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: __________________________