

Depriving Students due to Absence in MyGJU

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Overview

- ▶ Introduction
- ▶ Depriving a student due to absence by instructor
- ▶ Approving the student deprivation due to absence by chair.
- ▶ Approving the student deprivation due to absence by dean.
- ▶ Effect of Student Deprivation due to Absence in the Manage Grades Screen.
- ▶ Effect of Student Deprivation due to Absence on the student transcript.
- ▶ Deprivation due to Absence status in student schedule.
- ▶ Deprivation due to Absence report for registrars.



Introduction

- ▶ This tutorial covers a new flow in MyGJU [1,2] to allow instructors to deprive students from completing a course due to exceeding the allowed absences in a course, per the GJU regulations.
- ▶ After an instructor initiates the deprivation process, then the chair and dean need to approve the request for the deprivation to be effective.
- ▶ Once the deprivation is approved by the dean, then the instructor will not be able to edit the grades of the deprived student. Hence, before initiating the deprivation process, the instructor must enter all the grades that the student earned before the deprivation decision has been taken.
- ▶ The grades that the student earned before the deprivation must be entered by the instructor and will be counted in the computation of the student GPA. The system will also add a remark in the student transcript to indicate that the student was deprived due to absence in that course.
- ▶ Noting that once a student is deprived due to absence, the student should not be allowed to attend any other classes, submit any new course work, or attend any other exams (including the final exam).

Depriving a Student Due to Absence by the Instructor (1)

My Affairs

Academic Affairs

Course Sections

My Courses

Schedules

Grades

Advisory

Evaluations

Publications

Academic Affairs
 Schedules

Filtering Criteria
 Year : 2023/2024 Semester : First
 Search

Schedule for First 2023/2024

Course ID	Course Name	Section No.	Credit Hours	Days/Times	Room ID	No. of Students	Email	Email	Course Portfolio	Attendance	Withdrawal Requests
CE212	Digital Systems	2	3	Sun 09:30 AM - 11:00 AM Tue 09:30 AM - 11:00 AM	M226 M226	30	From MyGJU	From Client	View	Manage	N.A.
CE212	Digital Systems	3	3	Sun 11:00 AM - 12:30 PM Tue 11:00 AM - 12:30 PM	M226 M226	30	From MyGJU	From Client	View	Manage	N.A.

Click here ...

Depriving a Student Due to Absence by the Instructor (2)

Course Section Information

Semester :	First 2023/2024	Section No. :	2
Degree :	Bachelor	Max. Seats :	30
Faculty :	School of Electrical Engineering and Information Technology	Available Seats :	0
Department :	Computer Engineering Department	Registered Students :	30
Course Name :	Digital Systems	Course ID :	CE212
First Instructor :			
Schedule :	<u>Day</u>	<u>From</u>	<u>To</u>
	Sun	09:30 AM	11:00 AM
	Tue	09:30 AM	11:00 AM

Click here ...

Course Section Students

Student ID	Student Name	Major	Vaccinated	Vaccination Reviewed by DSA	Withdrawal Status	Student Information	Remark	Registration Time	Deprived/Absence
2022		Computer Engineering	Yes	Yes	N.A.	View	--	26-09-2023 02:40:39	Not Deprived
2022		Computer Engineering	No	No	N.A.	View	--		Not Deprived
2020		Biomedical Engineering	Yes	No	N.A.	View	--	25-09-2023 08:08:40	Not Deprived

Depriving a Student Due to Absence by the Instructor (3)

Student Attendance Statistics

Color Keys

Less than Threshold

Equal to Threshold

Greater than Threshold

Number of Course Days :	30
Number of Taken Attendance Days :	13
Number of Not Taken Attendance Days :	17
Present :	10
Absent :	3
Late :	0
Official Excuse :	0
Private Excuse :	0
Presence Percentage :	33%
Absence Percentage :	10%
Official Excuses Percentage :	0%
Private Excuses Percentage :	0%
Sum of Absence and Excuses Percentages :	10%
Remark :	--
Registration Time :	26-09-2023 02:40:39

1. Enter reason here

Deprivation due to Absence Information

Deprivation Status: Not Deprived

Instructor Notes: *

Chair Notes:

Dean Notes:

Back Submit

2. Click the Submit button

Depriving a Student Due to Absence by the Instructor (4)

Course Section Information

Semester :	First 2023/2024	Section No. :	2
Degree :	Bachelor	Max. Seats :	30
Faculty :	School of Electrical Engineering and Information Technology	Available Seats :	0
Department :	Computer Engineering Department	Registered Students :	30
Course Name :	Digital Systems	Course ID :	CE212
First Instructor :			
Schedule :	<u>Day</u>	<u>From</u>	<u>To</u>
	Sun	09:30 AM	11:00 AM
	Tue	09:30 AM	11:00 AM

Note Status Change

Course Section Students									
Student ID ⬇	Student Name ⬇	Major ⬇	Vaccinated	Vaccination Reviewed by DSA	Withdrawal Status	Student Information	Remark	Registration Time ⬇	Deprived/Absence
2		Computer Engineering	Yes	Yes	N.A.	View	--	25-11-2023 20:17:59	Pending Chair Action
2		Computer Engineering	No	No	N.A.	View	--		Not Deprived

Approving the Student Deprivation due to Absence by Chair (1)

My Affairs

Academic Affairs

Chair's Tasks

Course Sections

Courses

Study Plans

Grades Submission

Evaluations

Advisors

GY Outgoing Applications

Student Details

Email to Students

Admission Apps

Prerequisite Tests

Reports

Dual Studies

GY Internships

Withdrawal

Substitute Courses

Vacations

Leaves

Fingerprint

Supplies

GY Scholarships

Workloads

Deprivation

Chair's Tasks > Deprivation due to Absence

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Deprivation Status:

Year:

Semester: *

Course ID:

Course Name:

Section No.:

Search

Note: You cannot complete the deprivation due to absence request if the grades are already submitted by the instructor.

Deprived due to Absence Requests							
(1 of 1) <input type="text" value="1"/>							
	Student ID	Student Name	Course ID	Course Name	Section No.	Instructor	Deprivation Status
<input checked="" type="radio"/>	20		CE331	Signals and Systems	2	Mahmoud Alsarayreh	Pending Chair Action
<input type="radio"/>	20		CE212	Digital Systems	4	Mahmoud Alsarayreh	Pending Chair Action

Review

Export

1. Select Student

2. Click the Review button

Approving the Student Deprivation due to Absence by Chair (2)

Chair's Tasks > Deprivation > Review Deprivation due to Absence

Student and Course Section Information

Student ID :		Semester :	First 2023/2024
Name :		Course Name :	Digital Systems
Degree :	Bachelor	Section No. :	2
Faculty :	School of Electrical Engineering and Information Technology	First Instructor :	Nadia Al-Rousan
Department :	Computer Engineering Department		
Major :	Computer Engineering		

Student Attendance Statistics

Color Keys

■ Less than Threshold
 ■ Equal to Threshold
 ■ Greater than Threshold

Number of Course Days :	30
Number of Taken Attendance Days :	13
Number of Not Taken Attendance Days :	17
Present :	10
Absent :	3
Late :	0
Official Excuse :	0
Private Excuse :	0
Presence Percentage :	33%
Absence Percentage :	10%
Official Excuses Percentage :	0%
Private Excuses Percentage :	0%
Sum of Absence and Excuses Percentages :	10%
Remark :	--
Registration Time :	25-11-2023 20:17:59

Deprivation due to Absence Information

Deprivation Status: Pending Chair Action

Instructor Notes: Exceeded the limit

Chair Notes: *

Dean Notes: *

[Back](#)
[Return](#)
[Approve](#)
[Reject](#)

2. Approve, Return or Reject the request

1. Enter note here

Approving the Student Deprivation due to Absence by Chair (3)

Chair's Tasks ▶ Deprivation due to Absence








Filtering Criteria

Student ID:	<input type="text"/>	Year :	2023/2024 ▼
Degree:	Bachelor ▼	Semester : *	First ▼
Faculty:	School of Electrical Engineering and Information Technology ▼	Course ID :	<input type="text"/>
Department:	Computer Engineering Department ▼	Course Name :	<input type="text"/>
Deprivation Status :	Pending Dean Action ▼	Section No. :	<input type="text"/>

 Search

Note Status Change

Note: You cannot complete the deprivation due to absence request if the grades are already submitted by the instructor.

Deprived due to Absence Requests							
(1 of 1)   1   1 ▼							
	Student ID ▼	Student Name ▼	Course ID ▼	Course Name ▼	Section No. ▼	Instructor	Deprivation Status ▼
	<input type="text"/>	<input type="text"/>	CE212	Digital Systems	2	Nadia Al-Rousan	Pending Dean Action
 Review  Export							

Approving the Student Deprivation due to Absence by Dean (1)

My Affairs
Academic Affairs
Dean's Tasks
QA Tasks
President View

Course Sections
Courses
Study Plans
Grades Submission
Evaluations
Advisors
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Admission Apps
Prerequisite Tests
Reports
Dual Studies
GY Internships

Withdrawal
Substitute Courses
Vacations
Leaves
Fingerprint
Supplies
GY Scholarships

Workloads
Deprivation

Dean's Tasks > Deprivation due to Absence

Filtering Criteria

Student ID:

Degree:

Faculty:

Department:

Deprivation Status:

Year:

Semester: *

Course ID:

Course Name:

Section No.:

Note: You cannot complete the deprivation due to absence request if the grades are already submitted by the instructor.

Deprived due to Absence Requests						
(1 of 1)						
Student ID	Student Name	Course ID	Course Name	Section No.	Instructor	Deprivation Status
			Digital Systems	2	Nadia Al-Rousan	Pending Dean Action

1. Select Student

2. Click the Review button

Approving the Student Deprivation due to Absence by Dean (2)

► Dean's Tasks ► Deprivation ► Review Deprivation due to Absence

Student and Course Section Information

Student ID :		Semester :	First 2023/2024
Name :		Course Name :	Digital Systems
Degree :	Bachelor	Section No. :	2
Faculty :	School of Electrical Engineering and Information Technology	First Instructor :	Nadia Al-Rousan
Department :	Computer Engineering Department		
Major :	Computer Engineering		

Student Attendance Statistics

Color Keys

■ Less than Threshold
 ■ Equal to Threshold
 ■ Greater than Threshold

Number of Course Days :	30
Number of Taken Attendance Days :	13
Number of Not Taken Attendance Days :	17
Present :	10
Absent :	3
Late :	0
Official Excuse :	0
Private Excuse :	0
Presence Percentage :	33%
Absence Percentage :	10%
Official Excuses Percentage :	0%
Private Excuses Percentage :	0%
Sum of Absence and Excuses Percentages :	10%
Remark :	--
Registration Time :	25-11-2023 20:17:59

Deprivation due to Absence Information

Deprivation Status: Pending Dean Action

Instructor Notes: Exceeded the limit

Chair Notes: * approved

Dean Notes: * 1. Enter note here

2. Approve, Return or Reject the request

Approving the Student Deprivation due to Absence by Dean (3)

Dean's Tasks ▶ Deprivation due to Absence

Filtering Criteria

Student ID:	<input type="text"/>	Year :	2023/2024
Degree:	Bachelor	Semester : *	First
Faculty:	School of Electrical Engineering and Information Technology	Course ID :	CE212
Department:	All	Course Name :	<input type="text"/>
Deprivation Status :	Approved By Dean	Section No. :	2

Search

Note Status Change

Note: You cannot complete the deprivation due to absence request if the grades are already submitted by the instructor.

Deprived due to Absence Requests						
(1 of 1)						
Student ID	Student Name	Course ID	Course Name	Section No.	Instructor	Deprivation Status
		CE212	Digital Systems	2	Nadia Al-Rousan	Approved By Dean
Review Export						

Effect of Student Deprivation due to Absence in the Manage Grades Screen

My Affairs

Academic Affairs

Course Sections

My Courses

Schedules

Grades

Advisory

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Publications

Academic Affairs
 Grades
 Course Section Information

Course Section Information
Course ID: CE331 **Course Name:** Signals and Systems **Section No.:** 2
Credit Hours: 3 **Semester:** First 2023/2024 **Grades Status:** Not Submitted
Instructor Name: Mahmoud Alsarayreh

Grades Statistics
 Grades Submission Notes

Course Section Students									
Student ID	Student Name	Grade				IC	DA	Official Grade	Remark
		Semester work (30)	Final Exam (40)	Midterm Exam (30)	Total (100)				
2023		25	0	25	50.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	50	Pass
2020		20	23	15	58.0	<input type="checkbox"/>	<input type="checkbox"/>	58	Pass

When the dean approves the deprivation due absence request, then the student grade is not editable.

The DA column indicates if a student was deprived due to absence or not

Effect of Student Deprivation due to Absence on the Student Transcript

Student Information

Student Name :

Student ID :

Faculty :

Department :

Major :

Cumulative Average :

Rating :

Student Status :

Degree :

Bachelor

Enrollment Semester:

First 2023/2024

Graduation Semester:

Date of Birth :

27/08/2005

Place of Birth :

Amman - Jordan

Nationality :

Jordanian

Gender :

Female

Majors Transfer List

Exempted Courses

Course Code	Course Name	Credit Hours	Remark
ARB0099	Basic Arabic	3	Pass
MATH0099	Pre-Math	3	Pass

Total Exempted Credit Hours: 6

Transcript Data

First 2023/2024				
Course Code	Course Name	Credit Hours	Grade	Remark
CS1160	Computing Fundamentals LAB	1	35	Fail-Deprived/Absence

Semester:

Registered Hours: 1

Passed Hours: 0

Average: 35.0

GPA Hours: 1

Cumulative :

Registered Hours: 1

Passed Hours: 0

Average: 35.0

GPA Hours: 1

Total Passed Hours: --

Student Status: Enrolled

Academic Status: Normal

Deprivation due to Absence Status in Student Schedule

Students, instructors, advisors, chairs, deans, and registrars can check the deprivation due to absence status from the student schedule

Student Details

[Student Information](#)
[Grades](#)
[Student Status](#)
[Prerequisite Tests](#)
[Hold Status](#)

[Study Plan](#)
[Transcript](#)
[Transfer Credit](#)
[Approved Substitute Courses](#)
[Statement of Account](#)

[Schedules](#)
[Study Plan versus Transcript Courses](#)
[Remedial Courses Fulfillment](#)
[Academic Notes](#)

Student ID: 20172302073
Enrollment Year: First 2015 / 2016
Student Status: Enrolled
Program: International Program
Advisor: Sameer (Ahmad Hasan)
Dual Studies Track: No
Account Status: Active

Major: Biomedical Engineering
Study Plan: Biomedical Engineering 2017/2018
Study Plan Credit Hours: 180

Filtering Criteria

Year : * 2023/2024 Semester : * First

Search

Student Schedule for First 2023/2024

Section No.	Course ID	Course Name	Credit Hours	Days/Times	Room ID	Instructor	Deprived/Absence	Remark
1	BM321	Medical Signal Processing	3	Mon 09:30 AM - 11:00 AM Wed 09:30 AM - 11:00 AM	M428 M428	Sameer (Ahmad Hasan)	Not Deprived	
1	BM323	Medical Signal Processing Lab	1	Sun 01:00 PM - 03:00 PM	M401	Sameer Alabed Eslam Al Qasem	Not Deprived	
1	BM371	Numerical Methods for Engineers	3	Mon 08:00 AM - 09:00 AM Wed 08:00 AM - 09:00 AM	M428 M428	Omar Yasin	Not Deprived	
4	CE2120	Digital Systems Lab	1	Mon 02:00 PM - 04:00 PM	M118	Mahmoud Alsarayreh Salem Alwarawreh	Approved By Dean	

Deprivation due to Absence Report for Registrars



Hello regadmin

System Setup ▾ Academic Setup ▾ Students Affairs ▾ Users Affairs ▾ Financial Affairs ▾ Reports ▾

Registration Reports

- [Students Academic Status Report](#)
- [Students Semester Status Report](#)
- [Withdrawn or Incomplete Students Report](#)
- [Deprived Due to Absence Students Report](#)
- [Students with Warnings Report](#)
- [Students with Hold Status Report](#)
- [Top Students Report](#)
- [Inactive Students Report](#)
- [Transfer from Major Students Report](#)
- [Students with Exempted Study Plan Hours Report](#)
- [Graduated Students Report](#)

Reports ▸ Registration Reports ▸ Deprived Due to Absence Students Report

Filtering Criteria

Degree:	Bachelor ▾	Year:	2023/2024 ▾
Faculty:	All ▾	Semester: *	First ▾
Department:	All ▾	Student ID:	<input type="text"/>
Sponsor:	All ▾	Course:	All ▾
Scholarship Type:	All ▾		

Columns to Show in Results

- | | | |
|--|---|---|
| <input type="checkbox"/> All | <input type="checkbox"/> Course Code | <input type="checkbox"/> Course Credit Hours |
| <input checked="" type="checkbox"/> Faculty | <input checked="" type="checkbox"/> Course Name | <input type="checkbox"/> Semester Registered Credit Hours |
| <input checked="" type="checkbox"/> Department | <input type="checkbox"/> Course Section | |
| <input checked="" type="checkbox"/> Major | | |

Generate Report

Deprived Due to Absence Students Report

Student ID	Student Name	Faculty	Department	Major	Course Name	Grade
No students found with this criteria						



References

1. MyGJU. Available from <https://mygju.gju.edu.jo> [last accessed November 2023].
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.