

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**WBU Online**

Wayland Mission Statement**:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title, Number, and Section: PUAD 5306 VC01 - Administrative Law

Term:Fall 2020

Instructor:Dr. Colleen Mruzik

Office Phone Number and WBU Email Address**:** Phone: (314) 881-8308

 Email: mruzikc@wbu.edu

Office Hours, Building, and Location**:** On-line via Blackboard, Announcements, and Discussion Board. I will answer e-mails within 24 hours. I am available by phone MWF 9am - 5pm CST, T 8am - 12pm, and Sa 1pm - 6pm

Class Meeting Time and Location**:** WBU Online

Catalog Description**:** An overview of administrative law topics such as legislative, executive, and judicial control of administrative actions, public and private access to information, the administrative hearing process, and other due process concerns.

**There is no prerequisite for this course.**

Required Textbook(s) and/or Required Material(s) : Administrative Law DeLeo Cengage 2008 9781401858773

*The textbook for this course is part of the* ***Wayland’s Inclusive Access*** *program. You will have access to an e-book and interactive learning material on the first day of class through your Blackboard course site. The cost of this access will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Inclusive Access program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Inclusive Access program, visit the Wayland Bookstore* [*Inclusive Access FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

Optional Materials**:**

Course Outcome Competencies**:** This is a survey course in administrative law. The materials cut across numerous substantive fields [e.g., environmental, business, communications, health, safety, labor, education, and social services]. The expectation is an understanding of administrative procedure common to the various substantive areas, not a mastery of the individual substantive areas themselves. The main topics include: the constitutional foundations of the administrative state; the constitutional and statutory law governing agency rulemaking and adjudication procedures; the law governing the scope of judicial review of agency action. The course also builds on general critical and analytical thinking.

Attendance Requirements**:**

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Statement on Plagiarism and Academic Dishonesty**:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement**:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria**:** <<Fill in specific requirements of the course including the criteria utilized to assess student performance and the weight of each. A variety of means to evaluate student performance should be used and grading criteria should conform to the grading system in the catalog.>>

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student Grade Appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Tentative Schedule**: Pending**

Additional Information**: N/A**

[WBU Catalog](http://catalog.wbu.edu)