



Habib University
shaping futures

Office of Academic
Performance

Handbook





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OAP At A Glance: From Admission to Graduation

After Admission Acceptance **Onboarding & Enrollment**

- Connect with the First-Year Experience Team before classes begin.
- Learn about Habib University's academic philosophy, key resources, and core technology systems.
- Register for the Summer Academy.
- Attend program-wise enrollment advising sessions during the summer to plan your first semester.

Orientation & Transition **The Zero Week**

- Participate in workshops and activities to navigate through university life.
- Meet your Academic Advisor, faculty, Orientation Leaders, and fellow students.
- Explore academic and non-academic campus resources available to support your success.

First-Year Advising

- Regular check-ins with your Academic Advisor throughout the first year.
- Receive guidance on course selection, degree requirements, and workload planning.
- Access early intervention support, including study skills coaching, tutoring, and counselling referrals

First-Year Fundamentals (FYF) Course

Engage in a required course that supports your transition to university-level learning and builds core academic and critical thinking skills.

Academic Progress Monitoring & Ongoing Support

- Review academic progress with your Academic Advisor using Early Alerts and attendance.
- Discuss academic challenges and success strategies during ongoing advising meetings.
- Explore academic interests, minors, and degree progress using Stellic.
- Access continued support each semester, including Peer Tutoring and writing support.
- Explore feasibility of applying for Reasonable Academic Accommodation.

Final Year: Graduation Planning

- Review degree progress with your Academic Advisor using Stellic.
- Plan capstone projects and post-graduation pathways.
- Complete required graduation clearance and administrative requirements.



Office of Academic Performance

The Office of Academic Performance (OAP), a key department within the Student Affairs Division, supports over 1,200 students each year through comprehensive academic advising, first-year transition programs, and learning support services. Working collaboratively with faculty, academic programs, and administrative offices, OAP upholds the quality of advising, strengthens student retention, and ensures alignment with institutional goals and accreditation standards.

The office operates through three interconnected units that collectively enable student success:

- Academic Advising Unit, which provides individualized, cohort-based advising for academic planning, course selection, and degree completion while monitoring progress and supporting at-risk and graduating students;
- First-Year Experience (FYE) Program, which facilitates the first-year transition through onboarding, summer programming, enrollment advising, Zero Week orientation, and a semester-wise instructional course, First Year Fundamentals; and
- Learning Support Services (LSS), which fosters academic enrichment through the EHSAS Center's peer tutoring and study support, and the Writing Center's writing guidance, faculty partnerships, and workshops. Together, these units form a cohesive ecosystem of academic and personal support that empowers students to thrive throughout their journey at Habib University.

Together, these units provide integrated academic and personal support throughout a student's degree.

Advising Journey at Habib University

Advising at Habib University is designed to support your academic, personal, and professional development through a holistic, developmental model. It helps you navigate degree planning, course selection, and study strategies with guidance from the Office of Academic Performance (OAP); build resilience, well-being, and effective time management through Wellness Counselling at the Health & Wellness Clinic; and explore career goals, develop essential skills, and plan future opportunities with the Office of Career Services (OCS). Together, these dimensions create an integrated advising experience that empowers you to thrive throughout your university journey and beyond.

When to Contact the Office of Academic Performance (OAP)

Students should contact the Office of Academic Performance (OAP) and consult their Academic Advisor for questions related to academic policies, procedures, and degree requirements. These include, but are not limited to:

- Degree planning and graduation requirements
- Course enrollment, and scheduling issues
- Academic standing, CGPA requirements, and probation-related concerns
- Attendance-related academic matters
- Add/Drop and course withdrawal policies
- Change of major requests
- Declaration of a minor
- Reasonable Academic Accommodations (RAA)
- Incomplete ("I") grades
- Independent Studies (IS)
- Guidance on any other academic policies or procedures

The OAP works closely with faculty and academic offices to ensure students receive consistent, accurate, and timely academic guidance throughout their degree.



First-Year Experience (FYE) Program

The First-Year Experience (FYE) Program at Habib University provides comprehensive support to help students successfully transition into university life through a combination of workshops, mentoring, and personalized advising.

Beginning with Admissions Onboarding after acceptance, students connect with Academic Advisors and the Office of Academic Performance (OAP) to familiarize themselves with Habib's academic philosophy, key resources, and technology platforms such as PeopleSoft, Stellaris, Canvas, and the Student Portal. The login credentials for use of these technologies are shared with students once they confirm their admission and register for an Admissions Onboarding Day.

The Summer Academy is a recommended eight-week preparatory program offered prior to the start of the academic year for all incoming students. It is designed to strengthen foundational academic skills, build confidence, and ease the transition to university-level learning. Students who participate in the Summer Academy benefit from targeted instruction, interactive workshops, and personalized support, helping them start their first semester with a strong academic foundation.

For Zero Week, students participate in orientation sessions, meet their Academic Advisors, faculty, and peer mentors, and engage in activities designed to ease their academic and social adjustment. Throughout the first year, students receive regular academic advising on course selection, degree requirements, workload balance, and early intervention support, including study skills, tutoring, and counseling referrals.

The First-Year Fundamentals (FYF) course is a course that further enhances academic readiness, critical inquiry, and personal development.

Additionally, the Outstation Student Support Program offers specialized academic, social, and personal assistance for students relocating to Karachi, ensuring a smooth and supportive transition into university life.

Together, these initiatives ensure that every first-year student receives the guidance, resources, and community support needed to thrive academically and personally. By engaging fully with the FYE Program, from Admissions Onboarding and Zero Week to the First-Year Fundamentals course and specialized support, students build a solid foundation for success throughout their degree journey at Habib University.



Advising Policies & Procedures

Semester Planning

Before the beginning of each semester, students are strongly encouraged to meet with their OAP Academic Advisor to plan their courses in alignment with degree requirements, academic interests, and long-term goals. Academic Advisors help ensure balanced course loads, prerequisite completion, and steady progress toward graduation. Semester planning meetings are also an opportunity for students to discuss strategies for managing workload, maintaining scholarships by meeting the required cumulative GPA (CGPA), and addressing any anticipated academic challenges.

Students considering a Semester Leave of Absence or withdrawal from the University must meet with their Academic Advisor before the end of the first week of the semester. The Academic Advisor explains available options, required procedures, and the academic, financial, and administrative implications, including any impact on the degree completion timeline in line with University and HEC regulations. All required steps must be completed within the first week to formalize a semester break.



Course Enrollment

Course enrollment takes place through the PeopleSoft Campus Solution (PSCS) system during the enrollment window announced by the Office of Academic Systems & Registrar. Academic Advisors organize enrollment advising sessions and review course selections to ensure compliance with program and graduation requirements.

Students seeking course overloads, prerequisite waiver, or special approvals are required to consult their Academic Advisor prior to the enrollment period. Academic Advisors may also assist students with course substitutions or petitions when necessary to support academic progress. However, seat availability and waitlist movement depend on PSCS and the timelines set by the Registrar's office. Acceptance of Course Add Request Forms is subject to approval from academic programs and the Registrar's Office.

During this period Advisors are available for meetings through walk-in requests and Stellic appointments.

Semester Add/Drop Period

Students may add or drop courses at the beginning of each semester during the official Add/Drop period announced by the Office of Academic Systems & Registrar. There is no financial penalty for course to add or to drop requests during this period.

Any request to add or drop a course after the official Add/Drop period end requires submission of an Academic Standing Petition Form and is subject to approval by the Academic Standing Committee. Such requests may also incur financial penalties as outlined by the Office of Student Finance.



Reasonable Academic Accommodation

The Office of Academic Performance (OAP) administers requests for Reasonable Academic Accommodations (RAA) in accordance with the Higher Education Commission (HEC) for Students with Disabilities at Higher Educational Institutions in Pakistan. The University is committed to ensure equitable access to academic opportunities for all students in a supportive and non-discriminatory environment. Students with long-standing, temporary, visible, or invisible disabilities may request accommodations at the time of admission, before the start of each semester, or during their degree program if a new physical, medical, or mental health condition arises. In exceptional circumstances, requests submitted after official deadlines may also be considered in consultation with relevant stakeholders, taking into account documentation and diagnostic timelines. To initiate the process, students must submit verified medical or psychological documentation to OAP. Following a review and meeting, the Academic Advisor develops a personalized accommodation plan addressing individual need. Confidentiality is a core principle—when accommodation plans are shared with instructors or departments, the student’s diagnosis is never disclosed but functional limitations may be shared with the faculty members or the Wellness Counsellors when needed for accommodations.

Course Withdrawal

Course withdrawal deadlines, which occur later in the semester, are announced for each semester and announced by the Office of Academic Systems & Registrar. Withdrawn courses count towards attempted credits with a W grade appearing on the transcript, but do not impact the semester or cumulative GPA.

Change of Major

Students wishing to change their major must meet their Academic Advisor to discuss the academic and financial implications, degree progress, and graduation timelines. The Academic Advisor will review the student's academic record, explain the requirements of the new major, and coordinate with the Registrar's Office for initiating the formal process. Thoughtful planning ensures that the transition aligns with the student's academic goals and minimizes any potential loss of credit or delay in graduation. All change of major requests is subject to seat availability and eligibility criteria as communicated by the relevant Academic Program, the Office of Undergraduate Education, and the Office of Academic Systems & Registrar.

Concentration Declaration

Students enrolled in the Comparative Humanities (CH) and Communication & Design (CND) programs are required to declare their concentration before the end of Year 1, Semester 2. The Academic Advisor guides the student through the decision-making process by reviewing available concentration options, degree pathways, and related fieldwork or capstone requirements. The student submits the Concentration Declaration Form for review and approval to the academic program. Once the program has reviewed and approved the selection, the declaration is finalized through the Registrar's Office.

Minor Declaration

Students interested in pursuing a minor should consult with their Academic Advisor to understand the eligibility criteria, course requirements, and how the chosen minor aligns with their primary degree plan. The Academic Advisor will help the student assess workload balance, prerequisite fulfillment, and scheduling feasibility. Once the plan is finalized, the student must submit the Declaration of Minor Form (available online) to the Registrar's Office for formal approval. Careful planning ensures that the minor complements the student's academic goals without delaying graduation.

Early Alerts by Faculty

The Early Academic Alert system allows faculty to notify the Office of Academic Performance (OAP) about students who may be facing academic challenges early in the semester.

These alerts are typically initiated by faculty members for individual students or groups of students showing signs of concern such as low quizzes or assignment scores, irregular attendance, or lack of engagement in class activities.

Once an alert is received, the assigned Academic Advisor reaches out to the student to discuss the concern, identify underlying challenges, and connect them with appropriate academic or personal support resources such as the EHSAS Center, Writing Center, or Wellness Counseling and inform the faculty member accordingly. Early intervention through this system enables students to address difficulties proactively and improve their academic performance early on.



Faculty Feedback on Student Progress

Faculty feedback on student progress is initiated by Academic Advisors as part of ongoing academic monitoring and support, particularly for students who are below Good Academic Standing, at risk of delayed graduation, or identified as priority academic cases. Academic Advisors reach out to faculty members teaching these students to gather feedback on classroom performance, participation, assignment completion, and overall engagement.

This process ensures a holistic understanding of each student's academic standing and informs targeted advising strategies such as revising degree completion plans, adjusting course loads, or recommending specific learning or wellness interventions. The feedback also helps Academic Advisors evaluate the effectiveness of support plans and communicate progress updates to relevant offices when necessary.



End of Semester Academic Performance Review

At the end of each semester, students and their Academic Advisors meet to review final grades, assess progress toward degree completion, and identify any pending or incomplete coursework. The Academic Advisor helps interpret academic performance, flag concerns, and recommend next steps, while the student actively reflects on their results and shares challenges or goals. Together, they revise the degree completion plan as needed—accounting for course withdrawals, retakes, or changes in academic standing—to ensure continued progress toward graduation.

Academic Standing

Academic standing reflects a student's overall academic performance and progress toward degree completion, reviewed each semester by the Office of Academic Performance (OAP) according to the University's Academic Standing Policy. Students whose cumulative GPA (CGPA) falls below 2.33 may be placed on Academic Alert (GPA 2.33–2.67), Academic Warning (below 2.33, or failing a course in the first semester), First Academic Probation (CGPA below 2.33 for two consecutive semesters), or Final Academic Probation (three consecutive semesters below 2.33), which precedes Academic Dismissal. In such cases, Academic Advisors work with students to create support plans that may include tutoring through the EHSAS Center, writing assistance, time-management coaching, wellness counseling, and regular check-ins. Maintaining good academic standing is essential for continued enrollment, scholarship eligibility, and access to financial aid.



Graduation Planning & Requirements

Graduation planning ensures that students meet all academic, administrative, and program-specific requirements within the expected timeline. Academic Advisors work closely with students to review degree audits, confirm completion of program and major core courses, program electives, and the Habib Liberal Core, and plan any remaining internship, practicum, Khidmat, or capstone requirements. Early in the final year, students must meet with their Academic Advisor to verify progress toward graduation, resolve any outstanding petitions or academic concerns, and submit the Intent to Graduate Form by the deadline announced by the Registrar's Office. To be eligible for graduation, students must complete the required credit hours and all coursework within the degree completion time frame stipulated by the University and the Higher Education Commission of Pakistan. For students whose graduation may be delayed or at risk, the Academic Advisor works closely with them to develop a revised degree completion plan and provides guidance and advocacy, including support with petitions to the Committee on Academic Standing for course underloads, overloads, or additional attempts at courses, to support timely and successful graduation.

Best Practices for Students

Effective academic advising relies on proactive and engaged participation from students. To make the most of advising interactions, students should come prepared with specific questions, updated degree plans on Stellic, and awareness of key semester deadlines such as Add/Drop, Course Withdrawal, and Incomplete Grade nominations. Advising is a holistic process that includes discussions on course selection, career goals, academic interests, and personal development. Students are encouraged to seek support early for academic, personal, or financial concerns; regularly check their HU email (via MS Outlook) for official communication; meet their Academic Advisor at least once every semester—or more frequently if required by their academic standing or advisor—and attend faculty office hours when needed, especially when struggling with course concepts. Faculty office hours are communicated by the Office of Academic Systems & Registrar (OASR) at the start of each semester and are available on the Student Portal.

Students are also encouraged to carefully review and pin the Start-of-Semester email sent by their Academic Advisor on the first day of classes, as it contains essential information about semester timelines, academic expectations, and available university resources and support to refer to throughout the semester.

Learning Support Services

Learning Support Services (LSS) under the Office of Academic Performance (OAP) provides individualized and group-based academic enrichment to help students strengthen learning strategies, enhance writing skills, and achieve academic success. Its two primary units—the EHSAS Center and The Writing Center—offer peer tutoring, skill-based workshops, and writing support that complement coursework and promote independent learning.



Educational Help Services and Academic Support Center (EHSAS)

The EHSAS Center creates a collaborative learning environment where students receive personalized and peer-led support through one-on-one and group tutoring, study circles, and skill-based workshops. The Peer Tutoring Program, offered free of cost, helps with concept reviews, assignments, and exam preparation. Students may request tutoring through their Academic Advisor or by contacting the EHSAS Center directly. Updates on schedules and workshops are shared via Instagram and on display at the Library & Info Commons.



The Writing Center

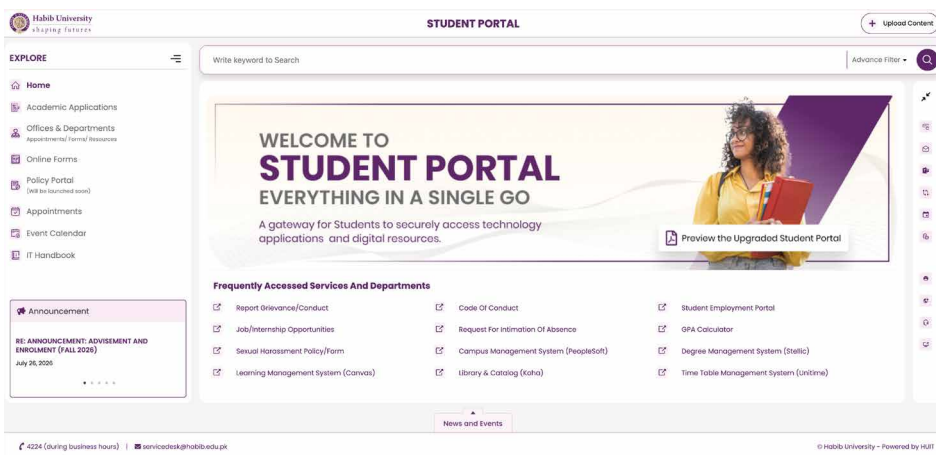
The Writing Center supports students at every stage of the writing process—from brainstorming and organizing ideas to improving structure and clarity. Our Writing Associates work through one-on-one sessions to strengthen academic papers, research projects, and applications. While they do not proofread or edit essays, they guide students in developing clarity and structure. Appointments can be scheduled in person (Monday–Friday, 9:00 a.m.–5:00 p.m.) or online via Stellic. The Center also hosts writing workshops throughout the year.

Peer Tutoring Support

In addition to Teaching Assistants (TAs) hired by academic programs, the Office of Academic Performance (OAP) offers free peer tutoring through the EHSAS Center for students who need additional academic support. Peer tutoring provides personalized assistance to strengthen understanding of course material, improve study strategies, and build confidence. Academic Advisors may recommend tutoring based on faculty feedback, early alerts, or academic standing reviews. Students can request peer tutoring through their Academic Advisor or by contacting the EHSAS Center.

Academic Technology & Portals

Habib University provides an integrated digital ecosystem that supports students in managing their academic, administrative, and learning needs. The following platforms are essential for course registration, academic planning, communication, and accessing university resources.



PeopleSoft Campus Solutions (PSCS)

The official platform for academic and administrative records. Students use PSCS to enroll or drop courses during designated periods, view attendance, grades, transcripts, and degree progress, and access class schedules and fee statements. Regularly checking PSCS is essential to stay updated on enrollment and academic progress.

Stellic

Stellic is Habib University's degree audit and academic planning platform that enables students to track their degree progress and course completion in real time, plan future semesters while reviewing prerequisite requirements, and explore potential majors, minors, or concentration pathways to identify remaining graduation requirements. Students are encouraged to review their Stellic plan before each advising meeting to ensure productive and informed academic planning discussions.

Canvas

Canvas is Habib University's Learning Management System (LMS), providing centralized access to course syllabi, lecture materials, and reading lists. Students use Canvas to submit assignments, view grades and instructor feedback, and communicate with faculty and classmates through announcements and discussion boards. Regularly checking Canvas is essential to stay updated on course expectations, announcements, and assignment deadlines.

Microsoft Office Suite

Habib University provides students with full access to the Microsoft 365 Suite, which includes Outlook for official email communication, MS Teams for virtual meetings, group work, and online classes, and OneDrive for secure cloud storage of assignments and projects. All university-related communication is conducted through the official HU email account, and MS Teams is widely used for course delivery, advising sessions, and institutional events. Students are expected to use these tools professionally and respond promptly. Checking Outlook daily is an institutional expectation. Please note that faculty members may conduct their scheduled office hours virtually. During the winter break and summer semester, Academic Advisors also meet students online via MS Teams.

Habib Hive

Habib Hive is Habib University's internal engagement platform that connects students with various events, organizations, and campus initiatives. Through Habib Hive, students can explore co-curricular activities, workshops, and events, track their participation in campus programs and leadership opportunities, and stay informed about important institutional announcements and deadlines. The platform plays a key role in fostering community engagement and supporting holistic student development.

HU Student Portal

The HU Student Portal is a centralized hub that provides students with easy access to academic and student services. Through the portal, students can book advising, writing, and wellness appointments via Calendly, access important platforms such as PSCS, Stellic, and Canvas, and view academic calendars, deadlines, and policy updates. Students are encouraged to familiarize themselves with the Student Portal early in their first semester to effectively navigate university systems and resources. Students are strongly advised to bookmark the Student Portal for quick access.

Appendices

Important Dates & Deadlines

The Academic Calendar published on the University website outlines all critical deadlines and events for each semester. Students should regularly consult to stay informed about key dates such as Add/Drop, Semester Leave of Absence, Financial Aid applications, Enrollment Advising periods, PSCS enrollment windows, Course Withdrawal, and Incomplete Grade nominations.

The Fall and Spring semesters each comprise 16 weeks, while the Summer semester consists of 8 weeks. The Fall semester (August–December) marks the start of the academic year and includes Zero Week for incoming first-year students—a preparatory week designed to ease academic and social transition. The Spring semester runs from January to May, and the Summer semester typically begins in mid-June and ends in early July.

Note: Dates listed in the handbook are typical timelines; exact deadlines vary each year. Students must always refer to the official Academic Calendar for confirmed dates

Academic Event/Deadline	Typical Timelines
First Day of Classes	Fall: Third week of August Spring: Second week of January
Add/Drop Period	Week 1
Submission of Semester Leave of Absence Form	Week 1
Submission of Add Course After Add Period Petition	Week 2
Submission of Drop Course After Drop Period Petition	Week 4
Submission of Reasonable Academic Accommodation Form	Week 5
Attendance Audit I	Week 7
Midterm Exams	Weeks 8 – 10
Course Withdrawal Deadline	Week 12
Submission of Course Withdrawal After Deadline Petition	Week 13
Attendance Audit II	Week 13
Attendance Audit III	Week 15
Submission of Incomplete Grade Nominations by Faculty	Week 15
Last Day of Classes	Week 16
Final Exams	Fall: Second week of December Spring: First Week of May
Grades for Semester Released to Students	Fall: Third week of December Spring: Second week of May

Glossary

Academic Advising

A collaborative process between students and Academic Advisors at the OAP, designed to support students' academic planning and overall success. It includes course selection, guidance on University policies, and referrals to relevant resources.

Academic Alert

The Academic Standing of a student whose GPA is between 2.33 and 2.67.

Academic Dismissal

The status assigned when a student fails to meet minimum academic requirements after repeated probationary periods, resulting in removal from the University.

Academic Program (Major)

The academic program into which a student is admitted.

Academic Standing

A measure of a student's academic performance, based on GPA and progress toward degree completion. Standing may be classified as being on Good Academic Standing, Academic Alert, Academic Warning, First Academic Probation, or Final Academic Probation.

Academic Transcript

The official record of a student's academic history at Habib University, including courses taken, grades earned, GPA, and degree status.

Academic Warning

The academic standing of a student whose GPA is less than 2.33.

For First-Year students, a student is placed on Academic Warning if they fail a course in their first semester.

Academic Year

The annual academic cycle at Habib University, which begins in August and ends in July, is divided into two regular semesters (Fall and Spring) and a Summer semester.

Active Student

A student currently enrolled in courses at Habib University.

Add/Drop Period

The designated time limit at the start of each semester when students may add or remove courses without academic or financial penalty.

Administrative Dismissal

The removal of a student from the University who has not enrolled in more than two consecutive regular (Fall/Spring) semesters.

Advising Notes

Official records maintained by Academic Advisors that document advising sessions, referrals, and student progress. These are confidential and accessible only to authorized personnel.

Associate Dean

A faculty member serving as the senior administrative leader of an academic affairs department. The Associate Dean is responsible for implementing academic policies, overseeing curriculum, and ensuring academic quality and integrity

Attendance

Recorded through biometric recognition or manually by instructors in PeopleSoft. As per the University's Attendance Policy, students must maintain at least 85% attendance in each course and arrive on time. Attendance records lock after seven days, and any discrepancies must be reported to instructors immediately via HU email before it is locked.

Attendance Audit

A review conducted three times each semester by the Registrar's Office. Students with less than 85% attendance are withdrawn from the course. The first two audits result in a "W-A" grade (does not affect GPA), while the third results in an "F-A" grade (counts as an F and affects GPA).

Calendly

An online scheduling app with unique links provided on the Student Portal for each Academic Advisor. Students use the Academic Advisor's link to book appointments, which automatically appear on both the student's and the Academic Advisor's Outlook calendars.

Capstone Project

A program-specific, multi-semester culminating academic experience completed in the later years of an undergraduate degree and concluding in the final semester with a formal submission, presentation, or equivalent assessment.

Canvas

The online learning management system (LMS) used at Habib University for course content, assignments, grading, and communication between students and faculty.

Career Advising

A collaborative process between students and Career Advisors at the OCS, supporting career planning, professional development, and job readiness.

Change of Major

A formal process through which students request to switch from their current major to another offered at Habib University. The request must be submitted within the specified deadlines and is subject to approval based on eligibility, academic performance, and seat availability in the desired program.

Committee on Academic Standing

A committee comprising faculty reviews and decides on student petitions related to academic exceptions, such as requests for course overloads or underloads, fourth attempts at a course, and add/drop requests after official deadlines.

Convocation/Commencement

The official graduation ceremony of Habib University, held annually to confer degrees upon graduating students. The event celebrates students' academic achievements in the presence of faculty, families, and distinguished guests.

Convocation Walk Policy

A policy that outlines the eligibility criteria for graduating students to participate in the annual Convocation ceremony. Students must meet academic requirements, apply for graduation, and get clearance from all relevant academic and administrative offices before they can walk at Convocation.

Course Audit

An option that allows students to attend a course after securing faculty approval. The student does not receive academic credit or a grade.

Course Overload

A student may petition to the Committee on Academic Standing (CAS) to enroll in more than 20 credit hours in a semester. Approval is based on specific criteria confirmed by the Registrar's Office or the Academic Advisor.

Course Underload

A student may request the Committee on Academic Standing (CAS) to enroll in fewer than 12 credit hours in a semester, which is the minimum number of credits required in a regular (Fall/Spring) semester to maintain a fulltime status. Approval is based on specific criteria confirmed by the Registrar's Office or the Academic Advisor.

Course Withdrawal

The process of formally dropping a course after the Add/Drop period, which results in a "W" on the academic transcript but does not affect GPA.

Credit Hour

The unit of measure representing one hour of faculty instruction and a minimum of two additional hours of student work per week for one course.

Credit Received

Course credit accrued for successfully passing a first semester course with a minimum of C-grade (60%).

Cumulative Grade Point Average (CGPA)

The overall GPA calculated by averaging the grade points of all semesters completed at Habib University.

Dean's List

An academic recognition awarded to students who achieve outstanding academic performance in a semester, recorded on the official Academic Transcript.

Degree Audit

A formal review of a student's academic progress to ensure all requirements for graduation are met.

Dormant Student

A student who has not enrolled in courses for multiple consecutive semesters without officially withdrawing.

Early Alert

The institutional process through which faculty report student concerns, enabling Academic Advisors and support offices to provide targeted assistance.

A notification issued by a faculty member to the Academic Advisor when a student shows signs of academic or personal challenges, prompting timely intervention and support.

EHSAS Center (Educational Help Services, and Academic Support)

A branch of Learning Support Services that provides tutoring, mentoring, and academic workshops to strengthen student learning and success.

Enrollment

The process of registering for courses at Habib University for a given semester (Fall/Spring/Summer).

Enrollment Hold

A temporary restriction placed on a student's PSCS account that prevents course enrollment until specific issues (financial, academic, or administrative) are resolved.

Faculty

Comprised of all fulltime faculty, visiting faculty, global and dean's fellows, and adjunct faculty who offer courses at Habib University.

Faculty Advising

Guidance provided by faculty members assigned to students within their major, focusing on academic and research interests, as well as professional development.

Faculty Office Hours

Faculty office hours provide students with dedicated time to seek personalized academic support, clarify course material, and build meaningful connections with their instructors.

Final Academic Probation

The last academic standing of a student before academic dismissal from the University who has failed to achieve a minimum CGPA of 2.33 for three consecutive regular (Fall/Spring) semesters.

Financial Aid

Monetary assistance provided to eligible students every academic year to help cover tuition and other educational expenses and require students to maintain a minimum CGPA of 2.33.

Financial Aid Revocation Warning

A notice issued to students by the Office of Student Finance who fail to meet the eligibility requirements for continuing financial aid, such as maintaining the minimum GPA or required course load. The warning alerts students that their financial aid may be revoked in the next semester if the conditions are not met.

Financial Hold

An enrollment block placed on the student's PSCS account due to unpaid tuition or fees, lifted once the balance is cleared.

First Academic Probation

The academic standing of a student who has failed to achieve a minimum CGPA of 2.33 for two consecutive regular semesters.

First-Year Experience (FYE) Program

A program designed to help new students transition into university life, including Zero Week orientation, advising, the First-Year Fundamentals course, and outstation student support.

Free Elective

A course chosen by the student from any discipline that counts toward the total credit requirements for graduation.

First Year Fundamentals Course

A mandatory, zero-credit course offered in the first semester through the First-Year Experience (FYE) program. It is designed to help students transition into university life by introducing them to essential academic and personal skills.

Freshman

A first-year student at Habib University.

Good Academic Standing

The status of students who meet the minimum CGPA of 2.33, allowing them to continue their studies at Habib University.

Grade Point Average (GPA)

The average grade points earned across courses taken in a semester or cumulatively over a degree program.

Graduation

The successful completion of all degree requirements, leading to the formal awarding of a degree by Habib University.

Habib Liberal Core Course

A set of interdisciplinary courses required for all students, designed to foster critical thinking, communication, and a broad liberal arts perspective.

Habib University Excellence Scholarship

A scholarship offered to a student at the time of admission which covers 60% to 80% of tuition & laboratory and/or studio fees of the recipients throughout their four years at Habib University. To retain the scholarship throughout their time at Habib, recipients must maintain a minimum CGPA of 3.00.

Habib University Merit Scholarship

A scholarship offered to a student at the time of admission which covers up to 50% of tuition & laboratory and/or studio fees of the recipients throughout their four years at Habib University. To retain the scholarship throughout their time at Habib, recipients must maintain a minimum CGPA of 2.75.

Habib University Student Portal

The online platform where students can access academic records, course enrollment, financial aid details, and university announcements.

High Academic Achievement Scholarship (HAAS)

A scholarship awarded to up to six students in each class year (divided equally between the two schools). Each award covers 10% of tuition. To qualify, students must be on the Dean's List and among the top three in their class. Students already receiving a 100% scholarship are not eligible.

High Academic Leap Scholarship (HALS)

A scholarship awarded to up to four students in each class year (divided equally between the two schools). Each award covers 10% of tuition. To qualify, students must be enrolled in at least 12 credits in a regular (Fall/Spring) semester and demonstrate consistent effort with a minimum increase of 0.5 in their CGPA across two consecutive regular (Fall/Spring) semesters.

HUEOP (Habib University Equal Opportunities Program)

A scholarship program for high-achieving students from local educational board backgrounds. Selected students receive up to 80% financial support for the full four-year undergraduate program of their choice, along with mentoring and resources to support their academic success at Habib University. To retain the scholarship throughout their time at Habib, recipients must maintain a minimum CGPA of 3.00.

HUTOPS (Habib University Talent Outreach, Promotion, and Support Program)

A scholarship program for high-achieving students from local educational board backgrounds. Selected students receive up to 100% financial support for the full four-year undergraduate program of their choice, along with mentoring and resources to support their academic success at Habib University. To retain the scholarship throughout their time at Habib, recipients must maintain a minimum CGPA of 3.00.

Inactive Student

A student who is not enrolled for a semester but has not formally withdrawn from the university.

Incomplete Grade ('I' grade)

A temporary grade assigned when a student is unable to complete less than 20% of course requirements by the end of the semester due to medical or emergency reasons. If approved by the Associate Dean, Academic Systems and Registrar, the student has up to six weeks after the semester ends to complete the missing work; otherwise, the grade automatically converts to an "F."

Internship

A mandatory, non-credit professional work experience, typically completed by third-year students, that provides practical exposure and career development. This requirement operates in addition to any program-specific practicum or internship.

Intent to Graduate

A form that students must submit to notify the university of their plan to complete degree requirements and graduate. This form is typically submitted in the final year of study to ensure all academic and administrative obligations are met before graduation.

Intimation of Absence

A form that students must submit to notify the university of absences from classes. It is accepted only in cases of medical reasons or family emergencies and ensures proper communication with faculty and relevant offices.

Junior

A third-year student at Habib University.

Khidmat

A mandatory, unpaid community service requirement for Computer Science students, where they apply their CS skills to support community welfare initiatives.

Lab

A practical session linked to a course, where students apply concepts through experiments or technical work. Labs carry separate credits and a student must pass the lab and the lecture/seminar to successfully pass the course, depending on the course syllabus.

Learning Support Services (LSS)

A unit under the OAP that provides academic support, including the Writing Center, EHSAS Center, and tutoring programs.

Lecture

A class session in which an instructor presents course material to students, typically in a larger classroom setting. Lectures focus on delivering theoretical knowledge and may include discussions, demonstrations, or multimedia presentations.

Major/Program Core Course

A required course within a major that provides foundational knowledge and skills essential for the program.

Major/Program Elective Course

An elective within a major that allows students to choose from a set of courses aligned with their academic interests.

Matriculation Status

The classification of a student's enrollment status, including Active, Inactive, Dormant, Graduated, Semester Leave of Absence, Academic Dismissal, Administrative Dismissal, or Admissions Discontinuation.

Minor

An optional secondary field of study chosen in addition to a major. A minor requires the completion of a set list of courses and credits from the minors offered at Habib University. It must be declared to the Registrar's Office no later than the student's seventh semester. The minor is recorded on the official academic transcript.

No Credit Received (NCR)

No course credit is awarded if a student fails to secure the minimum of 60% in a course that has a CR/NCR (Credit Received/No Credit Received) grading scale. Following the First Semester Grades Policy, this applies to all courses taken by the students in their first semester.

Office of Vice President of Academic Affairs (OAA)

The office led by the Vice President of Academic Affairs, overseeing all academic programs, faculty matters, and academic policies.

Office of Academic Performance (OAP)

A department under Student Affairs that includes Academic Advising, the First-Year Experience Program, and Learning Support Services.

Office of Career Services (OCS)

A department under Student Affairs that supports career advising, student employment, and employer relations.

Office of Student Affairs (OSA)

The office led by the Senior Director of Student Affairs, responsible for supporting students' personal, academic, and professional development.

Office of Student Life (OSL)

A department under Student Affairs responsible for the Health & Wellness Clinic, Student Clubs & Activities, and the Community Engagement Program.

OAP Hold

A restriction placed on a student's PSCS account by the Office of Academic Performance, often requiring the student to meet with an Academic Advisor before enrolling for courses.

Onboarding Days

Sessions organized by the First-Year Experience (FYE) program under the Office of Academic Performance (OAP) for newly admitted students from the time of admission until the start of Zero Week. During Onboarding Days, students register their biometric impressions (face and thumb), request their student ID cards, and are introduced to university resources and services.

Outstation Students Support Program

An initiative that helps students from outside Karachi adjust academically and socially, providing guidance and community support.

Peer Tutoring

A learning support program where student tutors are hired by the EHSAS Center, upon request from students or their Academic Advisors, to provide one-on-one or group tutoring to peers in specific courses.

PeopleSoft Campus Solution (PSCS)

The University's campus management system is used for maintaining student records, course enrollment, and academic tracking.

Practicum

A supervised, hands-on learning experience integrated into an academic program, allowing students to apply theoretical knowledge in real-world or professional settings.

President's List

An honor awarded to students who appear on the Dean's List in two consecutive regular (Fall/Spring) semesters.

Program Coordinator

An administrative staff member who manages the day-to-day operations of an academic program, including course scheduling, student support, and coordination with faculty and university offices.

Program Director

A fulltime faculty member responsible for the overall academic and administrative leadership of a program, including curriculum development, faculty coordination, student advising oversight, and ensuring program quality and compliance with University policies.

RAA (Reasonable Academic Accommodation)

An adjustment offered by the Office of Academic Performance (OAP) in line with the HEC's policy that allows eligible students with documented medical health conditions or disabilities to request their faculty for cooperation in accommodating the student's needs. Students must meet with their Academic Advisor and submit the RAA form with verified and updated medical documentation before the end of the add/drop period each semester. All information and documentation submitted for an RAA is kept strictly confidential, with access limited to authorized personnel.

Registrar's Office (RO)

The Office of Academic Systems & Registrar, led by the Associate Dean of Academic Systems & Registrar, responsible for academic records, enrollment, and transcripts.

Research Associate (RA)

An academic staff member who conducts and grades laboratory sessions, assists instructors in course delivery, and may also support research or administrative tasks as assigned.

RO Hold

A restriction placed on the student's PSCS account by the Registrar's Office that prevents enrollment until administrative requirements are met.

Scholarship Revocation Warning

A notice issued to students by the Office of Student Finance who fail to meet the eligibility requirements for continuing scholarship, such as maintaining the minimum GPA or required course load. The warning alerts students that their financial aid may be revoked in the next semester if the conditions are not met.

Semester

A formal academic term during which students' complete courses toward their degree.

Semester Grade Point Average (SGPA)

The GPA calculated from the grades of all courses taken in a single semester.

Semester Leave of Absence (SLOA)

An approved break from studies that allows students to step away temporarily while maintaining their enrollment status.

Seminar

A small, discussion-based class focused on a specific topic, often requiring active participation, presentations, and critical engagement with readings or research.

Senior

A fourth-year student at Habib University.

Shadow Transcript

The unofficial academic transcript a student can request from the Registrar's Office during their time at Habib when applying for internships, jobs, the Learn Abroad Program, or graduate school applications.

Sophomore

A second-year student at Habib University.

Stellic

A digital degree-planning tool that helps students and Academic Advisors track academic progress and plan courses.

Studio

A hands-on, practice-based class where students engage in creative or technical work under close faculty supervision, with emphasis on experimentation and project development.

Summer Academy

An eight-week preparatory program organized by the First-Year Experience (FYE) program for incoming first-year students during the summer before they begin their degree. The program is designed to strengthen academic skills and ease the transition to university-level learning at Habib University.

Summer Semester

An optional academic term offered during the summer that allows students to take additional courses as per the University's Summer Semester Policy.

Super Senior

A student who has completed more than four years of study but has not yet graduated.

Simple Syllabus

An online platform that contains all course syllabi, which students can access directly or through their Canvas course site.

Teaching Assistantships (TAship)

Opportunities for students to assist faculty in a course through peer tutoring or other course logistics, often as part of academic employment.

The Writing Center

A branch of Learning Support Services (LSS) at the OAP that offers feedback on writing assignments, thesis work, presentations, and reading support for courses.

Wellness Counselling

A free-of-cost confidential service at Habib University offering counseling, psychological support, and mental health resources to help students manage academic and personal challenges.

Yohsin Scholarship

A prestigious scholarship covering 100% of tuition and laboratory/studio fees, awarded to exceptionally well-rounded, high-merit students. Yohsin Scholars are recognized as distinguished students throughout all four years at Habib University. Recipients must maintain a minimum CGPA of 3.5 to retain the scholarship.

Zero Week

An orientation week held by the First Year Experience Program before the start of the first semester to help incoming first-year students transition into university life through academic sessions, community-building activities, and campus resource introductions.

Frequently Asked Questions (FAQs)

Course Planning & Enrollment:

Q: How do I know which courses to take each semester?

A: Your Academic Advisor can help you plan courses based on your degree requirements. You can access Academic Dossiers for your batch and major, which include sample four-year course grids. Use the Degree Audit on Stellic to track your progress toward completing these requirements.

Q: What's the difference between core, elective, and free elective courses?

A: Core courses: Habib Liberal Core courses, required courses for your major or minor.

Electives: Courses within your program you can choose from a set list.

Free Electives: Courses outside your major, chosen within credit limits.

Q: How do I add or drop a course after enrollment?

A: Courses can be added or dropped during the first week of the semester, known as the add/drop period. Students can submit a Course Add Request Form to the Registrar's Office.

Q: What happens if a course I want to take is full?

A: You may be placed on a waitlist. Your Academic Advisor can suggest alternatives.

Q: Can I take an overload (more than the allowable limit)?

A: Students are required to enroll in at least 12 and at most 20 credit hours each semester.

Anything less or more is subject to approval from the Academic Standing Committee before the end of the add/drop period.

Policies & Requirements:

Q: What happens if I fail a course?

A: You may need to retake the course to meet degree requirements. The grade will affect your GPA. Your Academic Advisor can help plan the retake. The University follows the best-grade policy. A successful retake will replace your 'F' grade with a 'R' (with no impact on the GPA). Your new grade will be counted towards your GPA.

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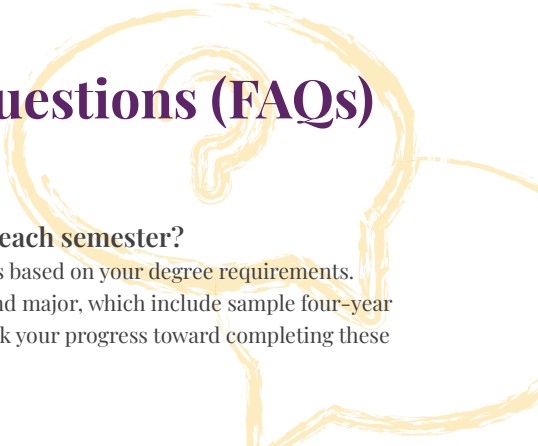
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Q: What is the process for declaring a minor?

A: Meet your Academic Advisor to review the requirements of the Minor and submit your degree completion plan to your Academic Advisor. After securing the required approvals from the Academic Advisor and the Program offering the Minor, you will submit the Minor Declaration Form to the Registrar's Office before the end of your seventh semester.

Q: What should I do if I missed a deadline?

A: Bookmark the Academic Calendar and check your HU Outlook daily to stay updated on all deadlines. If you miss a deadline, immediately email your Academic Advisor to confirm the next steps and explore possible options.

Academic Progress:

Q: What should I do if I'm facing challenges academically?

A: Schedule a meeting with your Academic Advisor using their specific Calendly link. Your Academic Advisor can recommend tutoring, faculty intervention, or referrals to the Wellness Centre.

Q: Can I repeat a course to improve my grades?

A: You can re-take any course a maximum of two times. If you retake a course, the higher of the two grades will count towards your GPA. Confirm with your Academic Advisor before retaking.

Support & Resources:

Q: How do I contact my Academic Advisor?

A: You can reach out to your Academic Advisor via email to discuss your concerns. You can also book an appointment to meet your Academic Advisor using the Stellic Appointment Center.

Q: Who should I contact if I have mental health or personal issues affecting academics?

A: Schedule a free-of-cost appointment with a Wellness Counsellor. Your Academic Advisor can guide you and provide referrals if needed.

Internships & Beyond

Q: How do I find and register for an internship?

A: Contact the Program Coordinator of your major, or the Office of Career Services (OCS).

Q: How can I prepare for graduate school applications?

A: Schedule a meeting with the Graduate School Curation Program (GSCP). Or enroll in the GSCP's zero-credit elective course in your junior year for guidance on applications, letters of recommendation, and preparatory workshops.

Q: What opportunities exist for study abroad or student exchange?

A: Check the Student Portal and the Office of Global Engagement for Learn Abroad and Research Abroad opportunities.

Graduation & Beyond:

Q: What happens if I do not complete all requirements on time?

A: You may need to extend your studies. Your Academic Advisor will help plan the next steps.

Quick Links

University & Program Portals:

1. **Habib University Website**
Official university information and announcements.
2. **Habib University Student Portal**
Central hub for personal, academic, and administrative access.
3. **Stellic**
Degree audit, course planning, and progress tracking.
4. **Canvas**
Course materials, assignments, grades, and announcements.
5. **PeopleSoft Campus Solutions (PSCS)**
Enrollment, attendance, and student records.
6. **Academic Dossiers**
Sample four-year plans for each major and batch.
7. **Habib Liberal Core**
Information on Habib's core curriculum courses.
8. **Minors Offered at Habib University**
List and details of all available minors.
9. **Academic Calendar**
Lists of all academic deadlines throughout the current Academic Year.
10. **Simple Syllabi**
For details on course outlines, curricula, and grading criteria for all courses.



Offices & Departments:

1. **Office of Academic Performance (OAP)**
Academic advising, support, and monitoring.
2. **Office of Academic Systems & Registrar**
Enrollment, grades, transcripts, and graduation processes.
3. **Wellness Centre**
Mental health and wellness support for students.
4. **Office of Career Services (OCS)**
Internship, career guidance, and professional development.
5. **Office of Global Engagement (OGE)**
Study abroad, exchange programs, and international opportunities.
6. **Office of Student Finance**
For all matters related to fees and funding.
7. **Library & Learning Resources**
Research databases, study spaces, and academic resources.
8. **IT Service Desk**
Technical support for accounts, software, and online platforms.
9. **First-Year Experience (FYE) Program**
Summer academy, onboarding, and first-year guidance.

Forms:

1. **Semester Leave of Absence Form**
2. **Voluntary/Permanent Withdrawal Form**
3. **Intimation of Absence Form**
Accepted for medical reasons or family emergencies only.
4. **Reasonable Academic Accommodation (RAA) Form**
For medical or learning-related accommodations.
5. **Course Add/Drop Request Form**
6. **Academic Standing Petition Form**
7. **Intent to Graduate Form**



Habib University
shaping futures

- Library & Information Commons ←
- Cassim Computing Lab ←
- Faculty Pod ←
- Gate 4 ←
- Emergency Exit →
- Health Center →
- Wellness Center →
- Office of Student Life →





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