

Brandeis International Business School Grade Breakdown

Credit-Bearing Grades for International Business School:

- A+, A, A-, B+, B, B-
- C+ (up to 8 credits)
- CR (credit)

Non-Credit-Bearing Grades for International Business School:

- C+ (beyond a total of 8 credits)
- C, C-, D+, D, D- (no credit)
- E (failure)
- EI (temporary excused incomplete)
- EA (excused absence)
- NG (no grade)
- NC (no credit)
- I (permanent incomplete)

EI = Temporary Excused Incomplete

1. A student who will not complete the research or written work for a course may file for an extension by completing an Excused Incomplete Form. The student must get the approval of the instructor and their advisor.
2. Examples of conditions for which such an extension may be granted are serious illness, family emergency or a similar serious matter. You will indicate on the form the date by which all outstanding work is due and will submit a temporary **EI** grade for the student.
3. The instructor must submit a final permanent grade to the Registrar by the deadline indicated on the Academic Calendar.
4. If the grade is still outstanding after the deadline, the EI will be converted to a grade of I (Permanent Incomplete) or E (Fail) at the instructor's discretion

EA = Excused Absence

1. A student who cannot take a final examination as scheduled during Finals Week may, with the permission of the instructor, file for a make-up exam by completing an Excused Absence Form.
2. The exam may be taken at a time mutually agreeable to the student and instructor.
3. If a mutually agreeable arrangement cannot be identified, the make-up exam will be administered by the Registrar's office. A make-up examination may not take place prior to the scheduled exam.
4. A temporary grade of **EA** will show on the student's transcript until the final grade for the course has been determined.
5. The exam must be completed no later than is allowed by the Registrar's make-up exam schedule. Failing to do so will result in a failing grade on the exam.