



Licensing and Operation of University Radio, Television, and Microwave Facilities

Responsible Officer:	VP Information Technology Services & UC Chief Information Officer
Responsible Office:	IT – Information Technology Services
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Scope:	This policy applies to all UC campuses and medical centers, the UC Office of the President, UC Agriculture and Natural Resources, UC-managed national laboratories, and all other UC locations (Locations) governed by the Regents of the University of California.

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I. POLICY SUMMARY

The University of California operates radiofrequency stations licensed by the Federal Communications Commission (FCC) in accordance with FCC rules and regulations. These operations include educational television and FM radio stations, satellite-delivered television and fixed service stations, fixed microwave stations, wireless microphone systems, and telemetry and paging systems. Related radio and television station licenses are issued to the Regents of the University of California.

The purpose of this policy is to set the minimum requirements and procedures for the licensing and operations of radio, television, microwave stations and other FCC licensed systems.

In addition to compliance with FCC rules and regulations, broadcasting and other telecommunications activities are subject to the allowable use and privacy provisions of the University of California Electronic Communications Policy.

II. DEFINITIONS

FCC: Federal Communications Commission.

800 MHz (megahertz): a type of radio frequency spectrum controlled by the FCC.

III. POLICY TEXT

Locations must consult the [UC FCC License Coordinator](#) (Coordinator) for response to or handling of any FCC-related information requests, such as communications regarding broadcast irregularities or general licensing questions.

Locations must contact the Coordinator promptly to coordinate a timely response to information requests (e.g., communications regarding broadcast irregularities or licensing questions) or notices of violation of FCC rules and regulations

1. Radio and television stations

Locations must:

- Designate an individual to be responsible for operations of Location radio and television stations in compliance with FCC rules and regulations.
- Ensure that all operators are familiar with [FCC rules and regulations](#).
- Maintain a public inspection file for broadcast applications and licenses.

2. Oversight of all other FCC licenses

Each Location must:

- Designate an individual for oversight of all other types of FCC licenses.
- Initiate new FCC license applications and modifications of licenses and submitting license applications to the Coordinator.

- Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from the Coordinator.
- Maintain records of any permits and licenses.
- Ensure compliance with all permit and license conditions.
- Coordinate with the Coordinator regarding the use of shared channels, such as 800 MHz trunked systems, to ensure equitable sharing and equipment compatibility throughout the UC system.
- Dispose of inactive equipment in conformance with Business and Finance Bulletin [BUS-38, “Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material.”](#)

IV. COMPLIANCE / RESPONSIBILITIES

The Vice President - Information Technology Services (ITS), Office of the President, is authorized to submit applications for new licenses to the Federal Communications Commission.

The Coordinator coordinates station licensing, renewal, and modification, and serves as the University liaison with the FCC in matters of compliance with commission regulations. Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from the Coordinator.

V. PROCEDURES

New Applications for Non-Commercial Educational Radio and Television

A. Regental Approval

Authorization to establish new radio and television broadcast facilities requires approval by The Regents. Such facilities include Educational Broadband Service, microwave stations and noncommercial educational radio stations.

Prior to the preparation of an FCC application for a permit, the Chancellor shall submit a Discussion and Information Regents' Item.

B. New Facility Applications

Applications for a new radio or television facility should include:

- Location analysis of the departmental request, including station and financial feasibility.
- An analysis of cost and service benefits.
- Chancellor's plan for an appropriate organizational structure to ensure conformance to FCC rules and University standards.

C. Preparation of a Regent's Item

Regents' items must be prepared according to established procedures. Contact the Coordinator for assistance. The Regents' item should include:

- **Purpose of Station:** Include geographical area of coverage in statement of purpose.
- **Program Outline:** Programming shall reflect FCC rules and regulations for non-commercial educational radio and television stations, and University standards of quality.
- **Estimated Cost and Source of Funds:** State capital and operating costs by fiscal year and identification of their source.
- **Schedule for Completion**
- **Plan for Administrative Responsibility:** Campus broadcast stations shall operate under the administrative control of the Chancellor.

VI. RELATED INFORMATION

[Electronic Communications Policy](#)

VII. FREQUENTLY ASKED QUESTIONS

1. **Where can the Location's responsible role get instructions for applying for or modifying an FCC license to operate a radiofrequency station?**

Instructions for applying for or modifying an FCC license to operate a radiofrequency station are available from the Coordinator:

e-mail address: uc_fcc_licenses@ucop.edu

VIII. REVISION HISTORY

August 31, 2022: Completed a technical review. No requirements were added. The requirement to print a copy of the FCC regulation was deleted – it is online and readily available at <https://www.ecfr.gov/>. The newest policy template was adopted. Terms, role names and organization names were updated to reflect current conventions. Added the functional e-mail address for the Coordinator: uc_fcc_licenses@ucop.edu.

The policy was also reformatted to meet Web Content Accessibility Guidelines (WCAG) 2.0.

April 20, 2012: The policy was reformatted into the standard University of California policy template.

December 19, 2006: Policy revision.

January 1, 1977: Policy issued.