

Incomplete Grades Submission, Approval, and Posting in MyGJU

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Overview

- General notes
- View and enter your course section(s) incomplete student grades in MyGJU [1-3]
- Submit your students' incomplete grades
- Incomplete grades approval by Chairs and Deans
- Posting the incomplete grades and computing GPA and status from Admin side
- References

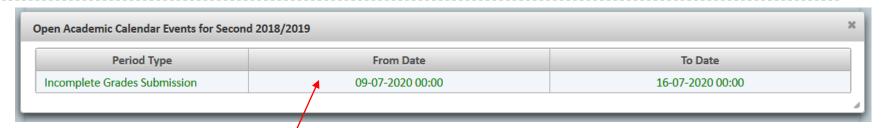
General Notes

- Note that the <u>incomplete grades belong to a previous</u> <u>semester</u>.
- When the incomplete grades are available the first two weeks of the <u>next semester</u> (i.e., after the students do the postponed final exams in the next semester), you may enter them in their respective course sections of the <u>previous semester</u>.
- You can enter the incomplete grades of the <u>previous</u> semester (e.g., Second 2019/2020) when the <u>Incomplete</u> Grades Submission period of the next active semester (e.g., Summer 2019/2020) is open.

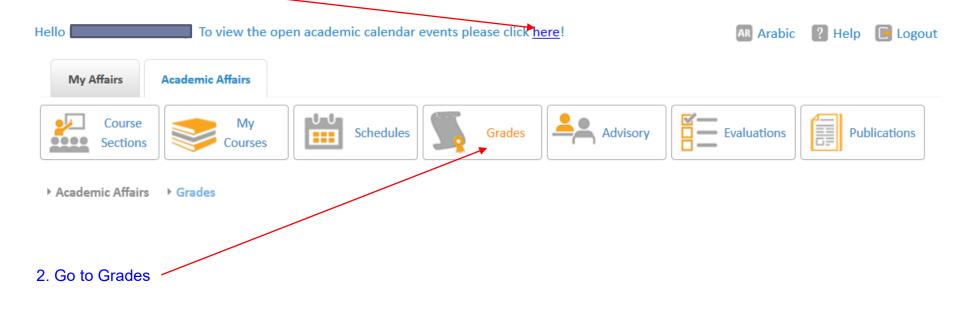
Entering incomplete grades by الجامعة الألمانية الأردنية German Jordanian University instructors (1)







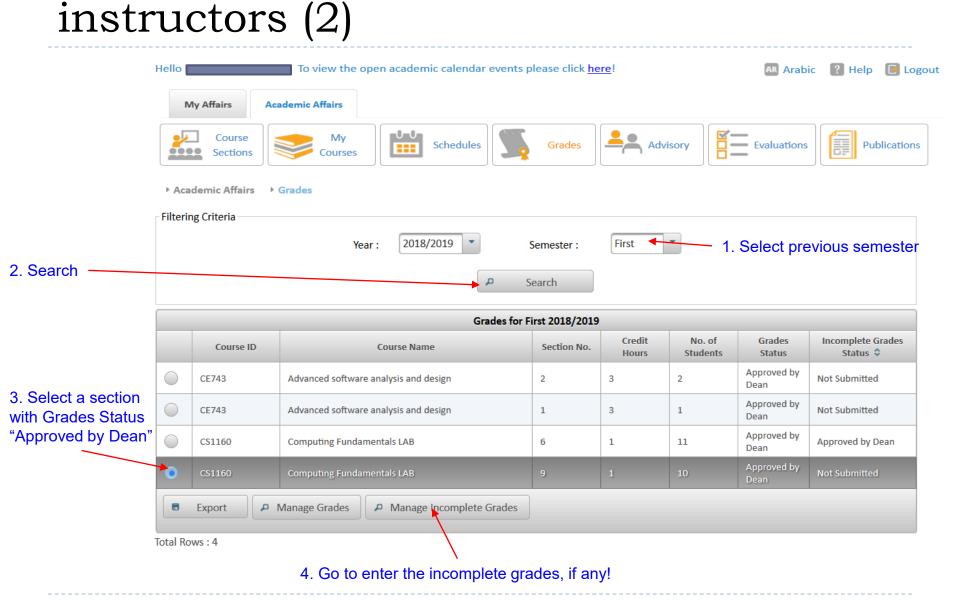
1. Click here to check if the Incomplete Grades Submission period of the active semester is open



Entering incomplete grades by الجامعة الألمانية الأردنية German Jordanian University





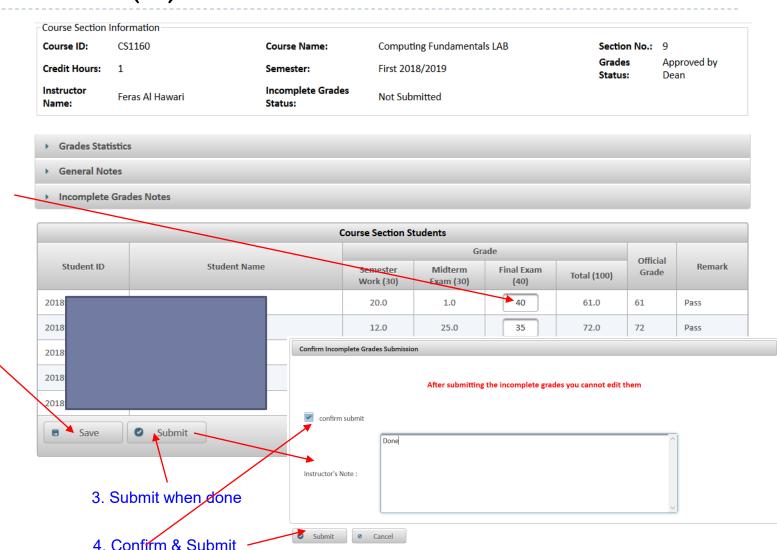


Entering incomplete grades by الجامعة الألمانية الأردنية German Jordanian University







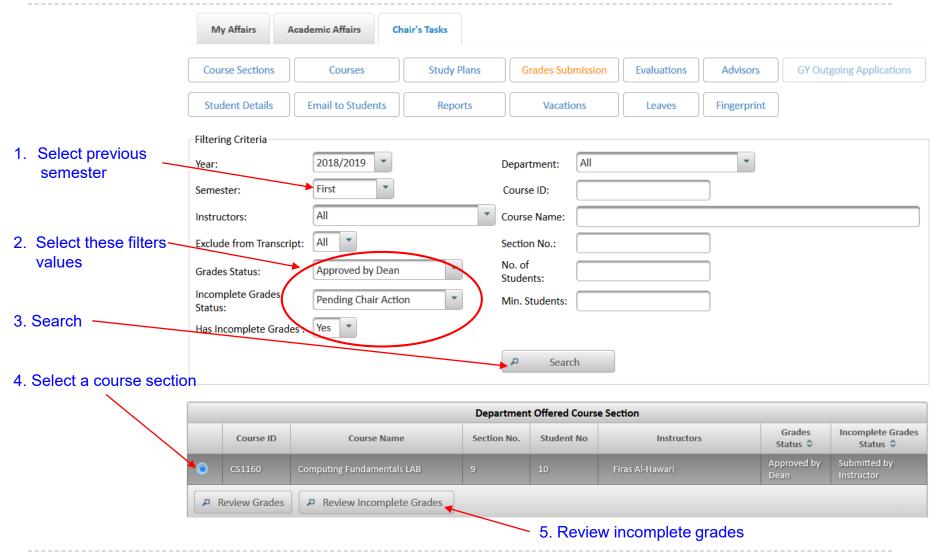


1. Enter the incomplete final grade(s)

2. Keep saving

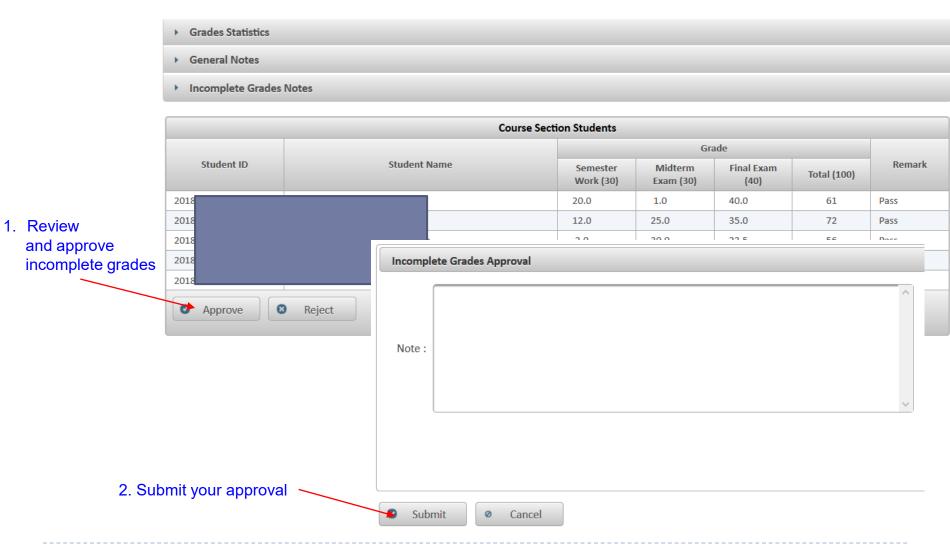


Incomplete Grades Approval by Chairs (1)



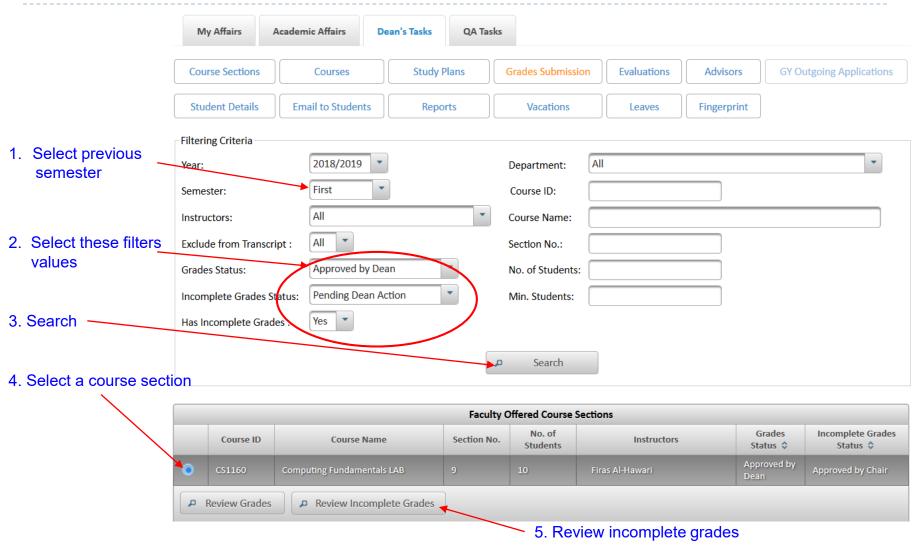


Incomplete Grades Approval by Chairs (2)



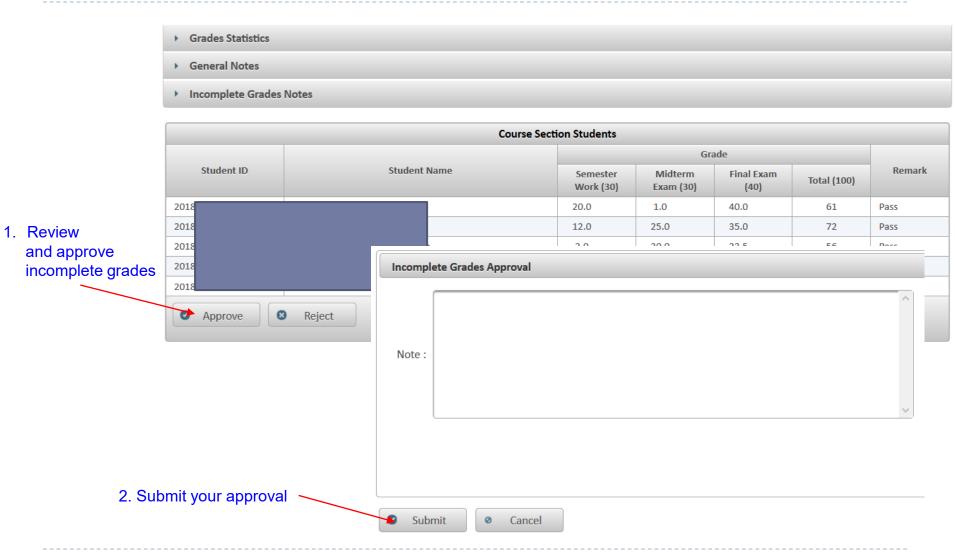


Incomplete Grades Approval by Deans (1)



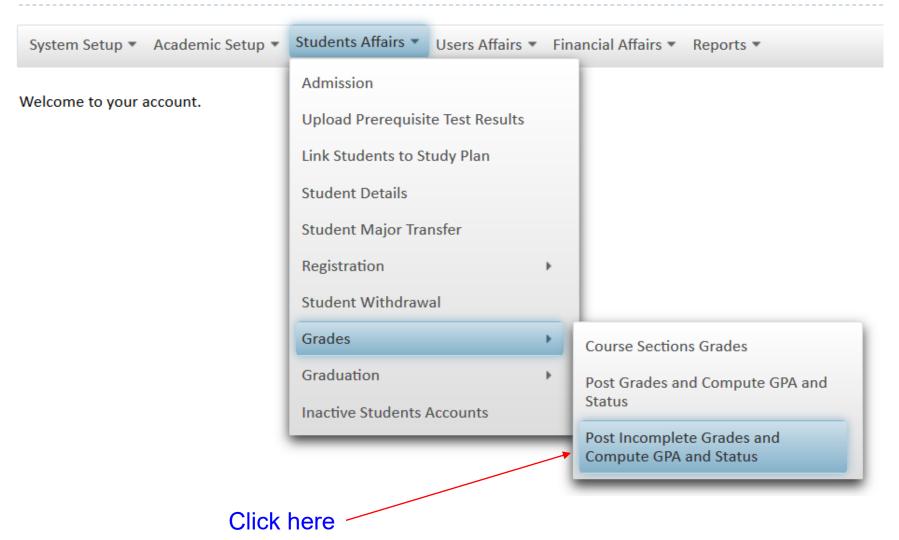


Incomplete Grades Approval by Deans (2)



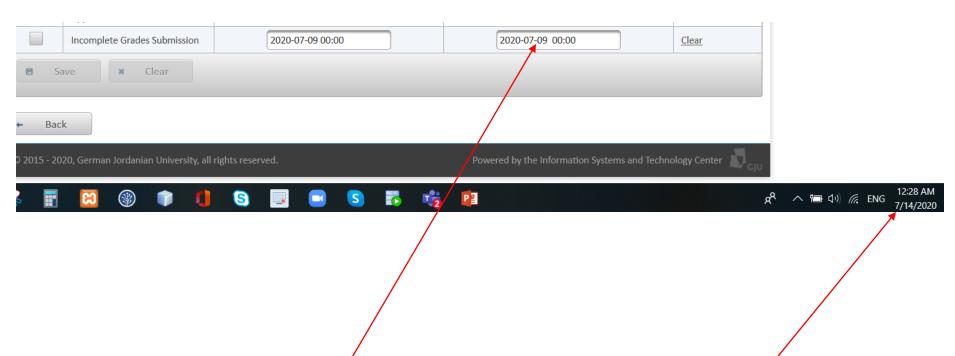


Posting incomplete grades and computing GPA and status from Admin side (1)





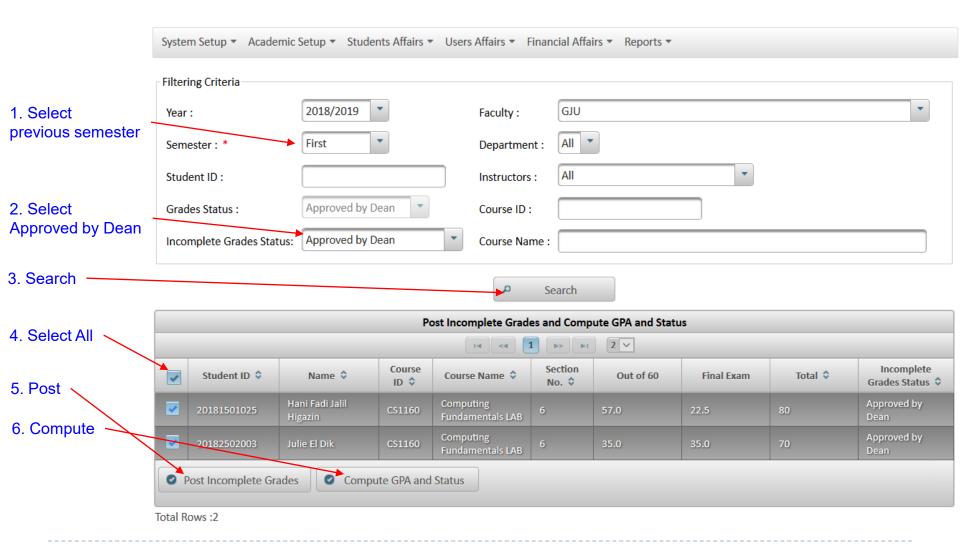
Posting incomplete grades and computing GPA and status from Admin side (2)



To be able to post the incomplete grades to the student transcripts and then compute the GPA and status for the respective students, the current date/time must be <u>later than</u> the end date/time of the Incomplete Grades Submission period of the active semester.



Posting incomplete grades and computing GPA and status from Admin side (3)



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References

- 1. MyGJU. Available from https://mygju.gju.edu.jo [last accessed June, 2019].
- 2. F. Al-Hawari, A. Alufeishat, M. Alshawabkeh, H. Barham, and M. Habahbeh. The software engineering of a three-tier web-based student information system (MyGJU). Computer Applications in Engineering Education, 2017 Mar, 25(2):242-263.
- 3. F. Al-Hawari. MyGJU student view and its online and preventive registration flow. International Journal of Applied Engineering Research, 2017, 12(1):119-133.