

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:

Has this request been discussed with your Dean/Dept. Head?		Has this request been discussed with the Associate Provost?	
<input type="checkbox"/> YES	Date Discussed: <input type="text"/>	<input type="checkbox"/> YES	Date Discussed: <input type="text"/>
<input type="checkbox"/> 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: <input type="text"/>	Route To: <input type="text"/>	Date Completed: <input type="text"/>	Completed By: <input type="text"/>
Comments: <input type="text"/>			

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