

LYCEUM OF THE PHILIPPINES UNIVERSITY
Gen. Trias, Cavite
COLLEGE OF BUSINESS ADMINISTRATION
CUSTOMS ADMINISTRATION DEPARTMENT

RETENTION POLICY
for
BACHELOR OF SCIENCE IN CUSTOMS ADMINISTRATION (BSCA)
Effective School Year 2013-2014

I. High school students may take the Bachelor of Science in Customs Administration program subject to the general admission requirements of the Lyceum of the Philippines University and the specific requirements of the BSCA program under this retention policy.

II. **GRADE REQUIREMENTS**

II.1. BSCA students must maintain the required grade in the following subjects to stay in the BSCA program subject to the succeeding provisions.

SUBJECTS	REQUIRED GRADES
Professional Subjects: <ul style="list-style-type: none">• Tariff• Customs• Taxation• Business Law	A grade of 2.25 or higher is required to remain in the BSCA program. (Grading System: 50% based)

II.2. Students who obtained a grade lower than 2.25 in any professional subjects, except failing grade, shall retake the same and shall be allowed to enroll in the next higher subject or subjects. Failing grade carries no credit units and thus, shall prevent promotion to the succeeding higher subject.

II.3. The provisions of II.1 and II.2 Above are without prejudice to the provisions of the LPU Student Handbook on conditional retention policy for upper classmen.

III. **EXAMINATIONS**

III.1. FINAL DEPARTMENTAL EXAMINATIONS shall be administered in all professional subjects (Customs and Tariff subjects) of the BSCA program subject to LPU policies on departmental examinations.

III.2. MOCK-BOARD EXAMINATION. FINALS EXAMINATIONS in a BOARD EXAMINATION FORMAT shall be administered to all students enrolled in Customs Laws and Tariff Laws Review subjects. This examination, which will be administered not earlier than the university-scheduled Final Examination shall cover all subjects given in the actual licensure examination for customs brokers.

IV. **SECTIONING.** BSCA Students enrolling for the succeeding semester shall be divided into as many sections based on their grade point average (GPA) obtained during their immediately preceding semester.

V. **CROSS ENROLLMENT.** Customs and Tariff subjects cannot be cross-enrolled to other schools.

VI. **AMENDMENT/REVISION.** This retention policy may be revised, modified or amended in accordance with the policies of the Professional Regulation Commission Professional Regulatory Board for Customs Brokers (PRBCB) and the requirements of the Customs Broker Profession.

VII. **PRESUMPTION OF CONFORMITY.** Students and parents or guardians whose signatures appear below accept and agree to the provisions of this policy. Enrollment under the BSCA program during the immediately succeeding semester after the first semester of attendance in LPU shall constitute presumption of conformity with the above provisions. However, freshmen/transferee orientation for the students and parents or guardians is a pre-requisite.

Approved:



DR. CONRADO E. INIGO, JR.
Vice President for Academic Affairs

CONFORME:

Signature over PRINTED name of Parent/Guardian

Signature over PRINTED name of the Student