017 (Monday) through January 1, 2018 (Monday)	Winter Holiday
January 2, 2018 (Tuesday)	Classes Resume

## Classroom Equipment – Gemology

### Colored Stone Grading Lab Class

Each student workstation includes either a binocular microscope or Ott light, tweezers, and a 10x loupe. Each student keeps a lab manual, a gem cloth, a Mini Maglite, and a color grading card.

### Diamond Grading Lab Class

Classrooms contain a DiamondDock, a UV lamp and viewing cabinet. Each student workstation has a binocular microscope, a loupe, tweezers, an LED light, a calculator, and a diamond grading tray. Each student keeps a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card, and a color grading card.

### Gem Identification Lab Class

Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, and a utility light. Each student workstation has a binocular microscope, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, an optic figure sphere, a polariscope, and tweezers. Each student keeps a lab manual, a gem cloth, a color grading card, and a Mini Maglite.

### Graduate Colored Stones

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and viewing cabinet, a table model prism spectroscope, a color filter, and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, diffuser plate, and utility lamp. On-campus students keep their polariscope, an optic figure sphere, a dichroscope, a handheld spectroscope, a Mini Maglite, a refractometer with polarizing filter, tweezers, removable magnifying eyepiece, refractive index (RI) liquid, a gem cloth, a lab manual and printed course materials.

### Graduate Diamonds

Classrooms contain a DiamondDock, a UV lamp and viewing cabinet. Each student workstation has a binocular microscope. Each student keeps tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

### Graduate Gemologist

See Graduate Diamonds and Graduate Colored Stones.

### Pearl Grading Lab Class

Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or an Ott light, and a pearl grading master set with an informational keycard. Each student keeps a gem cloth and lab manual.

### Student Workrooms

Student Workrooms contain an electronic balance with hydrostatic scale, table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, a utility light, and a loupe. Each student workstation has a binocular microscope, a handheld diffraction grating spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece, diffuser plate, refractive index (RI) liquid, an optic figure sphere, a polariscope, a Mini Maglite, and tweezers.

# Student Life

## Classroom Equipment – Jewelry Manufacturing Arts

### Comprehensive CAD/CAM for Jewelry

Each student is assigned a workstation equipped with a PC, two flat-screen monitors, a keyboard, and a mouse. Each computer is loaded with Rhinoceros 3D software, Matrix 3D Jewelry Design software, and V-Ray rendering software. Each student is provided with a one-year student license for Matrix and Rhinoceros software. Students are also provided with a 1 TB USB external hard drive to store course materials.

### Jewelry Design

Student workstations are equipped with a drafting board and two flat-screen monitors for close-up viewing of live instructor demonstrations. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, and other art tools.

### Jewelry Design & Technology

Classrooms contain computers with networking software for instructors to view and interact with students' CAD designs remotely. Students share a Digital Wax System 3D printer. They are assigned their own desktop computer workstation with dual monitors for classroom use. Each computer is loaded with Rhinoceros 3D software, Matrix 3D Jewelry Design software, T-Splines software, and V-Ray rendering software. Students are also provided with a 1 TB USB external hard drive for storing course materials and their design portfolio. Each student is provided with a one-year student license for Matrix and Rhinoceros software, a 10x loupe, and hand measuring tools. Basic drawing supplies are provided for the jewelry design development process.

## Animals on Campus

Pets are prohibited at all times, including all facilities and parking lots. Service animals are allowed.

## 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

Students are reminded that they must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution, in addition to disciplinary action by GIA, up to and including dismissal. GIA's complete copyright infringement policy is available at [GIA.edu/copyright-infringement](http://GIA.edu/copyright-infringement)



Top - Students collaborate and exchange ideas not only in, but also outside, the classroom. / Bottom - Annual Career Fairs provide students with the opportunity to receive one-on-one career advice from industry experts.

## Dress Code

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GIA encourages students to dress comfortably, with safety and good taste as important considerations. Shoes and appropriate undergarments are required. Revealing or body-hugging clothing, such as low-cut tank tops, halter tops, too-short shorts or skirts, tube tops, excessively saggy pants, and obscene t-shirts are not appropriate. For special events, such as Career Fair, students should wear business attire, such as suits and ties for men, and suits for women.

GIA has specific safety policies for Jewelry Manufacturing Arts classes. Hot metal, sharp tools, chemicals, and high-speed machines are used in some of these classes, and require special safety measures. See Classroom Policies on page 37.

## Food and Beverage

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Students have several choices for snacks and meals. Beverages can be purchased on campus or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for students who prefer to bring their own food. The William Goldberg 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 William Goldberg Student Commons area. However, beverages in closed containers may be allowed in the classrooms.

Alcoholic beverages are prohibited at any GIA location, except when served at official GIA functions. Persons under 21 years of age will not be served alcohol.

## Health Care and Medical Insurance

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GIA Student Services can help you locate medical professionals in the area. Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. If you do not have medical insurance, GIA Student Services representatives can give you information about companies that provide student medical insurance. Students should be aware that any medical needs, services, and expenses are the student's personal responsibility.

## Search and Seizure

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

## Smoking

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

## Student ID Badges

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At the beginning of class, an ID card or badge will be issued to each on-campus student. ID badges must be carried and available at all times while on campus. There is a fee to replace lost badges. ID cards or badges must be returned to Student Services if a student's enrollment is dropped before his or her end date. Students must be entered into security system for both GIA and IGT building. Students will be required to submit a fingerprint scan for building security.

## Video and Audio Surveillance

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Students are advised that because of the nature of the jewelry industry and the goods handled on campus, video and audio surveillance is a normal part of GIA's business practice. GIA Security monitors and records activity throughout the campus on a regular basis. Thus, students should not expect privacy in their on-campus activities.

## Visitors on Campus

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Visitors to GIA facilities must register with GIA Security prior to being admitted and must be prepared to show photographic 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. Visitor(s) are required to present a government-issued picture ID and are entered in both GIA and IGT building security systems, please arrive with additional time before the scheduled class or appointment. Non-student visitors are not allowed in classrooms while classes are in session; and must be accompanied by a GIA staff member at all times.

## Weapons

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Under no circumstances are students or visitors allowed to bring firearms or other weapons to campus. Students found carrying or concealing weapons are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies. Students who carry personal safety devices like pepper spray must inform GIA and keep them out of sight while on campus.

# Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. These policies and requirements apply to all courses and programs, unless otherwise noted. Please see class syllabus for specific requirements. Policies are subject to change.

## Grading System

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

## Grading Policies

Students can access their grades at any time in Student Center at my.GIA.edu. Grades and enrollment history are maintained and available indefinitely.

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

Please note that there are no extensions beyond the course end date.

All assignments, practical work, and exams must be completed prior to the course end date.

## Attendance at Orientation for Full Time Programs

Students must complete both an online and in-person orientation prior to the first day of class.

## Attendance Policy

Absence is defined as being absent from the classroom for a total of one hour or more during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks. Students are responsible for keeping track of how many times they have been tardy and absent. Students may ask the instructor for their attendance record at any time. Students who approach the maximum limit may be given a courtesy warning by the instructor. Students who accumulate one less than the maximum limit are placed on attendance probation by the Campus Manager or the School Director.

### On-campus Resident Programs

Attendance and punctuality are two keys to success at GIA. Attendance is strictly monitored for all scheduled class hours for on-campus programs. Students that violate the attendance policy may be subject to one or more of the following:

- Dismissal
- Loss of eligibility for Title IV funding
- Revocation of the non-Immigrant student visa status

There are a limited number of excused absences and tardies as described in the Maximum Allowable Tardies and Absences Policy on page 37. Leaves of absence are allowable as set forth in the leave of absence policy on page 37.

International students who are withdrawn due to attendance are in violation of their M-1 student status and are required to meet with the International Student Advisor to discuss their visa status.

### Lab Classes

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD. Refunds are calculated according to the Refund Policy as stated on pages 48-51.

Lab Classes begin promptly at their scheduled starting times. Students who are not in the classroom at that time are marked tardy or absent. A student may not leave the classroom without advising the instructor, other than at regularly scheduled break times.

### Student Workroom

Students who reserve time in the Student Workroom must notify GIA of their cancellation either verbally or in writing at least 24 hours prior to the reserved period of time. Students who fail to comply with this policy will be charged for that day, and any reservation for additional days will be canceled.

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

Student Workroom reservations are not guaranteed for students who arrive late.

## Maximum Allowable Tardies and Absences

Program, Course or Class	Tardies	Absences
Graduate Diamonds program	5	3
Graduate Colored Stones program	15	5
Graduate Gemologist*	20	8
Jewelry Design & Technology program	20	8
Jewelry Design course	5	3
Comprehensive CAD/CAM for Jewelry course	5	3
Lab Class (1 Day 7 hours)*	N/A	Cannot miss any portion of the day. 0 hours maximum.
Lab Class (3-6 days or 21 hours)*	N/A	Cannot miss any portion of the first day. 2 hours maximum.
Lab Class (5-10 days or 35 hours)*	N/A	Cannot miss any portion of the first day. 3 hours maximum.

\* Graduate Gemologist Program: students may not use tardies/absences designated for the Graduate Colored Stones program while in Graduate Diamonds program, nor use the balance of Graduate Diamonds program tardies/absences when in the Graduate Colored Stones program.

## Classroom Policies

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

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in the classroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If they are allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, key cards, worksheets, and any other materials is strictly prohibited without instructor permission.
- Key cards are the property of GIA and cannot be taken from any classroom.
- Students cannot take gemology worksheets, blank or completed, out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting, or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor or proctor.
- All students should refer to their class syllabus or schedule for details on assigned projects.

## Safety in the Classroom

GIA is committed to maintaining a safe and healthy campus. As a part of GIA's reporting requirements, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution and notice of the availability of an annual security report to all current faculty, staff, students, and prospective students.

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

### Emergency Notification

In the event of an emergency situation, students will be notified by home phone, cell phone, text message, or email. When you receive an automated notification, listen carefully to the instructions; you can also visit [GIA.edu](http://GIA.edu) or call the GIA main phone number and listen to the recorded message for further instructions and information, Call +1 (212) 221 5858 ext 3515. Be sure to keep your contact information up to date so GIA can reach you in an emergency situation. You may log on to your Student Center at [my.GIA.edu](http://my.GIA.edu) or contact Student Services to make updates to your record.

### Student Notification of Classroom Chemical Usage

The Occupational Safety & Health Administration (OSHA) recommends the use of good laboratory practices while using or being exposed to refractive index (RI) liquid, which contains diiodomethane. You will use RI liquid when using a refractometer, which you will come in contact with directly or indirectly in various courses, lab classes, or Student Workrooms. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, or if you have sensitivity to, or are allergic to, this chemical. If you are unsure, contact your physician for advice.

GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom, and GIA will provide a copy on request.

# Academic Policies and Procedures (cont.)

## Student Code of Conduct and Standards of Behavior

Part of every student's experience at GIA includes learning to become a jewelry professional. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are expected to adhere to the GIA Student Code of Conduct and Standards of Behavior to ensure a safe, secure, and positive learning environment.

Students are required to follow all instructions given by instructors or other GIA representatives. Students who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately.

Students who display offensive, harassing, disruptive, threatening, insubordinate, or unlawful behavior may be disciplined immediately. This discipline can range from a warning to dismissal from GIA.

GIA has a zero tolerance policy for weapons, illegal drugs or controlled substances, and threatening or harassing behavior, including sexual harassment or misconduct. Students in violation of these policies may be dismissed as a result of the first violation. Students who exhibit disruptive or otherwise unacceptable behavior off campus may also be subject to discipline, ranging from a warning to dismissal from GIA. Students are responsible for reading and understanding all GIA student policies.

## Gifts

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

## Social Networking

GIA understands the role and value of social networks. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, students and GIA employees who work together are not permitted to communicate with each other on social networks. GIA alumni and GIA employees may communicate with each other on these networks as long as they are not current students and there is no perceived or actual conflict of interest.

## Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policies section on page 39. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to, the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in work done by someone else
- Accepting unauthorized help during quizzes and examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects

- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, key cards, and any other academically sensitive materials is strictly prohibited without instructor permission

## Substance Abuse

The use, sale, purchase, transfer, distribution, or possession of illegal drugs and controlled substances, including alcohol, on campus or at GIA-sponsored events is prohibited. Violation of this policy will lead to disciplinary action up to, and including, dismissal. In addition to GIA imposed sanctions, students may be subject to federal, state, and local prosecution.

Students who are aware of the use or existence of any such substances at GIA should notify a staff member immediately. The terms "illegal drugs" and "controlled substances" include all chemical substances and drugs described in any controlled substances laws or regulations, such as the Federal Controlled Substances Act of 1988. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

GIA may require a blood test, urinalysis, or other screening of persons reasonably suspected of using or being under the influence of drugs or alcohol. Reasonable suspicion may be established by any combination of a student's appearance, body odor, or behavior; an accident; a physical and/or verbal altercation; or possession of drugs and/or alcohol. Failure to submit to a screening can lead to disciplinary action, up to and including dismissal, from GIA.

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 LifeWorks, a comprehensive source to help you face life's everyday challenges. For more information on how to access LifeWorks, please contact Student Services. GIA's complete Substance Abuse policy is available at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information)



Courtesy:  
The Platinum Guild

## Testing Policies

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Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep students motivated and committed to their studies. The following requirements apply unless otherwise approved or directed by your instructor or proctor.

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes and exams not taken on scheduled dates and times receive a score of zero. There are no exceptions.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- For on-campus Gemology students only: reviews of specific exam questions are given only to students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students, or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is considered academic dishonesty and is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing, and recording quiz or exam questions and materials by any electronic, digital, or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- All quizzes and exams are closed-book unless the supervising instructor or proctor indicates otherwise. International students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.



*Polished gem courtesy: Bill Larson, Pala International*

# Academic Policies and Procedures (cont.)

## Lost Stone Policy

Students are responsible for all gem materials, instruments, and tools loaned by GIA during the term of their enrollment. Students are obligated for the cost of lost stones and replacement value or repair of any instruments and tools that are lost or damaged beyond normal wear and tear.

Students will be charged the replacement value of any diamond or colored stone they lose. If the diamond or colored stone is found at a later date, the amount will be refunded to the student.

Students do not have the option of replacing the lost diamond or colored stone and must pay the replacement fee determined by GIA.

## Satisfactory Academic Progress (SAP) Policy

Satisfactory academic progress is evaluated on both qualitative and quantitative metrics. Students must both meet minimum grading standards (qualitative) as well as successful completion of scheduled clock hours and pace of completion (quantitative) requirements. Students must progress through the course at a pace sufficient to satisfactorily complete the course or program within 150% of the scheduled program length. Student Academic Progress is evaluated at specified benchmarks as noted in the course syllabus. In addition, for students receiving Federal Financial Aid, Student Academic Progress is also evaluated at each Federal Financial Aid payment period. At a minimum, students receive academic progress reports when they complete 25% and 50% of the course or program. Students who do not meet satisfactory progress standards are placed on Academic Probation (students receiving federal financial aid are placed on an equivalent Financial Aid Warning status). A written probation notice will state the conditions and length of the probationary period. Students who do not meet the conditions of their probation are dismissed. Students can view their progress online through My GIA at [my.GIA.edu](http://my.GIA.edu). Students may request a conference with their instructor at any time to discuss their progress.

Each student's class participation, homework, projects, quizzes, and examinations are evaluated. Students receiving federal student financial aid that fail to meet SAP standards are placed on an equivalent Financial Aid Warning Status and may lose eligibility for financial aid.

## Clock Hours

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



Courtesy:  
Mozambique Gems

# Academic Policies and Procedures (cont.)

## Make-Up Policy

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

For programs or courses that are scheduled over GIA-observed holidays, certain class days will be extended to 4:00 p.m. to accommodate the holiday breaks or special events. Makeup dates are listed on GIA.edu/class-duration-hours.

## Leave of Absence

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation.

The leave of absence request must be submitted in writing, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. Students must pick a date to return within 180 days when filing for a leave of absence. Students are required to provide the expected date of return within 5 business days of submitting their leave of absence request, or they will be withdrawn from their program, course, or class. If approved, a Change of Status form is generated that must be signed by the student and by GIA. A leave of absence will be approved for a documented family emergency, serious illness, or for active military duty. Contact the School Director if you have questions or for additional information.

Students enrolled in programs with course time of 40 hours or less shall not be granted a leave of absence.

For on-campus students, the maximum length of time for a leave of absence is 180 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students requesting a second leave must request an extension in writing to the School Director and prior to the expiration of their original LOA. The student must choose a date to return to the program prior to the 180 day limit. Students who do not return as agreed following a leave of absence are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted, and the published refund policy is applied.

Any GIA student who is called to active military service will be promptly re-admitted and should contact the School Director to discuss his or her individual situation.

If the student is a Title IV loan recipient, GIA must explain to the student, prior to the LOA, the effects that the student's failure to return from a LOA may have on their loan repayment terms, including the expiration of the student's grace period. Students receiving financial aid must meet with a representative from GIA's Office of Student Financial Assistance to evaluate their specific situation before requesting a leave of absence. A Leave of Absence may have a significant impact on eligibility for financial aid.

## Completion Time

Students must complete each course or program within a time frame not to exceed 1.5 times the published calendar duration. Students who do not meet this requirement are dismissed, and a final grade of SWD is posted. Students wishing to complete their studies must re-enroll and repeat the entire course or program from the beginning, again paying the current tuition and fees in full.

## Probation

Students can be placed on probation at any time for violation of academic, attendance, or behavioral policies. The purpose of probation is to notify students in writing that their performance is not meeting acceptable standards, to set goals for improvement, and to give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements. Students who do not meet the terms of the probation are dismissed, and a final grade of SWD is recorded.

### Academic Probation

Gemology and Jewelry Manufacturing Arts students whose progress does not meet satisfactory academic standards, the typical probation period is one to three weeks, depending on the length of the program. On-campus students receiving Federal Student Aid that do not meet SAP are placed on Financial Aid Warning status, which is equivalent to Academic Probation. See page 40 for the Satisfactory Academic Progress Policy.

### Financial Aid Warning

FSA and VA benefit recipients who fail to meet the SAP standards defined on page 40 will be placed on Financial Aid Warning Status for the following payment period. Students in Financial Aid Warning Status remain eligible for federal student aid. If a student has not returned to "satisfactory" academic standing by the end of the Financial Aid Warning Status payment period, the student will lose eligibility for federal student aid from that point forward.

Students receiving financial aid are subject to the Federal Student Aid Refund Policy/Return to Title IV. Please see page 49.

Scholarship recipients who are dismissed due to failure of meeting SAP standards are liable for any outstanding tuition balance at the time of dismissal.

During probation, the student's progress is monitored by the instructor and the School Director. At the end of the probation period, students who meet or exceed the minimum standards are removed from probation. Students who do not meet the minimum standards are dismissed, and a final grade of SWD is applied.

## Attendance Probation

Students who accumulate one full day less than the maximum number of absences and/or tardies allowed for their course or program are placed on attendance probation. Students who exceed these limits are dismissed, and a final grade of SWD is applied.

## Behavioral Probation

Students who do not comply with the Student Code of Conduct and Standards of Behavior will be placed on Behavioral Probation. Students who do not meet the terms of their Behavioral Probation are dismissed, and a final grade of SWD is applied.

## 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:

- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to follow instructions and policies
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, bullying, or insubordinate behavior
- Stealing school property or the personal property of any individual
- Use, possession, or sale of alcohol, illegal drugs, or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or willfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation, or property of GIA
- Violation(s) of Student Code of Conduct and Standards of Behavior

Upon dismissal, a grade of SWD (Student Withdrawal) is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy.

After dismissal, and at GIA's sole discretion, on-campus students who want to continue their studies may be given the option of repeating time in another class on a space-available basis, provided sufficient time is available to complete the program. The amount of time repeated is determined by the instructor, the Manager and/or School Director. On-campus students repeating class time are required to participate fully in class assignments and to meet the minimum requirements as specified in the class syllabus or schedule. Additional fees are charged for the repeated time as stated on page 53. Final grades earned as a result of repeated time will not replace the grade of SWD, and will be shown as a separate grade.

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

## Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmission terms and conditions. Students may appeal their dismissal by submitting a written letter to the Campus Manager or the School Director. GIA will respond in writing to the appeal within 10 working days of receipt. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and is subject to space availability. Current tuition and fees apply.

If a student's first appeal for readmission is denied, subsequent appeals will be considered following a two-year waiting period.

## Notification of Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights with respect to their education records.

All student records are kept in accordance with the provisions of FERPA. Education records include all files, records, and documents that contain information directly related to a student's academic and financial records, placement files, and financial aid documents. Transcript information is retained permanently, and other signed documents and specific records are retained according to applicable state and federal regulations.

GIA will not release any student specific financial aid information to a third party, without the student's permission. Students may authorize our office to provide their financial aid information to a third party by signing a Consent Form for Disclosure of Student Education Records at our offices.

It is GIA's policy to release the following directory information to a requesting party upon receipt of a completed Education Verification request form: student name, fields of study; dates of enrollment; degrees, diplomas, and certificates awarded and dates conferred; and academic honors and awards received unless the student has opted out of the release of their directory information. The Education Verification Request form can be [downloaded here](#) or can be obtained by contacting the Education Records department at [records@gia.edu](mailto:records@gia.edu). The completed form should be submitted to the Education Records department at [records@gia.edu](mailto:records@gia.edu).

Students have the right to request that their directory information not be released. Such requests must be submitted in writing to the Manager of Education Records within 30 days of enrollment or within 30 days of receiving notification of this policy. This request remains in place until rescinded in writing by the student.

GIA may disclose personally identifiable information from an education record to appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Students may examine their own records by submitting a written request to the Campus Manager, who will schedule an appointment with them to view their education records within 45 days of receiving the request.

Students who believe their records are inaccurate, misleading, or violate their privacy may submit a written request to the Campus Manager that their record be amended. If the record is not amended, the student may request a hearing to challenge the contents of the record. The student will be informed, in writing, of the decision resulting from the hearing. If the record is not amended as a result of the hearing, the student has the right to place a statement in his or her record commenting on the contested information in the record or stating why he or she disagrees with the decision of the hearing. The student may also submit a written complaint to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605 USA.

## Graduation Requirements

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

### Graduation Requirements – Gemology

Programs	Minimum Requirement	Maximum Number of Attempts During Program
<b>Graduate Diamonds Diploma</b>		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Week 1 Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Diamonds & Diamond Grading Written Final Exam	75% score	3
<b>Graduate Colored Stones Diploma</b>		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Week 9 Exam	75% score	3
Colored Stones Written Final Exam	75% score	3
Colored Stone Grading Lab Class	Passing grade	1
Gem Identification Lab Class	Passing grade	1
Gem Identification 20-Stone Practical Exam	100% score	5**

\* Students may take two additional attempts on the exam in a Student Workroom. Remedial work will be required after the second additional attempt. Upon completion of remedial work, students may take an additional two attempts on the exam in a Student Workroom.

\*\* Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. Exam attempts must be taken within the course completion time.

## Graduation Requirements – Jewelry Manufacturing Arts

Programs	Minimum Requirement	Maximum Number of Attempts Allowed
<b>Jewelry Design &amp; Technology Diploma</b>		
Scheduled Assignments and Projects	75% completed	Unlimited*
Written Quizzes	75% score average	2
Practical Quizzes	75% score each	2
Design Tests	75% score each, including all required criteria	3
Final Written Exam	75% score	3
Final Design Challenge	75% score, including all required criteria	3
Final Design Portfolio	Submission required, including all required components	Unlimited*
Final Design Exhibition	Participation required, including all required components	1
<b>Comprehensive CAD/CAM for Jewelry Certificate</b>		
Scheduled Assignments	75% completed	Unlimited*
Practical Quizzes	75% score each	2
Written Quiz	75% score	2
Final Written Exam	75% score	3
Final Practical Test	75% score	2
Final CAD Exhibition	Participation required, including all required components	1
<b>Jewelry Design Certificate</b>		
Unit I Design Assignments	100% completed with passing score	Unlimited*
Unit II Design Assignments	75% completed with passing score	Unlimited*
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam	Pass each	2
Final Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

# Academic Policies and Procedures (cont.)

## Academic Records

Student records are retained in accordance with federal, state, and accreditation requirements. The care and protection of student data is of utmost importance. GIA maintains a comprehensive global personal data protection policy that may be found on our website at [GIA.edu](http://GIA.edu)

### Letters of Good Standing

On request, Education Records will issue letters of good standing, typically needed by insurance companies or other agencies as evidence of student status. GIA does not issue letters of recommendation. Contact Records and Transcript at +1 800 366 8519 ext 3533, +1 212 944 5900 ext 3533 or [nyrecords@gia.edu](mailto:nyrecords@gia.edu)

### Transcripts

Transcripts are available for \$10 each. Students who enrolled prior to 2013 should contact Education Records to order a transcript. Students who enrolled in 2013 or later may order a transcript at [my.GIA.edu](http://my.GIA.edu)

### Diploma/Transcript Holds

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

### Replacement Diplomas

If your diploma was permanently lost or destroyed, a replacement diploma may be ordered from the Education Records department. Each replacement diploma follows the current diploma format and includes the reissue date. All replacement diplomas bear the signatures of GIA's current Chair of the Board of Governors, and President and CEO.

### Change of Name

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

- Valid Government issued photo ID
- Marriage certificate
- Divorce decree
- Naturalization documents

## Graduation Announcements

Graduation announcements are available upon request. Contact Education Records at +1 760 603 4000 ext 7312.

## Academic Credentials Usage Policy

### Applicability

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

### Usage Guidelines for Academic Credentials

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

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

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

### General Usage

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

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

### Diplomas

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

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP
- John Doe, GIA Gemologist
- Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT
- 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 examples refer to the Applied Jewelry Arts (AJA) diploma, the Jewelry Business Management (JBM) diploma and the Bachelor of Business Administration (BBA) degree:

- John Doe, GIA Applied Jewelry Arts, or John Doe, GIA AJA
- Jane Doe, GIA Jewelry Business Management, or Jane Doe, GIA JBM
- John Doe, Bachelor of Business Administration, or John Doe, BBA

## 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.

## Names, Trademarks, and Copyrights

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used in your advertising except as described herein. The same is true for GIA's copyrighted materials (including all GIA publications, course materials, and certain printed forms used by GIA), which may be used only by obtaining prior written consent from GIA. Some specific examples of GIA's trademarks and copyrighted material that may NOT be used in your advertising without prior consent are:

- GIA (Gemological Institute of America) and its logo
- GIA Grading and Identification Reports, including but not limited to GIA Diamond Grading Report, GIA Diamond Dossier®, GIA Diamond Focus™ Report, GIA Identification Report, and GIA Colored Diamond Identification and Origin Report. Use is acceptable if the report is for a product that the client/seller owns.
- GIA Facetware™ logo
- GIA educational materials and publications in any medium including but not limited to print, web, video, or audio
- Gems & Gemology quarterly journal and its logo

## Unauthorized Usage

It is an unauthorized use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor, or approve any individual or private business including its employees, products, services, and pricing. It is incorrect to state that students, graduates, their businesses, or particular gemstones are "certified" by GIA. The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA has been "certified" by GIA.

Examples of unacceptable usage include: GIA Certified; GIA Certified Diamond Appraiser; GIA Certified Diamonds; GIA Diamond; Certified GIA Appraisals; Certified Graduate Gemologist; Member, Gemological Institute of America; Member, GIA Laboratory.

Because GIA is an educational and research institution, it is not allowed to participate in, or endorse, private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized.

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewelry, education and related fields would constitute infringement of the GIA marks.

The use of the Facetware™ logo is not permitted. Those who wish to reference the use of GIA Facetware™ in estimating a cut grade may reference it by stating the following: "Cut grade was estimated using the GIA Facetware™ Cut Estimator."

For intellectual property usage requests that are not covered here, please email [guidelines@gia.edu](mailto:guidelines@gia.edu)

## Complaint Policy and Procedure

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To submit a formal complaint, please follow the procedure described below. GIA reviews all complaints in a timely, fair, and equitable manner. GIA gives all individuals named in a complaint, including students, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process. Additionally, concerns related to sexual harassment or assault can be directed to GIA's Title IX Coordinator, at [titleixcoordinator@gia.edu](mailto:titleixcoordinator@gia.edu)

### Complaint Procedure

A complaint must be submitted to the School Director in writing at [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu) or Campus Manager at [nycampusmanager@gia.edu](mailto:nycampusmanager@gia.edu). A complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included.

Within 10 working days of receiving a complaint, the School Director or Campus Manager will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

### Complaint Disclosures

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 the school has adequately addressed a complaint or concern, the student can contact the Accrediting Commission at 2101 Wilson Blvd., Suite 302, Arlington, VA 22201 USA, by phone at +1 703 247 4212, or online at [accsc.org](http://accsc.org). A copy of the Commission's Complaint Form is available from the GIA Student Services Office. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Students can submit complaints and claims to the New York State Education Department, Bureau of Proprietary School Supervision, Investigations and Audit Unit, New York State Education Department, Bureau of Proprietary School Supervision, 116 West 32<sup>nd</sup> Street, 5<sup>th</sup> Floor, New York, N.Y. 10001, phone +1 212 643 4760, [acces.nysed.gov/bpss](http://acces.nysed.gov/bpss). The New York State Education Department regulates the operation of Licensed Private Schools and Registered Business Schools in New York.

*Courtesy:  
Andrew Geoghegan*



# Cancellation and Refund Policies

GIA's cancellation and refund policies are explained in detail in this section and in your Enrollment Agreement. If you have questions, please contact GIA Admissions at +1 212 944 5900 or email [nyadmissions@gia.edu](mailto:nyadmissions@gia.edu)

Students should submit their notice of cancellation to the Campus Manager in person, by phone +1 212 944 5900, by fax +1 212 719 9563, by email [nyedudirector@gia.edu](mailto:nyedudirector@gia.edu) or via mail at GIA Education, 50 West 47<sup>th</sup> Street, 8<sup>th</sup> floor, New York, NY 10036.

Students who reserve time in the Student Workroom must notify GIA Admissions at +1 212 944 5900 or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu) at least 24 hours prior to the first day of the reserved period of time. Students who fail to comply with this policy will be charged for the first day, and any reservation for additional days will be cancelled.

Students who obtain a loan to pay for an educational program have the responsibility to repay the full amount of the loan, plus interest, less the amount of any refund returned to the lender. If students have received federal student financial aid funds, any refund is calculated according to the Federal Student Aid Refund Policy as described below. Students receiving federal student aid are entitled to a refund of the monies not paid from federal financial aid funds. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. (Cash payments will be refunded by check.) Refunds are processed within 30 days after your date of determination or your last day of attendance, whichever is later.

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

Students who purchase Gem Instruments may return them for a full refund within 15 days of receipt provided they are in the original package, complete, and in new and unused condition. A restocking fee may apply. Please visit [store.gia.edu](http://store.gia.edu) for additional information.

## Definition of Cancellation and Refund Policy Terms

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

- Cancellation or Withdrawal Date for full-time program and lab class students means the date GIA receives your official notice of withdrawal or cancellation, or your last day of attendance.
- Class means any course of study, including classes, courses, or programs.
- Date of Determination (DOD) means the date on which your notice of cancellation or withdrawal is received by GIA, or if you have not notified GIA of your intent to cancel and you have stopped attending, the Date of Determination is the date on which GIA determines that your unapproved absence means you are no longer enrolled. The 30-day time period for issuing refunds begins on the Date of Determination.
- Days means calendar days, unless otherwise stated.
- First class session for Lab students means the instructional period prior to the first break.
- First class session for On Campus students means the first full day of instruction.
- Instructional Days or Weeks means the number of days or weeks during which clock hours are scheduled.
- Last Day of Attendance (LDA) means the last day you attended your scheduled on-campus or Lab class.
- Program Length means the total calendar time between the scheduled start and end dates of a program, and includes scheduled instructional days, breaks, and holidays. Program length may be as much as five weeks longer than the instructional length.
- Quarters are defined in New York as no more than 14 weeks of instruction.
- Start Date for full-time program and lab class students means the first scheduled day of instruction.
- Class Duration: The number of days or weeks that represent the instructional clock hours to deliver the program, course or class.
- Calendar Duration: Is the actual number of days or weeks required to complete a particular program, course or class accounting for holidays or other scheduled breaks.



Mohican Pearl and Diamond ring  
courtesy: Andrew Geoghegan

# Cancellation and Refund Policies (cont.)

## Federal Student Aid Refund Policy / Return to Title IV

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

1. Title IV refunds are allocated in the following order as applicable:
2. Unsubsidized Federal Direct Stafford Loan Program
3. Subsidized Federal Direct Stafford Loan Program
4. Federal Perkins Loan Program
5. Federal PLUS Loan Program
6. Federal Pell Grant Program
7. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
8. Any other Title IV program
9. Other federal, state, private, or institutional student financial aid programs

If a student did not receive all of the funds that he or she earned, the student may be due a post-withdrawal disbursement. If a student's post-withdrawal disbursement includes loan funds, GIA must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he or she doesn't incur additional debt. GIA may automatically use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees. GIA needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If a student does not give his or her permission, the student will be offered the funds. It may be in the student's best interest to allow GIA to keep the funds to reduce the student's debt to GIA.

First-time, first-year undergraduate students who have not completed the first 30 days of their program before they withdraw will not receive any Direct Loan funds they would have received had they remained enrolled past the 30<sup>th</sup> day.

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

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

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

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

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

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

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

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

For additional information on GIA refunds as they apply to financial aid funds, contact Student Financial Assistance at +1 212 944 5900 ext 3662 or email [financialaid@gia.edu](mailto:financialaid@gia.edu)

For general questions about Title IV program funds, call the Federal Student Aid Information Center at +1 800 4 FEDAID (+1 800 433 3243).

TTY users may call +1 800 730 8913. Information is also available on Student Aid at [studentaid.ed.gov](http://studentaid.ed.gov)

## Student Refund Policies

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, a student will be responsible for the cost of any accepted textbooks or supplies, the application fee (if applicable), and the tuition liability as of the student's last date of physical attendance or the date GIA receives the student's official notice of cancellation, whichever is to the student's benefit, as set forth in the following tables.

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 Education Law.

Tuition liability is calculated on the basis of the last day of attendance, and refunds are processed within 30 days of the date of determination.

GIA will refund to you, within 30 days of the date of determination, either all or part of your tuition payments according to the following refund schedules for the respective programs, courses, and lab classes.

### 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.

Graduate Gemologist			
Instructional Days	Instructional Week(s)	% of Tuition Liability per Quarter	Actual Tuition Refund
<b>First Quarter</b>			
5-Jan	1	0	\$21,000.00
10-Jun	2	25	\$18,375.00
15-Nov	3	50	\$15,750.00
16-20	4	75	\$13,125.00
21-25	5	100	\$10,500.00
26-30	6	100	\$10,500.00
31-35	7	100	\$10,500.00
36-65	13-Aug	100	\$10,500.00
<b>Second Quarter</b>			
66-70	14	25	\$7,875.00
71-75	15	50	\$5,250.00
76-80	16	75	\$2,625.00
81-130	17-26	100	\$0.00

Graduate Colored Stones			
Instructional Days	Instructional Week(s)	% of Tuition Liability per Quarter	Actual Tuition Refund
<b>First Quarter</b>			
5-Jan	1	0	\$14,400.00
10-Jun	2	25	\$12,600.00
15-Nov	3	50	\$10,800.00
16-20	4	75	\$9,000.00
21-50	10-May	100	\$7,200.00
<b>Second Quarter</b>			
51-55	11	25	\$5,400.00
56-60	12-Jan	50	\$3,600.00
61-65	13	75	\$1,800.00
66-95	14-19	100	\$0.00

Graduate Diamonds			
Instructional Days	Instructional Week(s)	% of Tuition Liability	Actual Tuition Refund
5-Jan	1	0	\$6,600.00
10-Jun	2	25	\$4,950.00
15-Nov	3	50	\$3,300.00
16-20	4	75	\$1,650.00
21-35	7-May	100	\$0.00

Comprehensive CAD/CAM for Jewelry			
Instructional Days	Instructional Week(s)	% of Tuition Liability	Actual Tuition Refund
5-Jan	1	0	\$5,750.00
10-Jun	2	25	\$4,312.50
15-Nov	3	50	\$2,875.00
16-20	4	75	\$1,437.50
21-35	7-May	100	\$0.00

Jewelry Design			
Instructional Days	Instructional Week(s)	% of Tuition Liability	Actual Tuition Refund
5-Jan	1	0	\$6,000.00
10-Jun	2	25	\$4,500.00
15-Nov	3	50	\$3,000.00
16-20	4	75	\$1,500.00
21-45	9-May	100	\$0.00

Jewelry Design & Technology			
Instructional Days	Instructional Week(s)	% of Tuition Liability per Quarter	Actual Tuition Refund
<b>First Quarter</b>			
5-Jan	1	0	\$19,900.00
10-Jun	2	25	\$17,412.50
15-Nov	3	50	\$14,925.00
16-20	4-Jan	75	\$12,437.50
21-25	5-Jan	100	\$9,950.00
26-30	6	100	\$9,950.00
31-35	7	100	\$9,950.00
36-65	13-Aug	100	\$9,950.00
<b>Second Quarter</b>			
66-70	14	25	\$7,462.50
71-75	15	50	\$4,975.00
76-80	16	75	\$2,487.50
81-130	17-26	100	\$0.00

## Programs of 35 Hours or Less in Duration

Diamond Grading Lab		
If Cancellation Date Is	% of tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$1,500.00
16-30% of the program	25	\$1,125.00
31-45% of the program	50	\$750.00
46-60% of the program	75	\$375.00
After 60% of the program	9-Apr	\$0

Gem Identification Lab		
If Cancellation Date Is	% of tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$1,500.00
16-30% of the program	25	\$1,125.00
31-45% of the program	50	\$750.00
46-60% of the program	75	\$375.00
After 60% of the program	9-Apr	\$0

Colored Stone Grading Lab		
If Cancellation Date Is	% of tuition Liability	Actual Tuition Refund
0-15% of the program	0-Jan	\$1,000.00
16-30% of the program	25	\$750.00
31-45% of the program	50	\$500.00
46-60% of the program	75	\$250.00
After 60% of the program	100	\$0.00

Pearl Grading Lab		
If Cancellation Date Is	% of tuition Liability	Actual Tuition Refund
0-15% of the program	0	\$300.00
16-30% of the program	25	\$225.00
31-45% of the program	50	\$150.00
46-60% of the program	75	\$75.00
After 60% of the program	100	\$0.00

GIA calculates student and graduate outcomes data as required by a variety of federal, state and accreditor requirements. This information is available on GIA's website at [GIA.edu/student-consumer-information](http://GIA.edu/student-consumer-information) or you may request a copy at [studentconsumerinfo@gia.edu](mailto:studentconsumerinfo@gia.edu). As required by New York state law, the outcomes data for New York campus students for the 2014-2015 and 2015-2016 reporting periods are provided below.

Start Date	Graduate Gemologist		Jewelry Design		Graduate Diamonds		Graduate Colored Stones		Comprehensive CAD/CAM for Jewelry		Jewelry Design & Technology	
	07/15 - 06/16	07/14 - 06/15	07/15 - 06/16	07/14 - 06/15	07/15 - 06/16	07/14 - 06/15	07/15 - 06/16	07/14 - 06/15	07/15 - 06/16	07/14 - 06/15	07/15 - 06/16	07/14 - 06/15
<b>New Program Enrollments (starts)</b>												
Full time	145	125	40	69	77	114	13	10	53	87	9	n/a
Part time	0	\$0.00	\$0.00	0	0	0	0	0	0	0	0	n/a
Total	145	\$125.00	\$40.00	69	77	114	13	10	53	87	9	n/a
Applications Accepted	145	\$125.00	\$40.00	69	77	114	13	10	53	87	9	n/a
Applications Denied	0	\$0.00	\$0.00	0	0	0	0	0	0	0	0	n/a
Total Starts	24-May	\$125	\$40.00	69	77	114	13	10	53	87	9	n/a
<b>Program Graduation Rate</b>												
Total Students Enrolled	203	176	\$54.00	69	96	133	21	12	63	105	9	n/a
Graduates <sup>1</sup>	101	89	\$53.00	53	83	100	16	4	39	92	0	n/a
Non-completers <sup>2</sup>	14-Jan	\$29.00	\$1.00	2	8	14	1	0	4	3	0	n/a
Still Enrolled/ Continuing Students <sup>3</sup>	88	\$58.00	\$0.00	14	5	19	4	8	20	10	9	n/a
<b>Employment of Program Graduates</b>												
Number of Graduates	101	\$89.00	\$53.00	53	83	100	16	4	39	92	n/a	n/a
Number of Graduates Available for (Seeking) Employment <sup>4</sup>	42	41	\$17.00	15	36	42	4	3	16	55	n/a	n/a
Number of Graduates Employed in the Field <sup>5</sup>	35	35	12	10	28	35	4	2	15	46	n/a	n/a

The above information reflects data reported to New York State Education Department, Occupational Education Data Survey (OEDS) for the 2014-2015 and 2015-2016 reporting periods.

<sup>1</sup> Graduates means the number of students who completed the program within 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> 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>4</sup> Number of Graduates Available for (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 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.

<sup>5</sup> Number of Graduates Employed in the 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.

### Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for remedial work
- Fees for lost or damaged equipment, precious metals and stones
- Students are responsible for any wire transfer fees that they incur
- All required instruments are provided to on-campus students, excluding purchase of replacement or additional refractive index (RI) liquid 1.81
- For homework purposes, Jewelry Design & Technology students must have full access to a computer that meets the minimum requirements described on page 19. The estimated average cost to purchase this computer is approximately \$1,500. Estimates reflect current prices at the time of publication, and are subject to change
- Comprehensive CAD/CAM for Jewelry students are not required to do work at home. However, students may find it helpful to have a computer that meets the minimum requirements described on page 19. The estimated average cost to purchase this computer is approximately \$1,500. Estimates reflect current prices at the time of publication, and are subject to change
- Optional books plus applicable tax

### Additional Student Fees May Include:

- \$35 half day or \$70 full day for the use of Student Workroom
- \$750 per week for repeating on-campus class time
- \$40 certificate replacement fee
- \$45 diploma replacement fee
- \$10 for each transcript
- \$15 for replacement ID or badge
- \$15 returned check fee

Total charges are valid for programs, courses, and classes taking place from January 1, 2017 through December 31, 2017, and are subject to change.

## Payment Methods/Student Accounts

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Make payments online anytime via your Student Center, available at [my.GIA.edu](http://my.GIA.edu). Our Office of Student Accounts staff members are available Monday through Friday to accept payments and to discuss your account. Visit the Student Services office to arrange an appointment. Contact us at +1 800 366 8519 ext 3524, +1 212 944 5900 ext 3524, or [nyacctsrec@gia.edu](mailto:nyacctsrec@gia.edu) from 8:30 a.m. to 4:30 p.m. Eastern Time.

Please note the following information regarding payment methods:

Students who owe GIA past due monies, and/or have not returned student stone sets, may not enroll in future courses or programs until they have reimbursed GIA.

**Credit Card:** You can charge confirmation deposits, tuition, books and materials, and other fees to your VISA, MasterCard, Discover, or American Express account.

**Check or Money Order:** You can pay by cashier's check, money orders or personal check. Make checks payable to GIA. Payment must be in U.S. dollars and drawn on a U.S. bank.

**Wire Transfer:** please contact us at +1 800 366 8519 ext 3524, +1 212 944 5900 ext 3524, or [nyacctsrec@gia.edu](mailto:nyacctsrec@gia.edu) for details. Students are responsible for any wire transfer fees that they incur.

*Cut gem courtesy: Glenn Preus  
Rough crystal courtesy: Neal Litman Company*



# Tuition Recovery and Reimbursement Funds

## New York Tuition Reimbursement Fund

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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 below. 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).

Contact the New York State Education Department at:

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



*William Goldberg Student Commons at GIA New York*

## Gemology and Jewelry Manufacturing Arts

Program Number	Program Title	Tuition	Books and Materials	Total Charges*	First Payment (Due with Application (refundable deposit)**)	First Payment (Due on Orientation Day)***
GEM 2500	Graduate Gemologist	\$21,000.00	\$1,160.00 (Books) \$1,125.00 (Materials)	\$23,285.00	\$2,100.00	\$21,185.00
GEM2200	Graduate Diamonds	\$6,600.00	\$375.00 (Books) \$85.00 (Materials)	\$7,060.00	\$660.00	\$6,400.00
GEM 2300	Graduate Colored Stones	\$14,400.00	\$785.00 (Books) \$1,040.00 (Materials)	\$16,225.00	\$1,440.00	\$14,785.00
JMA3400	Jewelry Design and Technology	\$19,900.00	\$980.00 (Books) \$90.00 (Materials)	\$20,970.00	\$1,990.00	\$18,980.00
JMA 370	Jewelry Design	\$6,000.00	\$100.00 (Books) \$260.00 (Materials)	\$6,360.00	\$600.00	\$5,760.00
JMA 400	Comprehensive CAD/CAM for Jewelry	\$5,750.00	\$600.00 (Books) \$15.00 (Materials)	\$6,365.00	\$575.00	\$5,790.00

Amounts shown are in U.S. dollars;

B&M = Books & Materials

\*\* Total Charges includes tuition, books and materials

\*\*\* First Payment = Refundable deposit

\*\*\* Final Payment is the difference between the Total Payment and the First Payment

### CLASS DURATION

Please note class schedules may vary depending on holidays and breaks; please review the schedule carefully and plan accordingly.

## Lab Classes – Gemology

Class Number	Class Title	Tuition	Books & Materials	Total Charges*	First Payment (Refundable Deposit due with Application)	Final Payment (Balance Due 30 Days Prior to Start of Class* = Total Charges – Refundable Deposit)
GEM 230L	Diamond Grading Lab	\$1,500.00	\$150.00 (Books) \$25.00 (Materials)	\$1,675.00	\$150.00	\$1,525.00
GEM 220L	Colored Stone Grading Lab	\$1,000.00	\$80.00 (Books) \$25.00 (Materials)	\$1,105.00	\$100.00	\$1,005.00
GEM 240L	Gem Identification Lab	\$1,500.00	\$125.00 (Books ) \$25.00 (Materials )	\$1,650.00	\$150.00	\$1,500.00
GEM 149L	Pearl Grading Lab	\$300.00	\$30.00 (Books) \$4.00 (Materials)	\$334.00	\$30.00	\$304.00

Amounts shown are in U.S. dollars:

\*\* Total Charges includes tuition, books and materials

\*\*\* First Payment = Refundable deposit

\*\*\* Final Payment is the difference between the Total Payment and the First Payment

## ON-CAMPUS PROGRAMS

Note: (Date) = Mandatory Orientation

### CLASS DURATION AND HOURS

#### Monday-Friday Day Classes

Schedules may vary depending on holidays, breaks or other events. Please visit [GIA.edu/2017-class-duration-hours#ny](http://GIA.edu/2017-class-duration-hours#ny) or contact [admissions@gia.edu](mailto:admissions@gia.edu) for details.

#### Weekend and Night Classes

##### New York:

Monday-Thursday:  
On-Campus/Lab: 6:00 p.m. – 9:30 p.m.  
Saturday: 8:00 a.m. – 4:00 p.m.

### GEMOLOGY

#### GEM 2500 Graduate Gemologist

\$23,285

Jan 9-Jul 21 (Jan 5)  
Mar 6-Sep 15 (Mar 2)  
Apr 17-Oct 27 (Apr 13)  
May 1-Nov 10 (Apr 27)  
Jun 26, 2017-Jan 26, 2018 (Jun 22)  
Aug 21, 2017-Mar 23, 2018 (Aug 17)  
Oct 16, 2017-May 18, 2018 (Oct 12)

#### GEM 2200 Graduate Diamonds

\$7,060

Jan 16-Mar 10 (Jan 12)  
Mar 27-May 19 (Mar 23)  
Jun 5-Jul 28 (Jun 1)  
Sep 25-Nov 17 (Sep 21)

### JEWELRY MANUFACTURING ARTS

#### JMA 3400 Jewelry Design & Technology

\$20,970

Jun 5-Dec 15 (Jun 1)

#### JMA 370 Jewelry Design

\$6,360

Jan 9-Mar 10 (Jan 5)  
Oct 2-Dec 8 (Sep 28)

#### JMA 400 Comprehensive CAD/CAM for Jewelry

\$6,365

Apr 3-May 19 (Mar 30)  
May 29-Jul 14 (May 25)  
Aug 7-Sep 22 (Aug 3)

### STAND BY PROGRAMS

The dates listed below are for programs which are components of the Graduate Gemologist program and are offered on a **standby basis only**.

#### Graduate Diamonds

\$7,060

Jan 9-Mar 3 (Jan 5)  
Mar 6-Apr 28 (Mar 2)  
Apr 17-Jun 9 (Apr 13)  
May 1-Jun 23 (Apr 27)  
Jun 26-Aug 18 (Jun 22)  
Aug 21-Oct 13 (Aug 17)  
Oct 16-Dec 15 (Oct 12)

#### Graduate Colored Stones

\$16,225

Jan 2-May 19  
Mar 6-Jul 21  
May 1-Sep 15  
Jun 12-Oct 27  
Jun 26-Nov 10  
Aug 21, 2017-Jan 26, 2018  
Oct 16, 2017-Mar 23, 2018  
Jan 1, 2018-May 18, 2018

## LAB CLASSES

### GEMOLOGY

#### GEM 220L Colored Stone Grading

\$1,105

Feb 6-8  
Mar 13-15  
Apr 3-5  
Jun 12-14  
Jun 12-20 (N)  
Aug 21-23  
Sep 23-Oct 7 (S)  
Nov 13-15

#### GEM 230L Diamond Grading

\$1,675

Jan 23-27  
Feb 6-10  
Feb 27-Mar 3  
Mar 20-24  
Mar 20-Apr 4 (N)  
May 22-26  
Aug 7-11  
Aug 14-29 (N)  
Sep 11-15  
Dec 4-8

#### GEM 240L Gem Identification

\$1,650

Jan 30-Feb 3  
Feb 13-17  
Mar 27-31  
May 8-23 (N)  
Jun 5-9  
Aug 14-18  
Oct 23-Nov 7 (N)  
Nov 6-10

#### GEM 149L Pearl Grading

\$334

Mar 16  
Apr 6  
Jun 15  
Aug 24  
Nov 16

### STUDENT WORKROOM

Monday – Friday,  
9:00 a.m. – 12:00 p.m. and  
1:00 – 4:00 p.m.

Fees are \$35 for half day and \$70 for full day. No fees for exams.

For a complete list of Student Workroom prerequisites, services, and additional details, visit [GIA.edu](http://GIA.edu).

To reserve a seat, call +1 800 366 8519 ext. 3533, or outside the U.S. call +1 212 944 5900 ext. 3533, or email [nyworkroom@gia.edu](mailto:nyworkroom@gia.edu)

Jan 9-13  
Jan 16-20  
Feb 13-17  
Feb 21-24  
Apr 3-7  
Apr 10-14  
Apr 17-21  
May 30-Jun 2  
Jul 31-Aug 4  
Sep 25-29  
Oct 2-6  
Dec 4-8  
Dec 11-15

(N) = Nighttime; (S) = Saturday

Please note class schedules may vary depending upon holidays and breaks - refer to [GIA.edu/2017-class-duration-hours](http://GIA.edu/2017-class-duration-hours) for more detail. Please review the schedule carefully and plan accordingly.

For more information about On Campus Programs Please contact:

T +1 212 944 5900  
E [nyedu@gia.edu](mailto:nyedu@gia.edu)

## Board of Governors

---

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Managing Director for Asia Pacific

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Vice President of Global Marketing

**Rohit Tandon**

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**Jennifer Wilson**

Vice President, Corporate Counsel and Corporate Secretary

**Lucy Xia**

Vice President of Global Laboratory Planning

**Phillip M. Yantzer**

Vice President of Laboratory Services

## Chairman Emeritus

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**Ralph Destino**

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---

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Manager Global Education Accretion and Regulatory Affairs,  
Title IX Coordinator

**Elizabeth "Liz" Brehmer**

Director, JMA Operations

**Bev Hori**

Senior Vice President of Education and Chief Learning Officer

**Susan Johnson**

Director, Education Accreditation and Regulatory Affairs

**Jennifer Kim**

Campus Manager, New York

**Sam Kong**

Director, New York Education

**Michael Magee**

Global CAD/CAM Product Manager

**Duncan Pay**

Interim Vice President and Chief Academic Officer

**Wendy Wang**

Director, Office of Student Financial Assistance

**Robert Weldon**

Director, Richard T. Liddicoat Gemological Library and Information Center

**Jennifer Wilson**

Interim Director of Student Services

**Kelly Yantzer**

Director, Global Education Standards

## Faculty

---

**Instructor Qualifications**

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve).

All New York instructors possess a Teacher Permit, a Provisional License, or a Permanent License issued by the state of New York.

See qualifications instructors on [GIA.edu](http://GIA.edu)

**New York:** [GIA.edu/gem-education/new-york#faculty](http://GIA.edu/gem-education/new-york#faculty)

All information is correct as of November 2016.

**New York Faculty**

Edyta Banasiak

Cristiano Brigida

Brian Driscoll

Fran Greder

Antar Hall

Lisa Kennedy

Steven Lester

John Mastoloni

Samira Mazloom

Kathleen Trocine

Maria Tsangaropoulos

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Admissions and Enrollments – Lab Classes	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyadmissions@gia.edu
Admissions and Enrollments – On Campus	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyadmissions@gia.edu
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Career Services	+1 212 944 5900 ext 3529	+1 800 366 8519 ext 3529	+1 212 719 9563	nycareerservices@gia.edu
Financial Assistance	+1 212 944 5900 ext 3662	+1 800 366 8519 ext 3662	+1 212 719 9563	nyfinancialaid@gia.edu
Housing Assistance	+1 212 944 5900	+1 800 366 8519	+1 212 719 9563	nyhousing@gia.edu
International Student Advisor	+1 917 286 3663	+1 800 366 8519 ext 3663	+1 212 719 9563	nyintladvisor@gia.edu
Library – Richard T. Liddicoat Library	+1 212 944 5900 ext: 3533	+1 800 366 8519 ext: 3533	+1 212 719 9563	nylibrary@gia.edu
Records and Transcripts	+1 212-944-5900 ext. 3533	+1 800 366 8519 ext 3533	+1 212 719 9563	nyrecords@gia.edu
School Director	+1 917 286 3528	+1 800 366 8519 ext 3528	+1 212 719 9563	nyedudirector@gia.edu
Student Accounts	+1 917 286 3524	+1 800 366 8519 ext 3524	+1 212 719 9563	nyacctsrc@gia.edu
Student Workroom	+1 212 944 5900 ext. 3533	+1 800 366 8519 ext. 3533	+1 212 719 9563	nyworkroom@gia.edu
Title IX Coordinator	+1 760 603 4000 ext 7776	+1 800 421 7250 ext 7776	+1 760 603 4153	titleixcoordinator@gia.edu

# Accreditation and Licensing

GIA is a nonprofit, private, postsecondary educational institution incorporated for the purpose of promoting education and research in gemology, jewelry manufacturing arts, and related subjects.

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

The following information is applicable to GIA's educational offerings in the United States only. For information on accreditation, licensing and approvals of international campuses and programs, please contact the relevant specific campus for more information.

GIA's campus in New York is accredited by the ACCSC as a branch of GIA's campus in Carlsbad. ACCSC's accreditation is institutional in nature and includes GIA's U.S. on-campus education 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 nationally recognized accrediting agencies.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

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 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 gemology lab classes as shown on page 23 do not fall within the scope of ACCSC or DEAC accreditation.



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



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

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

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# GIA®

## Campuses

### Carlsbad

World Headquarters  
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T +1 800 421 7250  
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### LABORATORIES

Bangkok  
Carlsbad  
Gaborone  
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New York  
Ramat Gan  
Tokyo

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Dubai

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