

# Grade Descriptions

Many of the course grading schemes in WFD/CE are set by the certifying organization such as NCCER, NC DOJ Standards and Training, Office of the State Fire Marshall, Office of Emergency Medical Services, NC Real Estate Commission, Federal Aviation Administration, etc. In these courses, WFD/CE must abide by the grading scheme prescribed by the certifying body. In all other courses, the below grading scheme will be followed and may be the same in some certification courses:

Letter Grade	Letter Definition	Description	Quality Points/ GPA
P	Pass	Successful mastery of all course requirements as specified by the instructor or certifying body.	N/A
S	Satisfactory	Successful completion of all course requirements as specified by the instructor or certifying body but student is waiting to take the certification exam.	N/A
U	Unsatisfactory	Student failed to successfully meet the course requirements as specified by the instructor or certifying body. Not qualified to take certification exam.	N/A
I*	Incomplete Grade	Temporary grade assigned at the discretion of the instructor. Student had extenuating circumstances and did not complete a written exam, performance module/lab or a requirement needed for certification.	N/A
F	Failing	Failure to successfully complete all course requirements as specified by the instructor. Only award this grade if certifying agency prescribes it.	N/A
W	Withdrawal	Official withdrawal from the course. Student must complete course withdrawal form with the coordinator. The Withdrawal grade is given to distinguish that the student voluntarily withdrew and did not just quit coming to class with no explanation.	N/A
SR	Audit	Seniors (65 and older) can "Audit" courses in WFD/CE. Seniors do not have to pay tuition but no certification can be awarded nor a grade. Those "Auditing" courses are required to pay any course fees if applicable.	N/A
AW**	Automatic Withdrawal	Instructor withdrawal of the student from course for excessive absences. Typically awarded after the student has missed beyond 20% of the class scheduled hours with no communication with the instructor.	N/A
N/A	Never Attended	This would apply to courses where no refund is available once registered such as Motorcycle Safety: Basic Rider Course.	N/A

*\*It is the student's responsibility to contact the coordinator regarding work to be completed for the removal of the "I" grade. The student must work with the coordinator of the course to determine a number of days the students has to complete course requirements to receive a grade of "P". If the student doesn't complete in the time specified by the coordinator or certifying body, the grade will be changed to a "U".*

*\*\*Students must attend 80% of scheduled class time in order to receive a passing grade. Once a student has missed more than 20% of scheduled class time, the student will receive a grade of "AW".*