



**Gatton**  
COLLEGE OF BUSINESS & ECONOMICS  
UNIVERSITY OF KENTUCKY

Undergraduate Resource Center  
145 Gatton College of Business and  
Economics Building  
Lexington, KY 40506-0034  
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Fax: 859.257.3315  
<http://gatton.uky.edu/Undergraduates>

**APEX**  
**UNIVERSITY OF KENTUCKY DEGREE AUDIT**  
**\*Electronic Degree Audit Adjustment Request Form**

Name: \_\_\_\_\_ SID/SS#: \_\_\_\_\_  
(last) (first) (MI)

Email: \_\_\_\_\_ Local/Cell Phone: \_\_\_\_\_

Major(s): \_\_\_\_\_ Degree: BBA BS in Accounting BSBE  
(circle one)

**Category of requested correction:**

*(Please also give details in section below)*

- |   |  |
|---|--|
| <input type="checkbox"/> USP Math                           | <input type="checkbox"/> B&E Social Science              |
| <input type="checkbox"/> USP Foreign Language               | <input type="checkbox"/> B&E Oral Communication          |
| <input type="checkbox"/> USP Inference (Calculus)           | <input type="checkbox"/> B&E Core                        |
| <input type="checkbox"/> USP First Year Writing Requirement | <input type="checkbox"/> B&E Major Requirements          |
| <input type="checkbox"/> USP Oral Communication             | <input type="checkbox"/> B&E Electives                   |
| <input type="checkbox"/> USP Natural Science                | <input type="checkbox"/> Second Tier Writing Requirement |
| <input type="checkbox"/> USP Social Science                 | <input type="checkbox"/> Microsoft Certification         |
| <input type="checkbox"/> USP Humanities                     |  |
| <input type="checkbox"/> USP Cross Cultural                 |  |
| <input type="checkbox"/> USP Elective (non-B&E)             |  |
| <input type="checkbox"/> Other _____                        |  |
| <input type="checkbox"/> B&E English & Pre-major B&E        |  |

**Choose an explanation below or Explain clearly the adjustment(s) you are requesting:**

- ☐ SAT/ACT Score (list score/section): \_\_\_\_\_
- ☐ AP Credit (list scores/courses): \_\_\_\_\_
- ☐ Foreign Language Placement Score (list placement): \_\_\_\_\_
- ☐ Previously approved course substitution (describe): \_\_\_\_\_
- ☐ Other \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please print this form  
and turn it in at:  
125 Gatton.

*\*This form is to be used only for requesting adjustments to the APEX Audit system. This form is not the correct form to request new exceptions to any degree requirements*

**Office Use Only**

Action Taken: ☐ Correction \_\_\_\_\_  
☐ Explanation: \_\_\_\_\_