



# OFFICE OF INSTITUTIONAL EFFECTIVENESS Internal / External Request Form

Print Form

Submit by Email

Reset 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  NO Date Discussed:

**Has this request been discussed with the Associate Provost?**

YES  NO Date Discussed:

**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.**