



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: Radio Frequency Spectrum	Effective Date: 8/7/2018	Policy Number: 4-011.1	
	Supersedes: 4-011	Page 1	Of 2
	Responsible Authority: Vice President for Information Technologies and Resources		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida departments, centers, units, personnel, and property.

POLICY STATEMENT

Radio frequency spectrum is a critical resource that must be managed to eliminate or reduce interference that can cause service degradation of communication systems or devices. All acquisitions of devices or systems that radiate or receive radio frequency energy by university entities must be approved by UCF IT Telecommunications to provide spectrum coordination and avoid radio frequency interference. CF IT Telecommunications is the authority for university radio frequency spectrum management. This office is also the UCF liaison with the Federal Communications Commission.

PROCEDURES

Campus entities planning to acquire devices that radiate or receive radio frequency energy are required to complete and submit a Telecommunications Request Form to the UCF Service Desk by visiting <http://it.ucf.edu/> or by calling 407-823-5117. In response, a UCF IT Telecommunications technician will review the request and advise or assist in the acquisition of the proposed radio frequency system or device.

INITIATING AUTHORITY Vice President for Information Technologies and Resources

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 4-011.1	
Initiating Authority: <u>Joel L. Hartman</u>	Date: <u>7-26-18</u>
University Policies and Procedures Committee Chair: <u>[Signature]</u>	Date: <u>7/26/18</u>
President or Designee: <u>Dale Whitaker</u>	Date: <u>8/7/18</u>

History 4-011 12/15/2010