CUNY PROFICIENCY EXAMINATION (CPE)
STUDENT APPEAL FORM

Last Name: _____ First Name: _____ ID#: _____

Address: _____ _____ _____

STREET ADDRESS CITY/STATE ZIP CODE

Telephone #: _____ Email address: _____

TYPE OF APPEAL (Check One)

_____1. Appeal to take the CPE before the 45th credit is attempted: Student must have passed or been exempted from placement tests in reading and writing.

_____2. Appeal to take the exam while not in good academic standing: Student must have completed at least 45 credits successfully and must show evidence of competence in reading and writing (grades of B or better in at least two writing or writing intensive courses).

_____3. Appeal to postpone a required exam: Student must (a) state in writing the reason for the request, (b) provide evidence of the circumstances that will prevent the student from taking the exam on schedule, and (c) agree to take the exam at the next administration.

_____4. Appeal to remove a forfeiture: Student must (a) state in writing the reason for the absence, (b) present evidence of the circumstances that prevented his or her attendance, and (c) agree to take the exam at the next administration.

_____5. Appeal to retake the exam a fourth time: Student must (a) state in writing the request, (b) attach a copy of student transcript, (c) attach a copy of signed CPE advisement agreement(s), and (d) present evidence of participation in recommended writing interventions.

All appeals must be submitted to Dr. Steven Serafin, Hunter College CPE Liaison,
Reading/Writing Center, Room 416, Thomas Hunter

Student's Signature: _____ Date: _____

Do not write below this line

CPE Appeals Committee Action

Approved: _____ Denied: _____

Comments:_____

_____

_____

Member's Signature: _____ Date: _____