



GIA®

2025

# Education Catalogue

GIA INDIA



GIA India Laboratory Private Limited - Main Campus  
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# Addendum to the 2025 Education Catalog India Campus

All data in the 2025 Education Catalog India Campus ("Catalog") reflects information as it was available at the publication date. Updates and/or corrections to the Catalog made after the publication date appear in this addendum.

While every effort is made to ensure the accuracy of the information provided in the Catalog, GIA reserves the right, in its sole and exclusive discretion, to make changes to the Catalog at any time without prior notice. It is the responsibility of each student to be aware of and understand GIA regulations as published.

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Faculty and Education Management - Page 9  
Effective March 21, 2025

As part of GIA's ongoing commitment to operational excellence, the following changes have been made to the Education Management team structure. GIA remains committed to maintaining a high standard of leadership and support for students and faculty across its global education programs.

- **Duncan Pay**, previously serving as Senior Vice President and Chief Academic Officer, now holds the position of Vice President of Education Mission Services.
- **Cathryn Ramirez** has been appointed as Senior Vice President and Chief Learning Officer.

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# President's Welcome Message

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

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

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

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

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

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

Susan M. Jacques, GIA GG  
GIA President and CEO



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

# Mission and History

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## Mission Statement

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

## Educational Philosophy

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

### Research

We design our educational programmes 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 jewellery industry.

### Accessibility

Our curriculum meets the various needs of all students by offering programmes 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 jewellery.

## History

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

When most jewellers knew little about the gems they traded, Shipley wanted to professionalise the industry through education, research and gemological instrumentation.

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution that has educated more than 365,000 professionals worldwide, a prestigious laboratory grading the world's most important diamonds, the leading gemological research centre and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

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

# Accreditation and Licensing

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GIA India Laboratory Private Limited is a Company incorporated under the Companies Act, 1956. GIA India offers courses in the field of gemmology, applied jewellery arts and jewellery design.

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

## Accreditation

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Lab classes offered through GIA India are accredited by Distance Education Accrediting Commission (DEAC).

### **DEAC**

1101 17th Street NW, Ste. 808

Washington, DC 20036 USA

+1 202 234 5100

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

# Governance and Executive Management

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## Board of Governors

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

**Lisa A. Locklear - Chair**

Executive Vice President and Chief Financial Officer,  
Longeveron

**Stephen F. Kahler - Vice Chair**

Chief Strategy Officer and Member of Board of Everidge

**Dave Bindra**

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

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

Williams Alumni Distinguished Professor of Geology at  
Louisiana State University

**François Delage**

Experienced global luxury, fashion and jewelry retail CEO

**Lake Dai**

Adjunct Professor, Applied AI at Carnegie Mellon University

**Kiko Harvey**

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

**Susan M. Jacques**

President and CEO, GIA

**Robert Andrew 'Andy' Johnson**

CEO, Diamond Cellar Holdings, LLC

**Lawrence Ma**

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

**Russell A. Mehta**

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

**Thomas M. Moses**

Executive Vice President and Chief Laboratory and Research  
Officer, GIA

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

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

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

Chair, The Center for Cyber and Technology Innovation

**Marcus ter Haar**

Experienced diamond industry executive

**Tammy Storino**

Experienced global operations and finance leader

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

## Executive Management

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GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewellery industry. Responsible for carrying out the Institute's mission to protect and ensure the public trust globally, the executive team follows a strict code of ethics and seeks to infuse each initiative GIA undertakes with dedication and value-driven purpose. Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA. Visit [www.GIA.edu/gia-about-mission-governance](http://www.GIA.edu/gia-about-mission-governance) for the full list of GIA's executive management.

# GIA Education Advisory Boards

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

## Education Committee of the Board

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

Williams Alumni Distinguished Professor of Geology at Louisiana State University

### **Dave Bindra**

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

### **François Delage**

Experienced global luxury, fashion and jewelry retail CEO

### **Kiko Harvey**

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

### **Susan M. Jacques**

President and CEO, GIA

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

CEO, Diamond Cellar Holdings, LLC

### **Lisa A. Locklear**

Executive Vice President and Chief Financial Officer, Longeveron

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

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

## Program Advisory Committee

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### **Pamela Balodimas**

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

### **Jean Francois Bibet**

Workshop Director, Cartier/Richemont New York, NY

### **Barry S. Block**

President, The Jewelry Judge Carle Place, NY

### **Latoya Boyd**

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

### **Wade Clar**

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

### **Ted Doudak**

President, Riva Precision Manufacturing Brooklyn, NY

### **Gina D'Onofrio**

Director, Fine Jewelry - Heritage Auctions Beverly Hills, CA

### **Rita Famulare**

Owner, Famulare Jewelers Carlsbad, CA

### **Alexandra Hart**

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

### **Malcolm Koll**

Owner, Charles Koll Jewelers San Diego, CA

### **Gail Brett Levine**

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

### **Christine Lopez**

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

### **Mary Todd McGinnis**

Vice President, Ben Bridge Jewelers Seattle, WA

### **Kevin Reilly**

Senior Vice President, Platinum Guild International New York, NY

### **Kapil Seth**

Owner, Malhotra, Inc. New York, NY

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

Owner, Tara & Sons New York, NY

### **Thom Underwood**

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

### **Kumud Wastrad**

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

# Faculty and Education Management

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## Faculty

GIA's faculty meet or exceed applicable accreditation standards. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills and participate in ongoing professional development activities.

The list shown here is effective as of the publication date of this catalogue. Please refer to our website at [www.GIA.edu/gem-education/mumbai/faculty](http://www.GIA.edu/gem-education/mumbai/faculty) for an up-to-date listing of our faculty and qualifications.

### Andrew Aron

MSc Geology, KSKV Kachchh University (Gujrat)  
GIA GG, AJP, Pearls Graduate

### Sajiri Barve

B. com (Mumbai University)  
GIA Jewelry Design, Diamonds Graduate, AJP

### Abbas Damani

Diploma in Film Making  
GIA Diamonds Graduate, AJP

### Alareez Dsouza

B.A Psychology, Mumbai University  
GIA Diamonds Graduate, AJP

### Himani Jain

Bachelors of Banking And Insurance  
GIA Diamonds Graduate

### Nitu Joshi

Bachelors of Banking and Insurance  
GIA GG, AJP, Pearls Graduate

### Ghene Menezes

MS Geology, Mumbai University  
GIA GG, AJP, Pearls Graduate

### Priyambada Mishra

BCom (Honors) University of Kolkata  
GIA GG, AJP

### Vijay Parmar

BCom, Accounting & Finance, Mumbai University  
GIA GG, AJP, Pearls Graduate

### Devyani Shah

BCom Accounting & Finance, Mumbai University  
GIA Comprehensive CAD/CAM for Jewelry Certificate, Jewelry Design Certificate, Diamonds Graduate, Pearls Graduate, AJP

### Swarupa Shettigar

BCom, Accounting & Finance, Mumbai University  
GIA AJP, Diamonds Graduate, Pearls Graduate

### Gaurav Zaveri

MBA in Operations and Finance, NMIMS  
GIA GG, AJP

## Education Management

### Robyn Burrell

Director, Education Compliance and Financial Aid

### Apoorva Deshingkar

Sr. Director, Education and Market Development, India

### Kimberly Overlin

Director, Student Services and Dean of Students

### Arjun Pansari

Sr. Manager, Instruction, India

### Cathryn Ramirez

Senior Vice President and Chief Learning Officer

### Corey Rosso

Vice President, Academic Affairs

### Manisha Vaidya

Sr. Manager, Education Administration, India

### Kelly Yantzer

Vice President, Student Affairs

# Facility, Classrooms and Equipment

GIA India's campus is located at 10th Floor, Trade Centre, Bandra Kurla Complex, Bandra (East), Mumbai 400 098. [Find the Mumbai Campus on Google maps; www.google.com/maps](#) The school has a satellite location in Surat at Swastik Universal, 2nd and 3rd floor, Building No A 10/11, RS No 15/1A and 9/2, Surat 395 007 and also holds classes at an offsite location in New Delhi. All class offerings are held at these facilities as indicated or noted otherwise on the course schedule and in the student's enrolment agreement.

## Facility

GIA India's campus in Mumbai is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. It covers nearly 7,000 square feet including five classrooms, a library, a student workroom, reception area and student lounge, break room, and administrative offices. The Surat location occupies nearly 1,600 square feet including one classroom, reception area, meeting room and break room. Both facilities have been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

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

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

## Classrooms and Equipment

Classrooms in Mumbai can accommodate up to 24 students. The student workroom, available by appointment during scheduled weeks throughout the year, can accommodate 14 students. The Surat classroom can accommodate 12 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each programme description in this catalogue.

[See "On Campus Programmes" on page 13](#)

[See "Lab Class Descriptions" on page 25](#)



Top: Library; Bottom: Student Lounge; Bottom: Gemmology Classroom - ©GIA

# School Calendar and Hours of Operation

## 2025 School Closure Dates

Classes are not in session on these dates; the Mumbai campus and satellite locations will be closed with exceptions noted below.

Date	Holiday / Event
14 March 2025 (Friday)	Holi
01 May 2025 (Thursday)	Maharashtra Day (Mumbai campus only)
06 June 2025 (Friday)	Bakrid / Eid al Adha
15 August 2025 (Friday)	Independence Day
02 October 2025 (Thursday)	Gandhi Jayanti
20 October 2025 (Monday) - 24 October 2025 (Friday)	Festive Holidays

\*Above is a tentative list of public holidays for the year 2025. This is subject to change, please check with the Admissions Team for updates and announcements.

## Hours of Operation

The Mumbai campus and Surat location are open Monday - Friday from 8:30 a.m. to 4:30 p.m. except for the scheduled school closures noted above.

## Registration Period

GIA has one year-long academic term with continuous enrolment. Registration is accepted up to two weeks prior to the first day of class and one up to one week prior to the first day of lab class.

## Class Schedules and Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for up-to-date class schedules.

**On Campus Programmes.** An in-person orientation is scheduled prior to the start date from 9:30 a.m. to 1:00 p.m. Class hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. There is a scheduled lunch break every day and are given at the instructor's discretion. There is no orientation for Applied Jewelry Professional and normal class hours are 8:30 a.m. to 4:30 p.m. Class hours may be extended to accommodate for closures. Students should expect to spend several hours each day outside of class on homework.

Students enrolled in the Graduate Diamonds Blended, meet with their instructor remotely three days per week from 9:00 a.m. to 12:30 p.m. for the first eight weeks (84 clock hours). Students meet in-person five days per week from 8:30 a.m. to 4:30 p.m. for the last four weeks (126 clock hours).

**Lab Classes.** Normal classroom hours are from 8:30 a.m. to 4:30 p.m. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

# Contacts and Resources

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## India Campus Contacts

### Mumbai - Main Campus

Admissions, registration, payment, cancellation, withdrawal, visas, housing, transportation, orientation, student workroom  
1 800 419 9914 or +91 22 4085 1500 ext. 1349 | [eduindia@gia.edu](mailto:eduindia@gia.edu)

### School Director

Disability accommodations, leave of absence, cancellation, withdrawal, probation, dismissal, complaints  
1 800 419 9914 or +91 22 4085 1500 | [indiaschooldirector@gia.edu](mailto:indiaschooldirector@gia.edu)

## Resources

### GIA Alumni Collective™

Alumni resources, global chapters, networking events  
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time  
+1 760 603 4145  
<https://collective.gia.edu> | [alumni@gia.edu](mailto:alumni@gia.edu)

### Blackboard Access (Current Students)

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



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

### Education Service Desk - Technical Support

Applicant Portal, My GIA Education Portal and Blackboard log-in, access and other technical issues  
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time  
+1 760 603 4350 | [www.GIA.edu/education-support](http://www.GIA.edu/education-support)

### GIA Store - GIA Main Campus (Central)

Optional books and instruments  
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time  
+1 760 603 4200  
<https://store.gia.edu> | [giastore@gia.edu](mailto:giastore@gia.edu)

### Library - GIA Main Campus (Central)

Reference service, online resources  
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time  
+1 760 603 4046 | [library@gia.edu](mailto:library@gia.edu)

### My GIA Education Portal

View your academic and student records; access courses in Blackboard (single sign-on)  
<https://education.gia.edu>

# On Campus Programmes

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

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

Programme Name	Programme Number	Clock Hours	Instructional Weeks	Programme Length in Weeks (Calendar Duration; May vary with scheduled closures)	Description and Details
<b>GEMMOLOGY</b>					
Graduate Gemologist®	GEM 2500	780	26	28	<a href="#">Page 14</a>
Graduate Diamonds	GEM 2200	210	7	8	<a href="#">Page 17</a>
Graduate Diamonds Blended	GEM 2220	210	7	12	<a href="#">Page 17</a>
Graduate Coloured Stones	GEM 2300	570	19	20	<a href="#">Page 19</a>
<b>PROFESSIONAL DEVELOPMENT</b>					
*Applied Jewelry Professional™	GEM 1000	35	1	1	<a href="#">Page 29</a>
<b>JEWELLERY ARTS</b>					
Comprehensive CAD/CAM for Jewelry	JMA 400	210	7	7	<a href="#">Page 21</a>
Jewelry Design	JMA 370	270	9	9	<a href="#">Page 23</a>
*The Applied Jewelry Professional™ development program and the Essentials courses are not accredited by the Distance Education Accrediting Commission (DEAC).					



Students use gemological equipment to identify coloured stones - ©GIA

# Graduate Gemologist®



## Description

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

### Graduate Diamonds Course

The Graduate Diamond course lays the foundation for understanding diamond grading, buying, and selling. Students explore the science behind diamond formation, appearance, and identification. The curriculum includes historical and current industry information, supply chain practices, and diamond source information. Key topics include the GIA International Diamond Grading System™ and assessment of the 4Cs--color, clarity, cut, and carat weight. Through practical application, students gain proficiency in grading diamonds and identifying natural, treated, and laboratory-grown diamonds. Please see the [Graduate Diamonds](#) course description for more details.

### Graduate Colored Stones

The Graduate Colored Stones course combines theoretical knowledge with hands-on practice. Students delve into gemstone formation, properties, sources, and the colored stone supply chain. The course covers the description of color by hue, tone, and saturation, the identification of commercially important gemstones, and factors affecting gem prices and availability. Utilizing professional gemmology

equipment, students learn to identify colored stones, distinguish between natural, treated, and laboratory-grown gemstones, and apply the GIA Colored Stone Grading System for accurate grading. Please see the [Graduate Colored Stones](#) course description for more details.

### Learning Objectives

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

### Program Highlights

- Comprehensive Curriculum: In-depth study of both diamonds and colored stones, including traditional and current industry practices.
- Scientific Foundations: Robust course content based on decades of original research on diamond and colored stone formation, identification, and evaluation.
- Professional Instruction: Instruction team with real gem and jewelry trade experience, solid gemmology knowledge base and professional teaching skills.
- Practical application: Hands-on training using professional gemmological tools with the GIA 4C Diamond Grading System, gem identification protocols, and the GIA Colored Stone Grading System.

- Industry-Relevant Skills: Knowledge and skills applicable to making informed decisions in gemstone identification, evaluation, and trading.

### What you will Earn

GIA Graduate Gemologist Diploma  
 GIA Graduate Diamonds Diploma  
 GIA Graduate Colored Stones Diploma

### Occupations May Include

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

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

## Details

GEM2500: Graduate Gemologist Program		
Courses	Clock Hours	Calendar Weeks
GEM 2200 Graduate Diamonds	210	8+ weeks
GEM2300 Graduate Colored Stones	570	20+ weeks
Total Program Hours/Weeks	780	28+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>	

### Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 9:00 a.m. to 4:00 p.m.

Students will be notified in advance if hours will be modified.

### Equipment and Materials

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

## Technology Requirements

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

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

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



GIA microscope; rough and polished amethyst - ©GIA

# Graduate Diamonds



## Description

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

## Learning Objectives

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

## Program Highlights

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

## What You Earn

GIA Graduate Diamonds Diploma

## Occupations May Include

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

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

## Details

Graduate Diamonds	
Programme Number	GEM 2200
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	8+ calendar weeks (length may vary with scheduled breaks)

Continued on page 18

Continued from page 17

Graduate Diamonds	
Total Charges	<a href="#">See "Course Fees" on page 34</a>

Graduate Diamonds (Blended)	
Programme Number	GEM 2220
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	12+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>

### Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 9:00 a.m. to 4:00 p.m. Students will be notified in advance if hours will be modified.

Students enrolled in the blended programme, meet with their instructor remotely three days per week from 9:00 a.m. to 12:30 p.m. for the first eight weeks (84 clock hours). Students meet in-person five days per week from 8:30 a.m. to 4:30 p.m. for the last four weeks (126 clock hours).

### Equipment and Materials

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

### Technology Requirements

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)

- Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

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

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



Rough and Polished diamonds - ©GIA

# Graduate Colored Stones



## Description

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

## Learning Objectives

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

## Program Highlights

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

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

## What You Earn

GIA Graduate Colored Stones Diploma

## Occupations May Include

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

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

## Details

Graduate Colored Stones	
Programme Number	GEM 2300
Clock Hours / Instructions Weeks	570 clock hours / 19 instructional weeks
Programme Length (Calendar Duration)	20+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>

### Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 9:00 a.m. to 4:00 p.m. Students will be notified in advance if hours will be modified.

### Equipment and Materials

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

### Technology Requirements

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

- Operating system:

- Windows 8 or higher
- MacOS 11 or higher

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



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

# Comprehensive CAD/CAM for Jewelry



## Description

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

## Learning Objectives

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

## Program Highlights

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

## What You Earn

GIA Comprehensive CAD/CAM for Jewelry Certificate

## Occupations May Include

CAD/CAM Technician, Jewellery CAD Technician, Product Developer

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

## Details

### Comprehensive CAD/CAM for Jewelry

Programme Number	JMA 400
Clock Hours / Instructions Weeks	210 clock hours / 7 instructional weeks
Programme Length (Calendar Duration)	7+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>

## Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 9:00 a.m. to 4:00 p.m.

Students will be notified in advance if hours will be modified.

## Equipment and Materials

Each classroom has computers with networking software for instructors to view and interact with students' CAD designs remotely. Each student workstation has a computer with Rhinoceros software installed, two flat-screen monitors, keyboard, mouse and graphic tablet. Students receive a

student license for Rhinoceros software, 1 TB USB external hard drive and printed course materials.

### Computer Proficiency

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

### Technology Requirements - Portal and LMS

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

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

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

### Technology Recommendations - Coursework

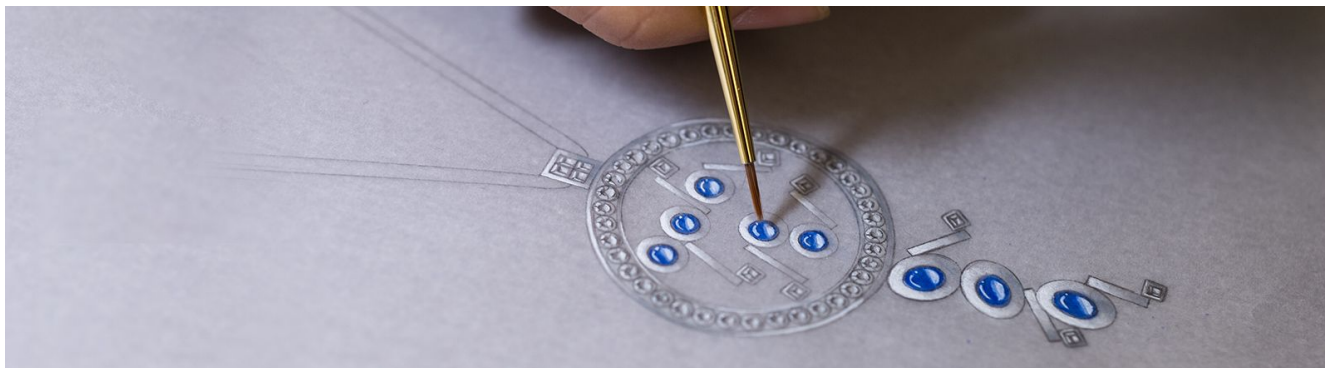
For coursework, GIA provides the technology and software required for classroom use. However, it is strongly recommended that students have access to a computer that meets the requirements below to practice outside of classroom hours. The estimated cost to purchase a laptop meeting these requirements is £1,200.

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



CAD-rendered earrings - ©GIA

# Jewelry Design



## Description

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

## Learning Objectives

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

## Program Highlights

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

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

## What You Earn

GIA Jewelry Design Certificate

## Occupations May Include

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

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

## Details

Jewelry Design	
Programme Number	JMA 370
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Programme Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>

## Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 9:00 a.m. to 4:00 p.m.

Students will be notified in advance if hours will be modified.

## Equipment and Materials

Each student workstation is equipped with two flat-screen monitors for close-up viewing of live instructor

demonstrations. As part of their course materials, students receive a design toolkit containing a variety of paints, pencils, brushes, templates, papers and vellum and printed course materials.

### Technology Requirements

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

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

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



Hand-rendered necklace - ©GIA

# Lab Class Descriptions

Students enrolled in GIA's Online Division through the main (central) campus in Carlsbad, California earn their online gemmology diplomas by enrolling in and completing a required combination of self-paced online courses and instructor-led, lab classes. Lab classes offered by GIA India are listed below. Visit [www.GIA.edu/gem-education/online-division/overview](http://www.GIA.edu/gem-education/online-division/overview) for more information.

## GEM 149L Pearl Grading Lab

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

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

- Prerequisites: None
- Hours / Duration: 7 clock hours / 1 day
- What you earn: Letter of Completion

## GEM 220L Colored Stone Grading Lab

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

Students must pass a two-stone final exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source and 10x loupe. Students receive a lab manual, colour description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, colour grading card and pencil as part of the course materials.

- Prerequisites: None
- Hours / Duration: 21 clock hours / 3 days
- What you earn: Letter of Completion

## GEM 230L Diamond Grading Lab

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

Students must pass a two-stone final exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, LED light, calculator and diamond grading tray. Students receive a lab manual, tweezers, 10X loupe, pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, colour grading card and pencil as part of the course materials.

- Prerequisites: None
- Hours / Duration: 35 clock hours / 5 days
- What you earn: Letter of Completion



Diamond Grading Lab students assess a diamond's clarity using a 10X jeweller's loupe - ©GIA

## GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the general observation process and the operation of the gemological equipment used to test and identify coloured stones. Instructors demonstrate key tests and coach students on effective testing procedures. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones.

Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, colour filter, fibre optic light, UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer, refractive index (RI) liquid, diffuser plate, polariscope, optic figure sphere and monochromatic light source. Students receive a lab manual, colour description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, colour grading card and pencil as part of the course materials.

- Prerequisites: None
- Hours / Duration: 35 clock hours / 5 days
- What you earn: Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. [See "Student Notification of Classroom Chemical Usage" on page 50](#) for more information.



Gem Identification Lab students learn the proper use of gemological equipment like a polariscope (top) and dichroscope (bottom) - ©GIA

# Professional Development

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GIA's professional development offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewellery professionals who wish to further their knowledge or aficionados looking to explore their passion, professional development offerings are a fast way to become familiar with a target topic or issue and stay current with industry research and trends. The classes listed here are offered by GIA in India. The GIA Alumni Collective™ also offers continuing education offerings on a variety of gem and jewellery topics, learn more at [www.GIA.edu/gia-alumni/continuing-education](http://www.GIA.edu/gia-alumni/continuing-education).

Continuing education offerings are not intended to prepare individuals for entry-level employment and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

## JMA 376 SWIFT Jewellery Design

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Increase your professionalism by quickly and efficiently learning the basic skills in jewellery design presentations. Through this hands-on, practical class, you learn to communicate designs effectively with bench jewellers, colleagues and customers. You are guided how to make realistic presentations with coloured pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality.

**Duration:** 5 or 10 days (35 hours)

**What you earn:** Letter of Attendance

**Cost:** ₹35,105 due at the time of registration (includes prevalent GST at 18%)

## GEM 276 Small Diamond Assortment

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This class will introduce students to the basic process of sorting small diamonds for colour, clarity, cut and sizes as per the market. Students will learn the methodology of using a tripod tweezers and a loupe to sort diamonds up to 0.10 carat (10 points) colour, clarity, cut and sieves size.

**Duration:** 4 days (24 hours)

**What you earn:** Letter of Attendance

**Cost:** ₹24,072 due at the time of registration (includes prevalent GST at 18%)

## GEM 1000 Applied Jewelry Professional™ (AJP®)

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

**Duration:** 5 days (35 hours)

**What you earn:** GIA Applied Jewelry Professional Development Diploma

**Cost:** ₹39,648 due at the time of registration (includes prevalent GST at 18%)

## Jewelry Merchandising for Retailers

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This course provides an introduction to key merchandising concepts essential for planning and developing effective strategies in the jewelry industry. Students will explore the fundamentals of inventory planning, marketing, and visual merchandising while learning how to align product selection with business objectives. The course will cover primary product categories in Indian jewelry retail, target market analysis, and the make-or-buy decision process. Delivered through a blended format, the course includes instructor-led sessions, home study reference materials, online resources, and interactive case studies with follow-up discussions.

**Duration:** 4 half-days + 1 full-day (21 hours)

**What you earn:** Letter of Attendance

**Cost:** ₹23,600 due at the time of registration (includes prevalent GST at 18%)

# Applied Jewelry Professional™ (AJP®)



## Description

The Applied Jewelry Professional (AJP) program is avocational in nature and, therefore, not accredited by DEAC. It is tailored for gem and jewelry professionals seeking to enhance their expertise, as well as enthusiasts eager to delve deeper into their passion.

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

This program is offered either on campus or online in an asynchronous format, please see visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for up-to-date class schedules.

## Learning Objectives

- Describe the GIA International Diamond Grading System™
- Explain how the 4Cs (colour, clarity, cut and carat weight) affect a diamond's value
- Explain the differences between treated, laboratory-grown and imitation stones to sell with full disclosure
- Understand the steps of the jewellery sales process

- Translate jewellery design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular coloured gemstones

## Program Highlights

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

## What You Earn

GIA Applied Jewelry Professional Diploma

## Occupations May Include

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

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

## Details

### Applied Jewelry Professional

Programme Number	GEM 1000
Clock Hours / Instructional Weeks	35 clock hours / 1 instructional week
Programme Length (Calendar Duration)	1+ calendar weeks (length may vary with scheduled breaks)
Total Charges	<a href="#">See "Course Fees" on page 34</a>

### Schedules and Class Hours

Visit [www.giaindia.in/calendar](http://www.giaindia.in/calendar) for schedules. Normal class hours are 8:30 a.m. to 4:30 p.m.

Students will be notified in advance if hours will be modified.

### Technology Requirements

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

- Operating system:
  - Computers -
    - Windows 11 (64 bit), Windows 10 (64 bit) version 22H2 or later
    - MacOS v12, MacOS v13, or MacOS v14 (Sonoma)
    - Tablets and mobile devices - Most recent version of iOS or Android
- Supported Browsers for PC: Latest version of Firefox, Chrome, Edge, or Safari
- Supported Browsers for Mac: Latest version of Safari or Google Chrome
- Monitor Resolution - 1024x768 screen resolution (recommended to access online curriculum)
- Cookies allowed and pop-up blockers disabled
- Adobe Acrobat Reader: most recent version (free at <https://get.adobe.com/reader>)

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

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

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



Rough and polished opal. Courtesy: Cenki Thomas

# Admissions Policies and Procedures

## Admission Requirements

To be admitted into programmes or classes offered by GIA India, applicants must meet the following requirements: i) have a higher school certificate (H.S.C) / 10+2, ii) be at least 18 years of age, and iii) have the ability to read and write in English at the level of a graduate of a secondary school where English is the primary language of instruction.

All programmes are taught in English.

### Required Documents

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

#### Identification

- India residents must provide a valid copy of their passport, or driving license or Aadhaar card
- Applicants who are not an India resident must provide a valid passport copy
- All applicants must provide a colour passport-size photo

#### Proof of Graduation

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

- Higher school certificate, high school diploma or the equivalent
- Undergraduate or graduate degree from a college or university

#### Name Change Documentation (if applicable)

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

#### Sponsorship Documents

Applicants sponsored by their employer or other organisation must provide i) a cover letter from the sponsoring company, ii) a copy of a valid photo ID duly issued by a competent authority and iii) a copy of the sponsor's PAN card.

## How to Apply

To apply for admission:

1. Confirm that you meet all admission requirements listed on [page 31](#).
2. Select your programme/class and intended start date.
  - Visit [www.GIAindia.in/calendar](http://www.GIAindia.in/calendar) for class schedules.
3. Determine your financial obligation. See "[Course Fees](#)" on [page 34](#).
4. Gather the required documents listed above.
5. Create an account and sign in to GIA's applicant portal at [www.GIA.edu/applynow](http://www.GIA.edu/applynow).
6. Follow the instructions online to complete your application and upload your supporting documentation.
7. Review and submit your application.

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

After you have been accepted for admission, you will receive information on how to log into the My GIA Education Portal. You will receive a registration confirmation and an enrolment agreement. The agreement includes course details, financial obligations, important policies, disclosures and notices.

### Application Deadline and Waitlists

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

## Proof of Graduation - Extenuating Circumstances

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An applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee. For example, a student from a war-torn country whose school no longer exists. The student may be approved to attest to the fact that they have obtained a high school diploma or its equivalent.

## 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 enrolment in GIA on the basis of race, colour, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations and remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on non-discrimination applies to admissions, enrolment, scholarships, loan programmes, employment and access to participation in all GIA programmes and activities.

## Residency and Applicant Screening

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

## Prior Criminal Offences

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

## Payment Methods

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Staff members are available Monday through Friday from 9:00 a.m to 5:30 p.m. to accept payment and discuss your account. Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu) or 1 800 419 9914 or +91 22 4085 1500.

All payments must be in Indian Rupee drawn on an Indian bank. All payments must be made by bank transfer, cheques at par or demand draft. You are encouraged / advised to make payment through cheque or bank transfer. Students are responsible for any bank transfer fees that they incur.

### Third-Party Payer Information

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

## Scholarships

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Scholarships offerings are available to those who qualify to help reduce their financial burden and focus on completing their chosen credentials. Visit [www.GIA.edu/scholarships](http://www.GIA.edu/scholarships) for more information on scholarships, eligibility, how to apply and required documents.

## International Visa Requirements

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After registration, international students must obtain a valid X-MISC Entry Visa and submit a copy to GIA admissions. Upon arrival in India, students must register at the nearest police station and provide a copy of the same to the GIA admissions office.

For additional details, please contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500.

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

## Transfer Credit Policy

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

## Transferability of Coursework to another GIA Programme

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

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

# Course Fees

Total charges are valid for programmes, courses and classes from January 1, 2025 through December 31, 2025 and are subject to change with reasonable advanced notice. Amounts shown are in Indian Rupees. The total charges for each programme include tuition costs, required books and materials and applicable tax.

## Course Charges

Programme or Class	Course Fee	GST	Total Charges
GEM 2500 - Graduate Gemologist	₹873,600	₹157,248	₹1,030,848
GEM 2200 - Graduate Diamonds GEM 2220 - Graduate Diamonds (Blended)	₹235,200	₹42,336	₹277,536
GEM 2300 - Graduate Colored Stones	₹638,400	₹114,912	₹753,312
GEM 1000 - Applied Jewelry Professional	₹33,600	₹6,048	₹39,648
JMA 370 - Jewelry Design	₹274,050	₹49,329	₹323,379
JMA 400 - Comprehensive CAM/CAM for Jewelry	₹235,200	₹42,336	₹277,536
GEM 230L - Diamond Grading Lab	₹31,500	₹5,670	₹37,170
GEM 220L - Colored Stone Grading Lab	₹18,900	₹3,402	₹22,302
GEM 240L - Gem Identification Lab	₹31,500	₹5,670	₹37,170
GEM 149L - Pearl Grading Lab	₹6,300	₹1,134	₹7,434

- Prevalent tax is applicable. GST is applicable at 18% from July 1st, 2017. Any change in statutory taxes/duty will be borne by the applicant. GIA India reserves the right to collect these.
- Total Charges do not include living expenses, technology and additional fees that may be assessed. See "[Additional\\_Fees](#)" on [page 35](#).
- All payments must be in Indian Rupees. See "[Payment\\_Methods](#)" on [page 32](#).
- Scholarships are available to those who qualify. See "[Scholarships](#)" on [page 33](#).

## Payment Due Dates

Payment amounts and due dates are as follows. You will not be able to reserve space in any programme or class until required payment is received.

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

**On Campus Programmes.** An initial amount of ₹40,000 (Graduate Gemologist) and ₹20,000 (all other programmes) is due with the application. The remaining balance is due at least 20 days prior to the first day of class.

### Past Due Account Balance

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

## Additional Fees

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Additional, non-refundable, fees may include:

- Repeat fees are calculated based on the program's hourly tuition rate\* and the total number of hours the student needs to repeat.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment.
- Wire payment transfer fees.
- Fees for optional books and materials, shipping, handling and applicable taxes.
- Fees for optional field trips.
- Fees for any lost or damaged equipment, precious metals and stones.
- Fees for replacement of any required books, tools and materials.
- ₹1,500 half-day; ₹3,000 full-day use of the Student Workroom.
- 10 USD official transcript fee (excludes any applicable taxes and expedited shipping).
- 70 USD diploma replacement fee (excludes any applicable taxes and expedited shipping).
- 65 USD certificate replacement fee (excludes any applicable taxes and expedited shipping).

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

# Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies for GIA India are explained in detail in this section and in your enrolment agreement. If you have questions, contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu) or 1 800 419 9914 or +91 22 4085 1500.

## Cancellation and Withdrawal of Enrolment

Students may submit their cancellation or withdrawal notice by contacting admissions at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500. Cancellation or withdrawal is effective on the date GIA receives the student's notice in any manner.

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

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

## Refund Policy

Students may cancel their enrolment agreement and receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro-rata tuition is calculated.

Scholarship recipients are subject to the refund policy described in their acceptance letter.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. The cost will be deducted from the course fee and the remaining amount will be pro-rated as shown on the right. Refund of applicable taxes will be as per prevalent government guidelines. Books and materials that are used or not returned in saleable condition are non-refundable.

Any credit balance on a student's account after unearned scholarship funds have been returned, will be refunded within 30 days of the date GIA received the notice of cancellation or withdrawal.

## Pro-Rata Refund Schedule

Cancellation or Withdrawal Date	Tuition % Retained by GIA	Tuition % Refunded
Up to 10% of class hours	10%	90%
More than 10% and up to 25% of class hours	25%	75%
More than 25% to 50% of class hours	50%	50%
After 50% of class hours	100%	0%

## Refund Calculation Example

A student paid tuition of ₹52,500 for a lab class with 35 clock hours and withdrew after 14 class hours. GIA retains ₹26,250, calculated as follows:

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

$$\text{Tuition Retained by GIA} = 50\%$$

$$\text{GIA Retains} = ₹52,500 (\text{tuition}) \times 0.50 = ₹26,250$$

$$\text{Refund} = ₹52,500 - ₹26,250 = ₹26,250$$

# Student Services

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

## Housing and Transportation

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GIA does not have dormitory facilities. There are many rental and hotel opportunities within close proximity of the campus. Start your search 30 days before your arrival and be sure to use a reputable third-party provider.

GIA India can provide you with the contact details of housing agents for your accommodation. It is important that you thoroughly research your options before taking residence. GIA does not screen these agent's listings, nor does it offer a roommate placement service.

Current housing costs around the Mumbai campus can range from ₹15,000 to ₹45,000 per month or more for apartments. Hotel stays can average ₹2,500 to ₹4,500 per night excluding taxes and other fees.

GIA in Mumbai is home to an efficient public transportation system, including buses, taxis, and the Mumbai Metro. This makes it easy to travel within the city and to other parts of the country.

Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500 ext 1349 for information or assistance.

## Food and Beverage

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Students have several choices for snacks and meals from various restaurants in the neighbourhood. Food can be purchased on campus (on availability) or from a variety of nearby off-campus locations. Refrigerators and microwaves are available for those who prefer to bring their own food. The break room is furnished with tables, chairs and tea/coffee vending machines. Containers for proper disposal of food and beverage trash are available in each of these areas.

## Health Care and 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, a GIA representative 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.

## Disability Services and Accommodation

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

GIA is committed to ensuring equal access to its programmes and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate. See "[Academic Progress Policies](#)" on page 43 for the details and procedures for requesting accommodation.

## International Student Support

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Our admissions team provide specialised support to international students by helping them prepare for and adjust to living and studying in India. They provide information about important immigration-related issues and specific assistance with visas and other applicable immigration application processes. They also help students get oriented to life on campus and provide other assistance such as travel, health care and insurance and housing. Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500 ext 1349.

## Computer and Internet Access

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

## Career Services

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As a GIA student or graduate, you enjoy a professional affiliation with GIA. GIA in India provides additional resources and hosted events to help start or advance your career such as Career Placement Camps and the GIA Gem & Jewelry Career Centre. Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500 ext 1349.

### Career Placement Camps

Periodically, GIA hosts Placement Camps in India designed exclusively for the gem and jewellery industry. You'll be able to network with those in the know and attend recruiting sessions with prominent companies in India. When you attend GIA India's Placement Camp, you have the chance to explore everything the jewellery industry has to offer. You'll find many job opportunities with some of the most recognised companies in the industry. You will get practical insights for directing your talent and creativity. You will learn about current hiring trends and discover what the future job market has in store.

### GIA Gem & Jewelry Career Centre

The GIA Gem & Jewelry Career Centre is a premier career platform and online job board exclusively for the gem and jewellery industry. Employers from every sector of the jewellery industry list opportunities with us, including retailers, wholesalers, design houses, auctioneers and many others.

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

Website: [www.giaindia.in/jewellery-gem-jobs](http://www.giaindia.in/jewellery-gem-jobs)

Simplicity App:



## Guest Speaker Sessions

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GIA regularly organises free on-campus presentations by industry professionals on an array of subjects affecting the gem and jewellery industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, coloured stone controversies, consumer insights impacting jewellery retail, jewellery design trends, challenges and opportunities in category creation, and more. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

## Library and Learning Resources

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### India Library Services

GIA India's Mumbai campus has a library of approximately 500 volumes of books. It offers books on Diamonds, Coloured Stones and Jewellery, trade magazines and journals. The library also subscribes to a variety of science, business, fashion, and jewellery industry magazines. No library books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to use the Library, contact us at 1 800 419 9914 or +91 22 4085 1500 ext 1349. A handout on library usage guidelines is also shared with students during orientation of diploma and certificate classes.

### Library and Information Center - Main Campus (Central)

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

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

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

**Website.** The library section of the GIA website offers additional resources, from recommended book lists to

listings of gemstone pricing guides and appraisal associations. [www.GIA.edu/library](http://www.GIA.edu/library)

**Reference service.** The library is the first point of reference for gem and jewellery professionals. Whether in person or by phone or email, librarians answer questions from scientists, jewellers, gemologists, students, researchers, authors and the media from around the world. They provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewellery history and more.

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

### Education Stone Sets

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

### Blackboard Learning Management System

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

## GIA Alumni Collective™

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

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

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

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

# Academic Policies and Procedures

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

## Orientation Requirements

On Campus students must complete an in-person orientation prior to the first day of class. Students who cannot attend the scheduled in-person orientation, should contact admissions at [eduindia@gia.edu](mailto:eduindia@gia.edu) as soon as possible to reschedule. Students are not allowed in class until the orientation requirements are completed. Any time spent out of class to complete orientation will be considered missed hour(s) according to the attendance policy. There are no orientation requirements for the Applied Jewelry Professional Development programme or lab classes.

## Attendance Policy

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

Every morning and at each break, attendance is taken and recorded in full hour increments. For the remote portion of a blended programme, students are advised to keep their videos turned on. A student who misses any part of a scheduled class hour (or fails to respond during a remote session) will be marked for a full hour missed. For example, if a student arrives 10 minutes late to class, they are marked for one hour missed.

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

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation. See ["Advising and Probation" on page 43](#). Any student who misses more than the maximum number of hours allowed are dismissed. See ["Dismissal Policy" on page 44](#).

## Maximum Allowable Missed Hours - On Campus

Programme	Programme	Maximum Missed Hours
Graduate Gemologist	780	68*
Graduate Colored Stones	570	47
Jewelry Design	270	23
Graduate Diamonds		
Graduate Diamonds (Blended)	210	21
Comprehensive CAD/CAM for Jewelry		
Applied Jewelry Professional	35	3

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

## Maximum Allowable Missed Hours - Lab Classes

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

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

## Clock Hours

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

## Make-Up Hours

The attendance policy allows for a limited number of excused missed hours; make-up hours are not available. Accommodation is made for an approved religious observance. Accommodation requests are to be submitted to the school director for consideration.

## Homework Policy

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

## Make-Up Work

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Students have ample time to make-up missed practical work during regularly scheduled lab hours. A student may be approved to make-up a missed quiz or homework assignment for extenuating circumstances such as injury or illness, death in the family, or other circumstance determined by the institution. Requests are to be submitted to the education committee for consideration.

## Classroom Policies

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Students are required to adhere to the following policies:

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

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

## Testing Policy

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

- Students are strongly advised not to miss a scheduled quiz, test or exam. Those not taken on the scheduled date and time receive a score of zero.
- Quizzes, tests and exams in progress may be declared null and void if a classroom must be evacuated for any reason. The test will be rescheduled as necessary.
- Quizzes, tests and exams must be completed within the specified time limit.
- All quizzes, tests and exams are closed-book unless the instructor indicates otherwise.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only provided to gemmology students who do not pass.
- Students with English as a second language may use a printed English translation dictionary, but only after it is examined by the instructor. Electronic translators may not be used.
- Unauthorised electronic devices may not be used during testing.
  - Mobile devices must be turned off and placed in a designated location.
  - Cameras and other recording devices are not allowed.
  - Standard, non-programmable calculators are allowed.
  - In some cases, GIA may provide electronic devices; if so, students must follow instructor's directions.

## Grading System

### Online Division Courses and Classes

Courses and lab classes are evaluated using a letter-grade scale as outlined below. Students who achieve a GPA of 3.7 or higher in their program of study will graduate with honors, and this distinction will be noted on their diploma.

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

### Professional Development Courses

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

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

## Grading Policy

Final grades are awarded to each student, in each programme, within two business days of the end date.

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

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

### Academic Integrity Policy

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

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

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

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

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

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

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

## Student Identity Verification

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

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

## Academic Progress Policies

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

### Satisfactory Academic Progress (SAP)

Students are required to meet academic standards, which are assessed for Satisfactory Academic Progress (SAP) at specific benchmarks detailed in the course syllabus. For 780 clock-hour programs (Graduate Gemologist, Jewelry Design and Technology), SAP is also evaluated at the program's midpoint.

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

If students fail to meet the SAP requirements at any specified evaluation period, they will be placed on Academic Advising, notified in writing, and issued an Academic Improvement Plan. See "Advising and Probation" on page 43. Students who do not meet the terms of their Academic Improvement Plan may be required to repeat the failed course intervals or courses, See "Repeat Policy" on page , or they may face dismissal. See "Dismissal Policy" on page 44.

If it is not mathematically possible for a student to return to good standing within the required timeframe, they are dismissed.

### Institutional Academic Progress Standards

In addition to the SAP for 780 clock-hour programmes, all On Campus students are held to academic standards evaluated at benchmarks specified in the course syllabus. Students who do not meet the academic standards specified in their syllabus are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. See "Advising and Probation" on page 43. Students who do not meet the conditions of their Academic Improvement Plan are dismissed. See "Dismissal Policy" on page 44.

### Maximum Timeframe

Students must complete their programme within a maximum timeframe not exceeding 150% of the published programme length, measured in calendar time and clock hours. The days that a student is on an approved LOA is excluded from the maximum timeframe measurement. Withdrawal (SWD) and Incomplete (INC) grades are considered as attempted hours in maximum timeframe measures.

### Repeated Coursework

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

### Lab Classes

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

## Extended Lab Hours

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

## Advising and Probation

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

### Academic Advising

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

### Academic Probation

Students enrolled in 780 clock-hours programmes who fail to meet the satisfactory academic progress (SAP) requirements at the midpoint of their programme are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. If the student meets all conditions by the date specified in their plan, their academic status is returned to good standing. Students who do not meet the conditions of their plan are dismissed.

### Attendance Probation

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

### Behavioural Probation

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

## Leave of Absence Policy

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Students enrolled in any On Campus programme may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes and programmes less than 40 hours are not eligible for a leave of absence. An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact the school director, or their delegate, at [indiaschooldirector@gia.edu](mailto:indiaschooldirector@gia.edu) for additional information.

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

addendum to the student's enrolment agreement is generated.

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

**Requesting Leave.** The LOA request must be submitted in writing to the school director in advance. The request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, GIA may approve the student's leave and collect the written, signed and dated request at a later date. Students who do not select an available return date within five business days of submitting the LOA request will be withdrawn.

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

## Dismissal Policy

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

- Violation of Student Code of Conduct and Standards of Behaviour or other institutional policies
- Failure to meet academic progress standards
- Failure to abide by the attendance policy
- Cheating or any other form of academic dishonesty
- Offensive, disruptive, threatening, harassing, bullying or insubordinate behaviour
- 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 wilfully omitting information on any GIA document or form

- Conducting any activities that harm the name, reputation or property of GIA

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

## Appeal for Readmission

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

### Appeal Process

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

If approved, the student is notified of any readmission terms or conditions.

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

## Student Workroom

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

Student workroom is available on a first-come, first-served basis for up to four students. Please contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu) or 1 800 419 9914 or +91 22 4085 1500 to determine availability and reserve a seat. Students who wish to cancel their reservation must notify GIA at least 24 hours in advance. Otherwise, students will be charged for the reservation.

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

## Graduation Requirements

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

### Graduation Requirements – Gemology & Jewelry Arts Programs

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

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



*GIA On Campus Program Graduates*

## Student Records

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

### Contact Information

Students may update their contact information by contacting us at [eduindia@gia.edu](mailto:eduindia@gia.edu).

### Legal Names

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

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

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

### Preferred Name

GIA recognises that many students use a first name other than their legal first name to identify themselves. A student's preferred name will be displayed on class rosters, in the learning management system (Blackboard) and in the My GIA Education Portal. Students may provide a preferred first name at the time of admission or anytime thereafter on the My GIA Education Portal.

## Letters of Good Standing

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Upon request, GIA will issue a letter of good standing that are typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu) or +1 212 944 5900 ext. 3533.

## Transcripts

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Current students may download an unofficial transcript on the My GIA Education Portal at <https://education.GIA.edu>. Graduates may contact our campus manager at [eduindia@gia.edu](mailto:eduindia@gia.edu) to request a copy of their unofficial transcript. These are provided at no charge.

Current students may order an official transcript from our vendor on the My GIA Education Portal at <https://education.GIA.edu>. Current students and graduates may order an official transcript directly from our vendor at [www.parchment.com/u/registration/individual](http://www.parchment.com/u/registration/individual). There is a 10 USD fee for each transcript ordered.

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

## Diplomas and Certificates

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Students will receive both a printed and a digital copy of their On Campus diploma or certificate once all graduation requirements are met and the credential has been conferred. Print diplomas are mailed directly to the student's address on record. Students may update their shipping address by emailing [eduindia@gia.edu](mailto:eduindia@gia.edu). The student will receive a confirmation email once the print diploma or certificate has shipped and a second notification with access to their digital diploma or certificate.

Students must report in writing if a printed diploma or certificate is damaged in transit or was not received within 10 business days after receiving the shipment confirmation. A photo may be required in the case of damage. In these cases, a replacement is provided at no charge and will be reshipped within 15 business days of receiving the student's written notice. For inquiries, contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu) or 1 800 419 9914 or +91 22 4085 1500

### Diploma and Certificate Holds

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

### Reprint Diplomas and Certificates

Reprint diplomas and certificates are 70 USD and 65 USD respectively. Reprint diplomas and certificates are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor at <https://parchmentsupport.force.com> or student records at [eduindia@gia.edu](mailto:eduindia@gia.edu) or 1 800 419 9914 or +91 22 4085 1500.

### Graduation Announcements

Graduation announcements are available upon request. Contact us at [eduindia@gia.edu](mailto:eduindia@gia.edu), 1 800 419 9914 or +91 22 4085 1500

### Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online. Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at [www.GIA.edu/doc/GIA\\_Education\\_Verification-Request.pdf](http://www.GIA.edu/doc/GIA_Education_Verification-Request.pdf).

### Academic Credentials Usage Policy

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

#### Usage Guidelines for Academic Credentials

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

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

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

#### General Usage

You may reproduce and display your GIA diploma, certificate or letter of completion in its entirety. Note that when a

credential is advertised, it must be used in association with the recipient's name and the advertisement must not in any way state or imply an affiliation with or endorsement by GIA.

Only the 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 resumes and curriculum vitae.

#### Diplomas

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

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

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

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

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

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

#### Employment Citations

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

# Administrative Policies

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

## Student Code of Conduct and Standards of Behaviour

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

Prohibited behaviour includes, but is not limited to:

- Threatening or harassing behaviour, including sexual harassment or misconduct
- Acts of retaliation against another student or GIA staff member
- Acts or threats of violence
- Possession of a firearm or other weapon on campus
- Use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances or alcohol
- Forgery, fraud or dishonesty
- Disruptive, insubordinate or unlawful behaviour
- Academic dishonesty
- Property damage or theft
- Violation of other GIA policies

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

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

### Social Media and Networking

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

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

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

### Violations

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

### Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offence. Sanctions may include verbal warning, written warning, behavioural probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

## Drug and Alcohol Abuse Prevention

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GIA insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities.

The terms "illegal drugs" and "restricted items" include all chemical substances or drugs listed by the Government of India in the LIST OF DRUGS PROHIBITED FOR MANUFACTURE AND SALE THROUGH GAZETTE NOTIFICATIONS UNDER SECTION 26A OF DRUGS & COSMETICS ACT 1940 BY THE MINISTRY OF HEALTH AND FAMILY WELFARE. The list of these drugs can be found with the manager of admission and student services. Prescription medications that have not been properly prescribed to the individual by a doctor are included in this policy.

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

Violation of this policy will result in disciplinary action up to, and including, student dismissal. Students may be subject to federal, state, and local fines and/or prosecution. GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

## Dress Code

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

## Smoking on Campus

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

## Campus Safety and Security

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Keeping GIA campuses safe for our students, employees and visitors is one of our top priorities. During hands-on lab sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must follow all safety guidelines and the instructor's directions when using dangerous tools or hazardous substances and wash their hands thoroughly after handling any chemicals.

### Student Notification of Classroom Chemical Usage

GIA recommends and promotes awareness on the use of good laboratory practices to individuals who may be exposed to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane also known as Methylene Iodide. RI liquid is used in Graduate Colored Stones, Gem Identification Lab and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your physician for advice. GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

## Weapons

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

## Search and Seizure

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

## Video and Audio Monitoring

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

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

## Student Privacy Notice

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

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

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

### Personal Data Collection, Use and Processing

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

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

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

## Reasonable Accommodation

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GIA is committed to ensuring equal access to its programmes and activities for qualified individuals, including individuals with disabilities. This includes making reasonable, appropriate and effective modifications in policies, practices and procedures for qualified individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programmes.

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

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

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

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

## Complaint Policy and Procedure

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### Complaint Policy

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

### Complaint Procedure

Students should raise concerns as soon as possible so that they can be properly addressed. Students are encouraged to try to resolve any issue or concern by first discussing them with the appropriate school official. If the student is unable to reach a resolution, or in cases where informal resolution is not appropriate, the student may submit a formal complaint.

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

reasonable and credible information that support the complaint should be included.

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

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

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

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

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

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

## Non-Retaliation Policy

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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 offence. Acts of retaliation may result in discipline up to and including dismissal or termination.

## 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 if a student is no longer enrolled before his or her end date.

## Lost or Damaged Materials

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

## Gifts

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

## Commercial Activities

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

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

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

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

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## CAMPUS LOCATIONS

GEMOLOGICAL INSTITUTE OF AMERICA, INC.

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

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

## AFFILIATED ENTITIES

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