

TO: *Academic Senate Steering Committee*

FROM: David Shimkin
Chair, CPE Appeals Committee

DATE: August 7, 2008

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. Moni Chauhan (Chemistry); Dr. Arthur Corradetti (Assistant Dean for Academic Affairs); Prof. Jean Darcy (English); Prof. Hamid Namdar (ECT); Prof. David Shimkin (English; CPE Liaison).

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 114 appeals between September 2007 and August 2008:

- Two students appealed successfully for an exemption/waiver due to disabilities that effectively prevent them from sitting for an exam. These waivers were approved by the CUNY Office of Testing.
- Thirty students appealed successfully to postpone taking the CPE. The reasons varied from personal or family illness to inability to prepare because of heavy work or academic commitments. The majority

of these students postponed taking their first try at the exam. Four postponed a second or third try. Note that students in the Verizon program postpone the exam until their sixth term.

- Sixteen 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. One appeal for removal of a forfeit was denied, because there was no record of a forfeit.
- Twenty-One students appealed successfully to attempt the CPE a fourth time. (Note: only five students were granted a fourth try last year.) Five such appeals were denied, so that the students could be encouraged to engage in additional interventions beyond those automatically required.
- Thirty-One students appealed successfully to take the CPE despite having a GPA below 2.0. 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. Most of these students were taking the exam for the first time.. The appeals of eight students with a GPA below 2.0 were denied: in some of these cases, the GPA was below 1.8 and the committee felt the students should work first to improve their grades particularly in writing courses; some of the students had not yet completed EN 101 and/or EN 102; others 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).

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