MEMO

From: Dr. Korhan Oyman, Dean
To: Dr. Mark Archambault, Chair, Undergraduate Curriculum Committee
Subject: Awarding advanced standing by equivalency exam for FAA Aircraft Dispatcher Certificate

21 August 2019

The College of Aeronautics requests the addition of FAA aircraft dispatcher certificates to the course credit attainable for possession of FAA certificates. AVT 4203 Airline Operations is the capstone course for dispatchers. AVT 4203 credit (4 credit hours) will be awarded to students who possess their FAA dispatcher certificate and pass an aircraft dispatcher examination administered by the College of Aeronautics or Bisk. The credit would be applicable for both main-campus and online undergraduate programs.

Proposed Credit Awarded for a Dispatcher Certificate

<table>
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<tr>
<th>FAA Certificate Possessed</th>
<th>Credit Attainable</th>
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<tbody>
<tr>
<td>Aircraft Dispatcher Written Examination with Satisfactory Results + LICENSE (Dispatcher Certificate)</td>
<td>AVT 4203 - Airline Operations (4) *online students may substitute for restricted elective, FREE XXXX, or AVT 2201 credit</td>
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An example written dispatcher exam is available upon request.

General procedures for awarding credit
   a. Main Campus.
      i. Student is admitted to a main campus BS program.
      ii. Student expresses interest in advanced standing exams.
      iii. Student signs up for advance standing exam during orientation.
      iv. Student provides FAA certificates and ID at exam.
      v. Student takes recommended exams.
      vi. The test is scored.
      vii. Recommendations for advanced standing are made via appropriate forms to registrar.
b. **Online Programs.**
   i. Student is admitted into the BA Aviation Management Online program
   ii. The BISK representative establishes a student’s interest in the advanced standing exams.
   iii. BISK delivers advanced standing documents and signed checklist to the AERO program adviser.
   iv. The AERO program advisor forwards documents, checklist and the recommended exam(s) for the student to take to the COA Online Programs Chair for review.
   v. The COA Online Program Chair affirms the recommendation.
   vi. The test is taken on Bisk Canvas.
   vii. After test scores are received advanced standing is recommended and sent to OL-TCE.
Appendix A. FAA Knowledge Requirements for a Dispatcher Certificate as outlined in the Code of Federal Regulations under Title 14 Part 65.51:

A person who applies for an aircraft dispatcher certificate must pass a knowledge test on the following aeronautical knowledge areas:

1. Applicable Federal Aviation Regulations of this chapter that relate to airline transport pilot privileges, limitations, and flight operations;
2. Meteorology, including knowledge of and effects of fronts, frontal characteristics, cloud formations, icing, and upper-air data;
3. General system of weather and NOTAM collection, dissemination, interpretation, and use;
4. Interpretation and use of weather charts, maps, forecasts, sequence reports, abbreviations, and symbols;
5. National Weather Service functions as they pertain to operations in the National Airspace System;
6. Windshear and microburst awareness, identification, and avoidance;
7. Principles of air navigation under instrument meteorological conditions in the National Airspace System;
8. Air traffic control procedures and pilot responsibilities as they relate to enroute operations, terminal area and radar operations, and instrument departure and approach procedures;
9. Aircraft loading, weight and balance, use of charts, graphs, tables, formulas, and computations, and their effect on aircraft performance;
10. Aerodynamics relating to an aircraft's flight characteristics and performance in normal and abnormal flight regimes;
11. Human factors;
12. Aeronautical decision making and judgment; and
13. Crew resource management, including crew communication and coordination.

(b) The applicant must present documentary evidence satisfactory to the administrator of having passed an aircraft dispatcher knowledge test within the preceding 24 calendar months.
Appendix B. FAA Aircraft dispatcher certification courses: Content and minimum hours as outlined in the Code of Federal Regulations under Title 14 Part 65.61:

(a) An approved aircraft dispatcher certification course must:

   (1) Provide instruction in the areas of knowledge and topics listed in appendix A of this part;

   (2) Include a minimum of 200 hours of instruction.

(b) An applicant for approval of an aircraft dispatcher course must submit an outline that describes the major topics and subtopics to be covered and the number of hours proposed for each.

(c) Additional subject headings for an aircraft dispatcher certification course may also be included, however the hours proposed for any subjects not listed in appendix A of this part must be in addition to the minimum 200 course hours required in paragraph (a) of this section.

(d) For the purpose of completing an approved course, a student may substitute previous experience or training for a portion of the minimum 200 hours of training. The course operator determines the number of hours of credit based on an evaluation of the experience or training to determine if it is comparable to portions of the approved course curriculum. The credit allowed, including the total hours and the basis for it, must be placed in the student's record required by §65.70(a) of this part.