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: __________________________  Contact Number: __________________________

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

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.