Josephinum Diaconate Institute students who are interested in a Certificate in Pastoral Studies issued by the Pontifical College Josephinum must complete the following prerequisites and submit an application for admission into the program.

Prerequisites:

* Four courses carrying 2 credit hours in Theology or Scripture,   
  that is, courses that carry the prefix BI or DO.
* Four additional 2 credit hour courses offered by the Josephinum Diaconate Institute.

All Josephinum Diaconate Institute courses completed within five years of the certificate application may be used to satisfy these requirements.

After acceptance into the certificate program, a 15-page capstone paper is to be completed under the direction of an assigned faculty advisor. The topic will be selected with the student and faculty advisor after the application has been accepted. The paper will be written and reviewed in a 2 credit Deacon Seminar.

The 15-page capstone paper must include research into the state of the topic as well as the work of the student to develop the topic. All references must be properly footnoted using the PCJ standard as defined **A Manual for Writers of Research Papers, Theses, and Dissertations** by [Kate L. Turabian](http://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&field-author=Kate+L.+Turabian&search-alias=books&text=Kate+L.+Turabian&sort=relevancerank).  The capstone paper draft must be submitted to the faculty advisor within 8 weeks after acceptance into the program. The final paper must be submitted within 8 weeks after acceptance of the initial draft.

Certificates will be awarded by the Josephinum at the Commencement following completion of all requirements.

Students wishing to apply for the certificate program must submit a letter requesting admittance into the certificate program that includes: (1) the list of courses that meet the prerequisites as defined above. In this letter they must also (2) state their understanding of the requirements and timeframe for completing their capstone paper and (3) include their contact information including their Distance Learning student number from their student profile   
( <https://DLManage.pcj.edu> ).

|  |  |
| --- | --- |
| Student Number |  |
| Student Name |  |
| Email Address |  |
| Telephone Number |  |
| Street Address |  |
| City, State, Postal Code/ZIP |  |
| Country |  |

Prerequisite Courses

|  |  |  |  |
| --- | --- | --- | --- |
| Theology and Scripture (prefix BI or DO) | | | |
| Course number | Course Name | Completed Year, Semester | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other JDI Courses | | | |
| Course number | Course Name | Completed Year, Semester | Grade |
|  |  |  |  |
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By submitting this application, I understand that the certificate is granted upon the successful acceptance of this application and the successful completion of a 15 page capstone paper must include research into the state of the topic as well as my development the topic.

All references must be properly footnoted using the PCJ standard as defined **A Manual for Writers of Research Papers, Theses, and Dissertations** by [Kate L. Turabian](http://www.amazon.com/s/ref=dp_byline_sr_book_1?ie=UTF8&field-author=Kate+L.+Turabian&search-alias=books&text=Kate+L.+Turabian&sort=relevancerank).  The capstone paper draft must be submitted to the faculty advisor within 8 weeks after acceptance into the program. The final paper must be submitted within 8 weeks after acceptance of the initial draft.

Questions about potential topics for the capstone paper may be submitted to Dr Rick Graff, Academic Dean at [egraff@pcj.edu](mailto:egraff@pcj.edu)

All application materials must be submitted in an email to Deacon Ben LoCasto, Director of Online Education and Distance Learning at [deacons@pcj.edu](mailto:deacons@pcj.edu)