

TO: The QCC Academic Senate
FROM: Gina Capozzoli, Committee on Course & Standing
David Shimkin, CPE Liaison

DATE: 8/30/10

RE: Formation of a Sub-Committee of the Committee on Course & Standing:
The CPE Appeals Committee

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 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

The CPE Appeals Committee will include the following members:

- The campus CPE liaison.
- A representative from Counseling/Administration.
- 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. Gina Capozzoli (Counseling, Chair Course & Standing); Dr. Arthur Corradetti (Associate Dean of Academic Affairs); Prof. Jean Darcy (English); Prof. Hamid Namdar (Electrical & Computer Engineering Tech); Prof. David Shimkin (English, CPE Liaison).

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).