

TO: *Academic Senate Steering Committee*

FROM: David Shimkin
Chair, CPE Appeals Committee

DATE: September 20, 2010

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: Ms Gina Capozzoli (Counseling); Dr. Arthur Corradetti (Associate 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

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| 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 97 appeals between August 2009 and June 2010: <ul style="list-style-type: none">• One student appealed for an exemption due to a disability. Her appeal was forwarded to the CUNY Office of Testing. We have not yet received a decision from them.• Fifteen 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. Note that students in the Verizon program postpone the exam until their sixth term.

- Three students were scheduled by CUNY to take the exam despite having less than 45 credits. They were excused from sitting for the CPE.
- Thirty 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. Two such appeals were denied due to lack of documentation.
- Ten students appealed successfully to attempt the CPE a fourth time. Another five such appeals were denied, so that the students could be encouraged to engage in additional interventions beyond those automatically required.
- Twenty-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. The appeals of ten 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: Acting President Diane Call
Dean Karen Steele
Mr. Antonio Contant
Mr. Dion Pincus
Members of the CPE Appeals Committee