

<b>SUBJECT:</b> Radio Frequency Spectrum	<b>Effective Date:</b> 12-15-10	<b>Policy Number:</b> 4-011	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> Vice Provost 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 Computer Services & Telecommunications to provide spectrum coordination and avoid radio frequency interference. Computer Services & Telecommunications is the authority for university radio frequency spectrum management. This office is also the UCF liaison with the Federal Communications Commission and other governmental authorities.

**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 CS&T Service Desk by visiting <https://publishing.ucf.edu/sites/itr/cst/Documents/Telecom/TRF.pdf> or [www.cst.ucf.edu](http://www.cst.ucf.edu) or by calling 407-823-5117. In response, a Computer Services & Telecommunications technician will review the request and advise or assist in the acquisition of the proposed radio frequency system or device.

INITIATING AUTHORITY: Provost and Vice President for Academic Affairs

<b>POLICY APPROVAL (For use by the Office of the President)</b>	
Policy Number: 4-011	
Initiating Authority: <u><i>[Signature]</i></u>	Date: <u>5-18-11</u>
Policies and Procedures Review Committee Chair: <u><i>[Signature]</i></u>	Date: <u>5-16-11</u>
President or Designee: <u><i>[Signature]</i></u>	Date: <u>5/25/11</u>