



Communication Studies
College of Communication and Fine Arts

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Dear Students,

Thank you for your interest in the Communication Studies (or CMST) major! The CMST Department offers an innovative and dynamic Bachelor of Arts program that critically engages students in the study and professional practice of human communication. If you are interested in declaring CMST as your first major (or adding CMST as a second major), the following packet will offer some general information about our program, requirements, and expectations of our majors (if accepted), and an overview of our internal transfer application process.

The CMST Major

The CMST major is a point of pride for our community. By virtue of its innovative design, our learners to explore the breadth and depth of the Communication Studies discipline through a structured yet flexible curriculum. Students' learning is guided through a combination of foundational courses and sequenced curricular tracks that also allow students to tailor their degree to their personal, professional, or civic interests. Our major also balances the development of knowledge with the mastery of tangible communication skills that are consistently ranked as the most highly sought after by employers.

Our major is comprised of 11 courses for total of 44 CMST units. After completing 3 required, foundational courses in communication theory, research methods, and public communication, students explore and specialize their studies along 5 curricular tracks, including Relational Communication, Intercultural Communication, Organizational Communication, Rhetoric, and Media Studies. Our learners' coursework culminates in a specialized, research-driven Capstone within one of these tracks.

By virtue of its flexibility, the CMST major supports a number of potential career pathways, personal educational goals, and civic commitments. Throughout all of this, the CMST program is guided by LMU's mission of academic excellence, education of the whole person, and a commitment to positive social change as we strive for a more equitable and just future.

General Requirements and Expectations of CMST Majors

There are some important things that you must keep in mind when deciding whether to apply to transfer into the CMST major:

1. The CMST major requires that you have a **minimum of 4 semesters** remaining towards your degree at LMU in order to complete the major as an internal transfer student. This excludes summer sessions and studies abroad. Students with less than 4 semesters remaining will not be admitted into the major.
2. Newly admitted internal transfer students must be in residence at LMU (i.e., not abroad) during their first semester in the major (Fall 2024). If accepted, any future plans to go abroad must be discussed with your faculty advisor.
3. CMST courses are offered across all days of the week and across all hours of the day. We do not provide capacity overrides to accommodate internship or work schedules. This may be different than the practices in other programs—but it is expected, in CMST, that you take classes 5 days a week. In addition, you should expect to take some 8 a.m. classes while in the major.
4. The CMST major is sequenced, with a series of pre-requisites guiding progression through the major. Exceptions will not be made in order to allow for studies abroad, external scheduling commitments, or early graduation.

These requirements and expectations are in place in order to ensure that, if your application is approved, your transition into and progression through the major is smooth and successful.

The Internal Transfer Application Process

We encourage all prospective internal transfer students to carefully consider whether the CMST major is a good “fit” for their future plans and goals. To that end, we encourage you to engage in the following:

1. Review the internal application packet included below with care.
2. Assess your current academic status candidly (on your own, with your current academic advisor, and/or with friends/parents/mentors).
3. Take some time to study CMST, both as a discipline and our program in particular. This includes doing research on the discipline of Communication Studies, possible career pathways afforded by a CMST major, and our program’s Mission Statement, Student Learning Outcomes, and overall culture. We recommend exploring the CMST website (<https://cfa.lmu.edu/programs/communicationstudies/>), reviewing information about our program in the University Bulletin (<https://bulletin.lmu.edu>), and talking with our current CMST students and faculty.
4. When you are ready, contact Sr. Administrative Coordinator Ms. Lisa Tanaka at lisa.lugo@lmu.edu to request a Box folder to upload the required application materials. Your assigned Box folder will remain accessible to you until the deadline.
5. Complete your application in a timely manner. Applications and supplemental materials must be submitted electronically in your Box folder **no later than 5:00 p.m. on Friday, February 2, 2024**. We do not accept incomplete or late applications.

If you have questions about our major or our internal transfer application process, please contact Ms. Lisa Tanaka at lisa.lugo@lmu.edu. She will be able to assist you with general questions or direct you to the most appropriate person to contact.

Again, thank you for your interest in our Communication Studies program!

Sincerely yours,

The CMST Department

CMST Internal Transfer Application

OVERVIEW OF INTERNAL TRANSFER APPLICATION PROCESS

The CMST Department invites applications from current LMU students who wish to make CMST their first or second major. Due to the impacted nature of our program, admittance into the CMST major is competitive:

- Prospective students are recommended to have (and maintain) a GPA of 3.5; however, applicants with a GPA of 3.0 will be considered. Please note that students must have an LMU GPA if submitting an application.
- Prospective students must submit a complete application in the assigned box folder by **5:00 p.m. on Friday, February 2, 2024**. We will not consider incomplete or late applications.

Your internal transfer application must include the following items:

1. A General Information Form (included below).
2. A current copy of your Degree Works Audit report.
3. A personal statement (double spaced and not exceeding 3 pages) that demonstrates your academic qualifications and overall “fit” with the mission and goals of the CMST program. More information about the personal statement is included below.
4. Two original signed letters of recommendation from LMU faculty. Letters from work supervisors, advisors, athletic advisors, coaches, or faculty from a different institution, etc. will not be accepted.

Please upload your application materials into your assigned Box folder. The two letters of recommendation can be submitted along with your application, or your professor can email their letter of recommendation to Ms. Lisa Tanaka at lisa.lugo@lmu.edu by the 5:00 p.m. deadline.

A committee of CMST faculty and the Department Chair will review all completed applications with care, honoring an organic weighing principle, and will consider all indicators of your academic excellence, preparedness, and overall “fit” with our program.

All applicants will be informed of the Department’s decision via email approximately four weeks after the October 6th deadline.

CMST Internal Transfer Application

PART I: GENERAL INFORMATION FORM *(Required and Confidential)*

Name: _____, _____, _____
(Last) (First) (MI)

Student I.D.: _____

Phone: () _____ - _____ Cell: () _____ - _____

E-mail: _____

Current Major *(transfer from)*: _____ or

CMST as Second Major *(if so, what is your 1st Major)*: _____

Academic Year: _____
(FYS, So, Jr., or Sr.)

Current GPA: _____

CMST Internal Transfer Application

PART II: PERSONAL STATEMENT

The personal statement is an essential and important component of the internal transfer application. It affords you the opportunity to present an accurate and unique picture of yourself as an individual, with particular attention paid to your academic, professional, or civic goals. It should also provide a clear articulation of how the CMST program will support and enable you to reach those goals. The personal statement should be typed, well written, and brief (no more than 3 typed, double-spaced pages).

Please keep the following in mind as you compose your personal statement:

- Aim for a personal and persuasive discussion (i.e., why CMST, and how are we a good “fit”?),
- Do your research—on our discipline, our program, our mission and goals, our courses, etc., and leverage that in the service of your discussion,
- Take time to address and contextualize “things” (e.g., a low grade, a rough semester, the major change, etc.); generally, it’s best to address these up front, rather than to leave the question hanging, and
- Edit and proofread the personal statement.

Ultimately, our intent is to welcome into our program students who will most benefit from the unique intellectual, personal, professional, and civic opportunities provided by our curriculum. To this end, use the personal statement to articulate how our program will aid in advancing your current and future goals.