The CUNY Proficiency Examination  
www.cuny.edu/cpe  
www.baruch.cuny.edu/cpe

As of September 1, 2003 all students pursuing an associate or bachelor’s degree at CUNY must take and pass the CPE. Passage of the exam is a requirement for the associate degree, while students pursuing a bachelor’s degree must pass by the time they have completed their 60th credit. Effective September 1, 2003, these requirements apply to all students pursuing these two degrees, no matter when they first entered CUNY. (Exemptions that previously had been in effect for freshmen who had matriculated at CUNY before Fall 1999 and for transfers who first arrived before Fall 2000 are no longer in force.)

Transfer Students from outside CUNY
No previous attendance at CUNY. All new transfers must take and pass the CPE.

- Students transferring to a senior college who enter with 45 or more credits must take the CPE in their first semester at CUNY and must pass it by their 60th credits.
- Those who enter with 60 or more credits (unless exempted) must take the CPE at the first administration of the exam after they enter.
- Transfers entering with fewer than 45 credits must take the CUNY Basic Skills Tests (unless exempted) before entering and follow placement recommendations. They must pass the CPE by the time they have completed their 60th credit.

Students transferring within CUNY
Previous attendance at CUNY. All students in this category now must take and pass the CPE, no matter when they first enrolled at CUNY. (Same credit conditions as above.)

- All students transferring with CUNY must fulfill the CUNY basic skills requirements before transferring.
- Students transferring within CUNY with more than 45 credits should have taken the CPE at least once before transferring.
- Senior colleges may (but are not required to) admit CUNY students to a baccalaureate program if they have completed all requirements for the associate degree except passing the CPE. Like other transfer students, these transfer students must take the exam during the first semester of baccalaureate study and thereafter as required. These transfer students are not eligible for the benefits accorded by the articulation policy of 2000 to associate degree recipients at the senior colleges until they pass the CPE and are awarded the associate degree. Under the articulation policy, students who have completed an associate degree (AA or AS) are able to transfer all of their credits to the senior college.

Exemptions: Students who have earned a bachelor’s degree or a higher degree from an accredited program are exempted from CPE requirements.

What are the rules and procedures that apply to taking the CPE?

- You must take the CPE for the first time after you have completed 45 credits. If you are a new transfer student with 45 or more credits, you will take the CPE in your first semester at CUNY.
- You may take the CPE for the first time during the semester in which you register for your 45th credit.
- You must be in good academic standing – students whose GPA is below 2.0 may not take the CPE.
- You must have met the CUNY basic skills requirements in reading and writing in order to qualify to take the CPE.
- You may take the CPE three times and may appeal for a fourth attempt if necessary.

How do I register for the CPE?

You will register for the CPE at your college testing office early in the semester, 2-3 weeks before the test date:

- Colleges will send letters to students who have completed 45 or more credits reminding them to register.
- If you have completed 45 or more credits, you must register for and take the CPE even if you do not receive a letter from your college. You will forfeit one of your chances to take the CPE if you skip a required administration.

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