

ABSTRAK

Di era digitalisasi, administrasi di pendidikan tinggi dituntut semakin efisien dan transparan. Namun, proses pengajuan cuti akademik di Fakultas Ilmu Komputer UPN “Veteran” Jakarta masih dilakukan secara manual, seperti pencetakan dan pengisian formulir, distribusi dokumen fisik, serta kesulitan memantau status pengajuan. Hal ini menyebabkan ketidakefisienan, keterlambatan proses, dan potensi kehilangan dokumen. Penelitian ini bertujuan membangun sistem informasi pengajuan cuti akademik berbasis website sebagai solusi digital. Metode pengembangan yang digunakan adalah *Rapid Application Development* (RAD) karena mendukung proses cepat dan kolaboratif. Pengumpulan data dilakukan melalui studi literatur, observasi, dan wawancara. Perancangan sistem menggunakan *Data Flow Diagram* (DFD), *Entity Relationship Diagram* (ERD), serta prototipe antarmuka di Figma. Sistem diimplementasikan dengan *framework* Laravel dan *database* PostgreSQL. Fitur yang dikembangkan mencakup formulir digital, unggahan dokumen, pelacakan status, serta sistem persetujuan bertingkat. Pengujian menggunakan *black box testing* dengan 83 skenario menunjukkan seluruh fungsi berjalan sesuai harapan dengan tingkat kesesuaian 100%. Sistem ini diharapkan mendukung digitalisasi administrasi akademik secara berkelanjutan di lingkungan perguruan tinggi.

Kata Kunci: Sistem Informasi, Cuti Akademik, *Rapid Application Development*

ABSTRACT

In the era of digitalization, administrative processes in higher education are expected to be increasingly efficient and transparent. However, the academic leave application process at the Faculty of Computer Science, UPN “Veteran” Jakarta is still carried out manually, involving the printing and filling of physical forms, manual document distribution, and limited visibility into the application status. These issues result in inefficiencies, delays, and the potential for document loss. This study aims to develop a web-based academic leave information system as a digital solution. The system was developed using the Rapid Application Development (RAD) methodology, which supports fast and collaborative development. Data were collected through literature review, observation, and interviews to identify system requirements. The system design utilized Data Flow Diagrams (DFD), Entity Relationship Diagrams (ERD), and a user interface prototype created using Figma. Implementation was carried out using the Laravel framework and PostgreSQL as the database. Key features include digital form submission, document upload, application status tracking, and a multi-level approval workflow. The system was tested using black box testing with 83 scenarios, all of which functioned as expected, achieving a 100% success rate. This system is expected to support the sustainable digital transformation of academic administrative processes in higher education.

Keywords: *Information System, Academic Leave, Rapid Application Development*