



Guide for Faculty: Academic Early Alert Program Office of Academic Performance (OAP)

The Office of Academic Performance (OAP), housed within the Office of Student Affairs, supports student success through proactive academic advising, early intervention, and coordinated support services. The primary goal of OAP is to help students address academic challenges early and access the support they need to achieve their academic goals.

Each student cohort is assigned an Academic Advisor, who works closely with students, faculty, and relevant university offices to promote student success. Academic Advisors help students navigate academic challenges, strengthen learning skills, make informed academic decisions, and connect with appropriate support resources. Faculty members may contact Academic Advisors through oap@habib.edu.pk.

Academic Advising at Habib University

Academic Advising complements the faculty advising provided to students through their assigned Faculty Advisors.

Academic Advisors support students by:

- Monitoring academic progress and identifying challenges that may affect student success.
- Helping students develop effective study and time-management strategies.
- Providing guidance on academic planning, decision-making, and goal setting.
- Connecting students with appropriate support resources and collaborating with faculty to promote student success.

Through individualized guidance and support, Academic Advisors help students navigate academic challenges and connect them with the resources available across the University.

Academic Early Alert Program:

The Academic Early Alert Program is an early-intervention initiative designed to identify and support students who may be experiencing academic challenges that could affect their performance and success.

The program enables faculty members to raise concerns during the first eight weeks of the semester, allowing students to receive timely advising, support, and intervention before challenges become more significant.

The Academic Early Alert Program aims to:

- Identify and address academic concerns early.
- Foster collaboration between faculty, students, and Academic Advisors.
- Connect students with appropriate support to promote academic success.



When Can an Academic Early Alert Be Submitted?

[Academic Early Alert Forms](#) are available from Week 1 through Week 8 of each semester.

After Week 8, faculty members with concerns about a student's academic progress should contact the Office of Academic Performance (OAP) directly at oap@habib.edu.pk. The relevant Academic Advisor will review the concern and follow up with the student, as appropriate.

Types of Academic Early Alert Forms:

1. Academic Early Alert for an Individual Student:

[Use this form](#) when concerns are specific to one student's:

- Academic performance
- Academic skills and learning challenges
- Attendance and classroom engagement

2. Academic Early Alert for a Group of Students:

[Use this form](#) when the same concern applies to an entire class section or multiple students within the same course.

Examples of concerns that may be reported include:

- Academic performance
- Academic skills and learning challenges
- Attendance and classroom engagement

Before Submitting an Academic Early Alert:

Where appropriate, faculty members are encouraged to discuss concerns with the student(s), communicate through available channels, and direct them to relevant academic support resources prior to submitting an Academic Early Alert.

Any actions already taken can be recorded in the Faculty Intervention Prior to Referral section of the form.

- **What Concerns Should Be Reported?**

Academic Early Alerts may be submitted for concerns related to:

- Academic Performance (*e.g., poor performance, missed assessments, risk of failing*)
- Academic Skills and Learning Challenges (*e.g., difficulties with coursework, learning, or prerequisite knowledge*)
- Attendance and Classroom Engagement (*e.g., absences, lateness, limited participation, or classroom engagement concerns*)



- **What Happens After Submission?**

Step 1: Faculty Submission:

Once an Academic Early Alert is submitted:

- The faculty member receives a confirmation message.
- The assigned Academic Advisor is notified.
- The student is notified and instructed to meet with their Academic Advisor.

Step 2: Meeting with Academic Advisor:

The Academic Advisor reviews the concern, contacts the student, and determines appropriate interventions and support measures.

Step 3: Resolution and Follow-Up:

The Academic Advisor records the outcome of the intervention and the faculty member receives an update on the resolution status of the Academic Early Alert.

- **Best Practices for Faculty:**

Faculty members are encouraged to:

- Identify and report academic concerns early.
- Provide relevant information through the Academic Early Alert Form.
- Partner with OAP to support student success.

Quick Reference: Which Form Should to Use?

Situation	Form
Concern about an individual student	Academic Early Alert for an Individual Student
Same concern applies to multiple students in a course	Academic Early Alert for a Group of Students
Same concern applies to an entire class section	Academic Early Alert for a Group of Students ("Entire Class Section" option)
Concern identified after Week 8	Email OAP directly at oap@habib.edu.pk

- **Questions or Need Support?**

For questions about the Academic Early Alert Program or to discuss a student concern, please contact the Office of Academic Performance at oap@habib.edu.pk.