

# Missed Deadline Appeal Request

Name: \_\_\_\_\_  
First Last

Date: \_\_\_\_\_

SSU ID# \_\_\_\_\_

Phone# \_\_\_\_\_

Term: Fall \_\_\_\_\_ Spring \_\_\_\_\_

Deadline Missed:	
<input type="checkbox"/> Test Scores	<input type="checkbox"/> Transcripts
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Enrollment Reservation Deposit (ERD)

Document Delivery Type:	
<input type="checkbox"/> Attached	<input type="checkbox"/> Faxed Date Requested: _____
<input type="checkbox"/> Electronic*	<input type="checkbox"/> Mailed Expected Receipt Date: _____
*electronic transcripts are only accepted from Parchment or e-Transcript CA	

**Explanation of Appeal Request:**

Letter of Appeal Attached

The letter of appeal should include information regarding the missed admissions deadline that you are appealing and the reason or circumstances that contributed to the deadlines not being met.

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**Please select your class level and submit the following supporting documents along with this form.  
 Incomplete packets will be returned without being reviewed.**

**First Time Freshmen:**

- Official Test Scores
- Letter(s) of Support
- Official H.S. transcript with grades posted and work in progress listed
- Disability Documentation *(if applicable)*

**Lower Division Transfer:**

- Official Test Scores
- Official final H.S. transcript
- Official college transcripts
- Verification of current and/or future term enrollment
- Letter(s) of support
- Disability Documentation *(if applicable)*

**Upper Division Transfer:**

- Official college transcripts with Fall grades posted
- Verification of current and/or future term enrollment
- Letter(s) of support
- Disability Documentation *(if applicable)*

**Graduate:**

- Letter of support from the Graduate Program Coordinator
- Disability Documentation *(if applicable)*

**Submit all documents to:**

Sonoma State University  
 Attn: Office of Admissions 1801 E  
 Cotati Ave Rohnert Park, CA 94928 FAX:  
 707-664-2060

<p><b>Due to enrollment constraints all appeals will be considered on a space available basis.          Committee decisions are final and cannot be appealed.</b></p>
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