

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**ACADEMIC SENATE**

**CPE Appeals Committee**

**TO:** *Academic Senate Steering Committee*

**FROM:** David Shimkin  
*Chair, CPE Appeals Committee*

**SUBJECT:** Annual Report

**DATE:** June 27, 2006

---

**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 45<sup>th</sup> 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); Dr. Arthur Corradetti (Assistant Director for Academic Affairs); Prof. Jean Darcy (English); Prof. Anne Marie Menendez (Nursing); Prof. Hamid Namdar (ECT).

<b>Report:</b>	<u>Committee Recommendations/Actions</u>	<u>Actions Taken on Recommendations</u>
	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 107 appeals between August 2005 and May 2006: <ul style="list-style-type: none"><li>• Twenty-three 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. Students in the Verizon</li></ul>	

program postpone the exam until their sixth term.

- Two students appealed successfully to postpone re-taking the CPE after a first or second failure. In both 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.
- Twelve students appealed successfully for removal of a forfeit after missing a scheduled exam date, generally due to illness or family commitments or failure to receive notification of the exam.
- Nine students appealed successfully to attempt the CPE a fourth time. One student's appeal was denied, so that the student could be encouraged to engage in additional interventions beyond those automatically required.
- Thirty-four students appealed successfully to take the CPE despite having a GPA below. Most of these students had a GPA of 1.8+ or higher and had completed 60+ credits. They were required to seek appropriate interventions and encouraged to attempt raising their GPA by appealing WUs and re-taking writing classes to improve grades. The appeals of twenty-five students with a GPA below 2.0 were denied, either because their GPA was below 1.8 and the committee felt they should work first to improve their grades particularly in writing courses and/or because they were filing appeals so that they might apply for graduation (in which case the appeal was moot, since they would have to raise their GPA to 2.0 anyway).

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