

Project: Academic Integrity Form

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Background

In the event of an infraction against the Academic Integrity Policy Statement 810213, instructors are required to complete the Academic Integrity Reporting Form and submit to parties as deemed by the Policy. There has been some difficulty in tracking these events and maintaining a catalog of infractions, primarily for utilization by the Dean of Students' Office in assisting Academic Affairs work with students in ensuring integrity in academic experiences. As a response to recommendations from the Office of General Council and SHSU Internal Audit, the Academic Integrity committee must implement a system capable of tracking infractions, appeals, and rulings.

Terminology

In this document, we talk about several terms that are described here for easy reference:

Goals

The goals of this initiative are to:

- Design and implement a process to collect documentation for infractions of Academic Integrity Policy information from authenticated instructors, students, and administrators.
- Provide an interface for employees to search for and access reported Academic Integrity infractions by SamID.
- Provide an interface for the Dean of Students' Office to analyze infractions.
- Maintain a history of Academic Integrity infractions by students for documentation purposes.

Data Needs

Instructor Data collected:

- SamID
- Title
- Name
- SHSU Email
- SHSU Phone
- Term of Incident
- Course

Student Data collected:

- SamID
- Title
- Name
- SHSU Email

- SHSU Phone
- Academic Term of Incident
- Course Prefix and Number

Infraction data:

- Infraction date
- Infraction summary
- Supporting documents
- Incident resolution

Appeal Data:

- Department Chair, Dean, Provost, Dean of Students
- Department Information
- City
- State
- Email
- Phone number

Applicable Stories

The following stories refer to an app designed for use by SHSU Instructors. Although the final name may vary, we refer to this app as *Academic Integrity Form*.

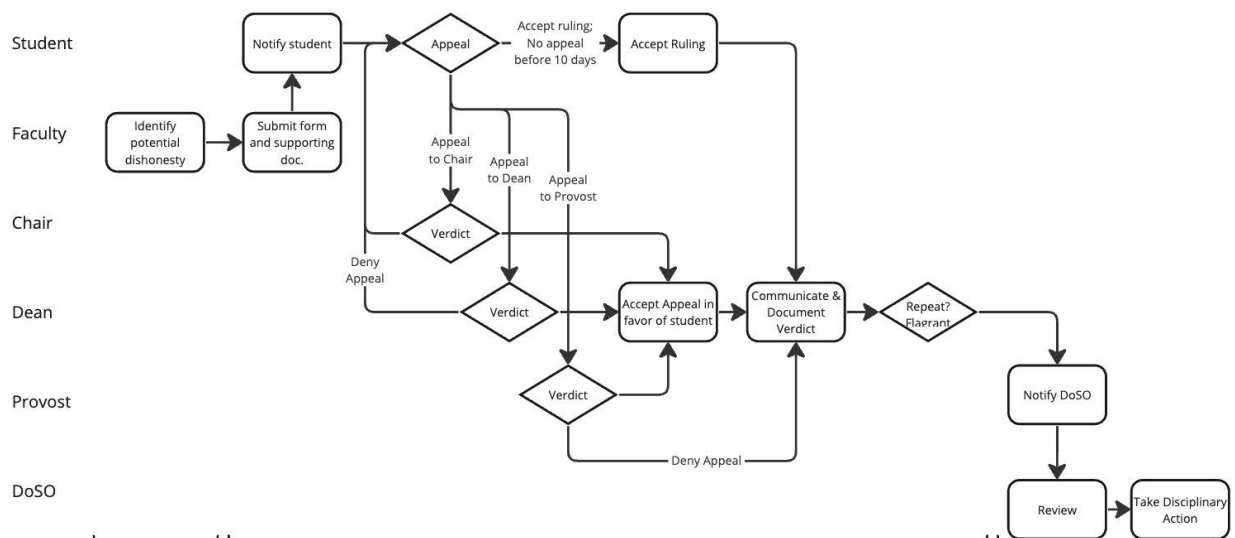


Figure 1: [Academic Integrity Reporting Flow](#)

F1. Form Implementation

Feature: Administrators want to better track academic success.

Scenario: Student is accurately accused of dishonest behavior in an academic venture

Given student has cheated in some manner

And course instructor has knowledge of the incident

And student acknowledges accuracy of the incident

When this activity needs to be documented

Then the course instructor submits notification forms including relevant data to documentation system

Scenario: Student is falsely accused of dishonest behavior in an academic venture

Given student has not committed any dishonest action

And course instructor believes they have knowledge of the incident

And student denies accuracy of the incident

Then the course instructor submits notification forms including relevant data to documentation system

And the student appeals

S1. Student Login

When a student enters their credentials into *Academic Integrity Form*, she wants to authenticate it so that she can electronically sign the form.

Implementation Details

- Student must authenticate using their valid SHSU username and password.

Acceptance Criteria

Scenario: Invalid login

Given a student accesses the *Academic Integrity Form*

When a student unsuccessfully authenticates by entering invalid credentials

Then they receive an error message that their credentials are invalid.

Scenario: Valid login

Given a student accesses the *Academic Integrity Form*

When a student successfully authenticates by entering valid credentials

Then they are presented with the *Academic Integrity Form*.

S2. Academic Integrity Form post-login, student

When a student successfully completes login to the *Academic Integrity Form* she wants to see a copy of the infraction details and a signature line.

Implementation Details

- Student can review each instance of infraction on record.

Acceptance Criteria

Scenario: Student has no current incident attached to their SamID

Given has successfully authenticated into the *Academic Integrity Form*

When the student accesses the *Academic Integrity Form* list

And they have no authorizations on file.

Then they are presented with a message that they have no incidents on file and instructions on reaching out to appropriate offices if notification has already happened

Scenario: Student has existing incidents attached to their SamID

Given has successfully authenticated into the *Academic Integrity Form*

When the student accesses the Academic Integrity Form list

And they have a list of incidents on file.

Then they are presented with a list of incidents

and they are presented with an indication of the most recent incident

and instructions for how digitally sign *Academic Integrity Form*

E1. Instructor Login

When an instructor enters their credentials into *Academic Integrity Form*, she wants to authenticate it so that she can electronically complete and sign the form.

Implementation Details

- Instructor must authenticate using their valid SHSU username and password.

Acceptance Criteria

Scenario: Invalid login

Given an instructor accesses the *Academic Integrity Form*

When an instructor unsuccessfully authenticates by entering invalid credentials

Then they receive an error message that their credentials are invalid.

Scenario: Valid login

Given an instructor accesses *Academic Integrity Form*

When an instructor successfully authenticates by entering valid credentials

Then they are presented with the Academic Integrity Form.

E2. Academic Integrity Form post-login, instructor

When an instructor successfully completes login to the *Academic Integrity Form* she wants to see a copy of the form to enter infraction details and a signature line for submission.

Implementation Details

- Instructor can review each instance of infraction on record.

Acceptance Criteria

Scenario: Instructor has no current incident attached to their SamID

Given has successfully authenticated into the *Academic Integrity Form*

When the instructor accesses the Academic Integrity Form list

And they have no authorizations on file.

Then they are presented with a message that they have no incidents on file

and instructions submitting new instrument.

Scenario: Student has existing incidents attached to their SamID

Given has successfully authenticated into the *Academic Integrity Form*

When the instructor accesses the Academic Integrity Form list

And the student has a list of incidents on file.

Then they are presented with a list of incidents
 and they are presented with an indication of the most recent incident
 and instructions for how notify administration of multiple incidents

E3. Employee Search and Display of Academic Integrity Data

Employees will utilize back-end queries for records and not this app.

E4. User Documentation for Students and Instructors

Tutorial instructions will help both user types complete, read, submit, and acknowledge the form.

Acceptance Criteria

Scenario: Instructor needs instructions to complete *Academic Integrity Form*

Given an instructor wants to understand how to use the Academic Integrity Form

When they begin the tutorial

Then they are presented individual steps in completing and submitting the form within the app.

Limitations

1. This will be limited to the departments within Academic Affairs and Dean of Students Office. Other departments may be approached later.

Assumptions

- Access to human and technical resources needed to complete the project.
- Scope of project does not change.
- SWOT

<p>Strengths Offers an easier entry/tracking process that currently utilized Alleviates potential data corruption/inconsistencies Creates system for better data sharing</p>	<p>Weaknesses Relies on divergent groups who have own priorities Timeframes/approval for new initiatives Internal group lacks skill-set for finalization</p>
<p>Opportunities Provides across-the-university departmental collaboration Encourages creation of new/recurring projects of like scope Helps create cross-division workflow</p>	<p>Threats Currently paper-based reporting system with no signature or data tracking Missed opportunities for student development</p>