

TO: The QCC Academic Senate  
FROM: Anne Marie Menendez, Committee on Course & Standing  
David Shimkin, CPE Liaison  
RE: Formation of a Sub-Committee of the Committee on Course & Standing:  
The CPE Appeals Committee

DATE: 8/27/05

In accordance with page 3 of the policy statement of CUNY's Office of Academic Affairs on administration of the CUNY Proficiency Exam (CPE), the Committee on Course & Standing has renewed **The CPE Appeals Committee**—to evaluate written appeals students file with regard to the CPE.

### **Charges**

The CPE Appeals Committee will evaluate 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**

The CPE Appeals Committee will include the following members:

- The campus CPE liaison.
- A representative from Counseling.
- A representative from the English Department.
- A representative from the sciences, social sciences, or mathematics.
- The chair of the Committee on Course & Standing.

The following people have agreed to serve on the CPE Appeals Committee at the present time: Prof. David Shimkin (CPE Liaison); Dr. Stephen Beltzer (Counseling); Prof. Jean Darcy; and Prof. Anne Marie Menendez (Chair of Course & Standing), Prof. Hamid Namdar (Electrical & Computer Engineering Tech.).

### **Reporting**

The CPE Appeals Committee will file an annual report with the QCC Academic Senate and the University detailing the number and kinds of appeals requested, the committee's decisions, and the outcomes of appeals (retests, passes, and failures).