

OFFICE OF INSTITUTIONAL EFFECTIVENESS

Internal / External Request Form

If you should have trouble with the submission of this form via Outlook,
please print this form and fax to 334.244.3436.

Date: Project Request: Project Method: Request Needed By:

Name of Requestor: Department:

Email Address:

Has this request been discussed with your Dean/Dept. Head?

YES

Date Discussed:

NO

Has this request been discussed with the Associate Provost?

YES

Date Discussed:

NO

Contact Number:

Describe request in detail (e.g. , survey description, semesters desired, undergraduate, graduate, etc.)

What is the institutional / instruction / education purpose of this request?

How will the information be used?

Will the information / research be published and if so, where?

How will the confidentiality and security of the information be assured?

Office of Institutional Effectiveness Use:

Date Received:

Route To:

Date Completed:

Completed By:

Comments:

Institutional Research will contact your office within 2 weeks to discuss the data request.