For transfer students, the Director of Writing Center at Queens shall have sole responsibility to authorize writing-intensive unit for transferred courses. At most, one writing-intensive unit will be granted for any student, but only if the institution at which the course was taken has writing-intensive program similar to that at Queens College, and the course is specified in the institution’s bulletin as writing intensive.

- At least one writing-intensive unit must be taken in residency at Queens College.
- A syllabus, past writing assignments, or a letter from your instructor is not sufficient.
- Students under Pathways curriculum (matriculated from Fall 2013 to present) must take College Writing I (English 110), College Writing II, and two writing intensive courses.
- Students under LASAR (matriculated from Fall 1981 to Spring 2009) or PLAS (matriculated from Fall 2009 to Spring 2013) must take College Writing (English 110) and three writing intensive courses.

To request writing intensive transfer credit, send an email to the Director of Writing at Queens kevin.ferguson@qc.cuny.edu including:

- Your full name
- Student ID number
- Name of other school’s course you want “W” credit for

Usually this is enough, but you may also be asked to provide a copy of your former school’s Course Bulletin, circling the course description, and a copy of your transcript from your other school, with the course circled. The course description must specifically state that the course was “Writing Intensive” or some equivalent phrase.