



**BUL 4641**

**CRN xxxxx**

**Administrative Law**

**FALL 2012**

**Class Location & Meeting Time(s)**

**Professor Information**

Name

Office Address

e-mail address

Phone Number

**Office Hours**

Provide information on office hours and location.

**Required Text and Materials**

Hall, Daniel E., (2012) Administrative Law Bureaucracy in a Democracy, Fifth Edition  
Pearson Education, Inc., publishing as Prentice Hall  
ISBN: 10-0-13-510949-3

**Course Description**

A study of regulatory law as it applies to business. This course consists of a survey and analysis of the law concerning the rule-making and adjudicatory powers and procedures of administrative agencies, including the power they have to create and enforce rules. It includes a study of the effect such rules have on the businesses.

**Course Prerequisites and Credit Hours**

Prerequisite: Junior standing; 3 credits.

**Supplemental Course Description**

Read the assigned material before class. Material in chapters is reflected below. Approximately two class periods (possibly more) per assigned chapter will be spent on most chapters. The legal areas covered by this course are Source and Purpose of Administrative Law, Creation of Agencies, Powers of Agencies, Agency Rules, Rulemaking, and Investigations, formal actions brought by Agencies, Reviewability of Agency actions, Access to Agencies and Agency Records and Agency Liability.



### **Course Learning Objectives**

- Learn to recognize the importance agencies play in the success of businesses.
- Develop knowledge and understanding of the nature and inner workings of agencies, as well as their powers.
- Develop knowledge and understanding of the purposes of administrative law.
- Demonstrate knowledge and understanding of the purpose for administrative agencies, as well as their powers to create rules, conduct investigations and initiate formal actions.
- Demonstrate knowledge and understanding of the reviewability and liability of agencies, as well as methods of access to agencies.

### **Course Resources**

The course website is <http://blackboard.fau.edu>. Announcements and other information you need for the course will be posted there. IT IS YOUR RESPONSIBILITY TO CHECK THE WEBSITE FREQUENTLY FOR CHANGES IN ASSIGNMENTS AND FOR ANNOUNCEMENTS.

### **Grading Scale**

A= 189-210  
B+= 179-188  
B= 168-178  
C+= 158-167  
C= 147-157  
D+= 137-146  
D= 126-136  
F=125 or lower

Note: Although a final grade in “D” range is a passing grade, students in the College of Business who do not achieve a grade of “C” or better are required to repeat the course.

### **Course Evaluation Method**

There are a maximum of 210 points available towards the grade earned. There will be four quizzes. Each of the four quizzes will be 20% of the final grade. Each quiz will be worth up to 40 points for a maximum of 160 for 4 quizzes. Testing will consist of a combination of multiple choice, true-false, essay, and/or short answer questions. Class assignments, attendance and chapter outlines will be 20% of the grade. Two points will be awarded for each class attended in which the chapter outline is turned in at the end of class, as well as any in-class assignment(s).



Unannounced class assignments will be given regularly. The chapters covered on the quizzes are reflected in the syllabus calendar. Twenty-five class periods, excluding quiz dates and holidays, for a maximum of 50 points available.

### **Additional Course Policies**

#### **Missing Exams**

No make-up tests. Exception to the rule: In dire circumstances at the instructor's discretion and ONLY if student has contacted the instructor PRIOR TO THE EXAM.

#### **Late Assignments**

Late assignments will not be accepted unless prior written approval is granted by the course instructor.

#### **Attendance Policy**

Attendance is required.

NOTE: YOU ARE REQUIRED TO PROVIDE GREEN SCANTRON SHEETS FOR EACH QUIZ AS WELL AS PEN AND PAPER FOR EACH CLASS.

#### **Anti-plagiarism Software (Optional)**

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's honor code discussed above.



**Course Outline**

CHAPTER	TOPIC	ASSIGNMENT
1	Introduction	Discuss 1.1 through 1.2
		Discuss 1.3 through 1.4, turn in outline of chapter
2	Bureaucracy and Democracy	Discuss 2.1
		Discuss 2.3, turn in outline of chapter
3	Agency Discretion	Discuss 3.1-3.4(c)
		Discuss 3.4(d) – 3.5
QUIZ	Chapters 1 through 3	Turn in outline of chapter
4	The Requirement of Fairness	Discuss 4.1 -4.5(d)
		Discuss 4.6 – 4.7
		Discuss 5.1 – 5.3
		Discuss 5.4 – 5.8
6	Agency Rulemaking	Discuss 6.1 – 6.5(d)
		Discuss 6.5(e) – 6.9
QUIZ	Chapters 4 through 6	Turn in outline of chapter
7	Agency Investigations and Information Collection	Discuss 7.1 – 7.3
		Discuss 7.4 – 7.7
8	Formal Adjudications	Discuss 8.1 – 8.7(a)
		Discuss 8.7(b) – 8.9
9	Accountability through Reviewability	Discuss 9.1 – 9.4 (20-page paper due)
		Discuss 9.5 – 9.9
QUIZ	Chapters 7 through 9	Turn in outline of paper
10	Accountability through Accessibility	Discuss 10.1 – 10.2
		Discuss 10.3 – 10.8
11	Accountability through Liability	Discuss 11.1 – 11.4(c)
		Discuss 11.4(d) – 11.11
APPENDIX D	Researching Administrative Law Issues	Discuss Appendix D
REVIEW FOR FINAL EXAM		
FINAL EXAM	Chapters 10 though Appendix D	



## **Selected University and College Policies**

### **Code of Academic Integrity Policy Statement**

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

### **Disability Policy Statement**

In compliance with the Americans with Disabilities Act (ADA), students who require special accommodation due to a disability to properly execute coursework must register with the Office for Students with Disabilities ([OSD](#)) – in Boca Raton, SU 133, (561) 297-3880; in Davie, MOD 1, (954) 236-1222; in Jupiter, SR 117, (561) 799-8585; or, at the Treasure Coast, CO 128, (772) 873-3305 – and follow all OSD procedures.

### **Religious Accommodation Policy Statement**

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices **and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.** For further information, please see [Academic Policies and Regulations](#).

### **University Approved Absence Policy Statement**

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.



### **College of Business Minimum Grade Policy Statement**

The minimum grade for College of Business requirements is a “C”. This includes all courses that are a part of the pre-business foundation, business core, and major program. In addition, courses that are used to satisfy the university’s Writing Across the Curriculum and Gordon Rule math requirements also have a minimum grade requirement of a “C”. Course syllabi give individualized information about grading as it pertains to the individual classes.

### **Incomplete Grade Policy Statement**

A student who is passing a course, but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete (“I”). The assignment of the “I” grade is at the discretion of the instructor, but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade.

### **Withdrawals**

Any student who decides to drop is responsible for completing the proper paper work required to withdraw from the course.

### **Grade Appeal Process**

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor’s own grading system.

The procedures for a grade appeal may be found in [Chapter 4.002 of the University Regulations](#).

### **Disruptive Behavior Policy Statement**

Disruptive behavior is defined in the FAU Student Code of Conduct as “... activities which interfere with the educational mission within classroom.” Students who behave in the classroom such that the educational experiences of other students and/or the instructor’s course objectives are disrupted are subject to disciplinary action. Such behavior impedes students’ ability to learn or an instructor’s ability to teach. Disruptive behavior may include, but is not limited to: non-approved use of electronic devices (including cellular telephones); cursing



or shouting at others in such a way as to be disruptive; or, other violations of an instructor's expectations for classroom conduct.

### **Faculty Rights and Responsibilities**

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.