

QUEENSBOROUGH COMMUNITY COLLEGE
ACADEMIC SENATE

COMMITTEE ON CPE APPEALS

TO: *Academic Senate Steering Committee*

FROM: David Shimkin
Chair, CPE Appeals Committee

DATE: August 27, 2005

RE: Annual Report

Charge: The CPE [CUNY Proficiency Exam] Appeals Committee evaluates written appeals and supporting documentation from students on the following matters:

- Whether or not a student may be exempt from taking the CPE.
- Whether or not a student is eligible to take or re-take the CPE.
- Whether or not a student may attempt the exam before registering for the 45th credit.
- Whether or not a student who is not in good academic standing may take or re-take the exam.
- Whether or not a student may postpone taking the exam.
- Whether or not a student who has missed a scheduled exam date may be excused from forfeiture of one of three chances to pass the exam.
- Whether or not a student may be granted a fourth chance to pass the exam.
- Under limited circumstances, when necessary in order to render a fair decision, the committee may recommend that a failing exam be re-evaluated.

Membership: Prof. David Shimkin (English; CPE Liaison); Dr. Stephen Beltzer (Counseling); Prof. Jean Darcy (English); Prof. Anne Marie Menendez (Nursing); Prof. Hamid Namdar (ECT).

Report: Committee Recommendations/Actions Actions Taken on Recommendations

- | | |
|---|---------------------------------------|
| 1. That the Academic Senate approve establishment of a CPE Appeals Committee as a subcommittee of the Committee on Course and Standing. | 1. CPE Appeals Committee established. |
| 2. The Committee heard 78 appeals between August 2004 and July 2005, only two of which were denied: <ul style="list-style-type: none">• Seventeen students appealed successfully to postpone taking the CPE a first time. The reasons varied from personal or family illness to inability to prepare because of heavy work or academic commitments. | |

- Twelve students appealed successfully to postpone re-taking the CPE after a first or second failure. In most cases the reason came down to needing more time to prepare, especially because the students were informed of their previous failure only weeks before the next exam date.
 - Twenty-Eight students appealed successfully for removal of a forfeit after missing a scheduled exam date, in 14 cases due to illness or family commitments. The other 14 cases involved accommodations made to Verizon students.
 - Eighteen students appealed successfully to attempt the CPE a fourth time.
 - One student appealed successfully for exemption from the CPE, having earned a BA degree at another university.
 - One student's appeal to take the CPE without having passed the ACT exam was denied. Another student's appeal to not re-take the CPE after three failures, because the student intends to transfer, was unnecessary.
3. In addition, the committee facilitated in having registration stops removed from the records of students who had filed successful appeals.

cc: VP Mark McColloch
Dean Karen Steele
Dr. Victor Fichera
Mr. Dion Pincus
Members of the CPE Appeals Committee