

**ALMA COLLEGE
EDUCATIONAL POLICIES COMMITTEE
QUILL APPROVAL FORM**

A. General Information

1. Instructor's Name: _____
2. Department or Program: _____
3. Course Number: _____ Title: _____

B. Quill Course Criteria and Rationale

By definition, a Quill course is designed to improve the quality of student writing. To qualify as a Quill course, at least 25 percent of the final course grade must be based on written work, and at least 15 percent of the final course grade must be based on written work that has been submitted, evaluated, revised and resubmitted for final evaluation.

Please complete the following:

Final course grade will be based on ____ % written work and ____% resubmitted

To have your course approved for quill designation, in the space below please describe how the course requirements meet the criteria (e.g. revision of a large paper, utilization of rough drafts, peer review, etc.):

Request Date: _____ Chair Approval: _____

1. *Please complete this form using Adobe Acrobat.*
2. *If you have issues with the form not saving properly, instead try to print to pdf and then save the pdf.*
3. **Please submit electronically to Daneene Held at helddl@alma.edu to be reviewed by EPC.**

Form revised October 2018