



Radio Frequency Spectrum

Policy Number	4-011.1
Responsible Authority	Vice President for Information Technologies and Resources
Initiating Authority	Vice President for Information Technologies and Resources
Effective Date	8/7/2018
Date of Origin	12/15/2010

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. UCF 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.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 4-011.1

Initiating Authority: Joel L. Hartman Date: 7-26-18

University Policies and
Procedures Committee Chair: [Signature] Date: 7/26/18

President or Designee: [Signature] Date: 8/7/18

History: 4-011 12/15/2010; 4-001.1 8/7/2018