



GRADUATE PROGRAM HANDBOOK

**Department of
Retailing & Tourism
Management**

University of Kentucky

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RETAILING AND TOURISM MANAGEMENT

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I. PHILOSOPHY OF THE PROGRAM

The graduate program in the Department of Retailing and Tourism Management is philosophically committed to the well-being of individuals in their immediate environment. The program is designed to meet individual student interests and career objectives.

II. MAJOR AREAS OF CONCENTRATION AND EMPHASES

The graduate program leads to a Master of Science Retailing and Tourism Management with a formal option in HMT (Hospitality Management & Tourism) or MAT (Merchandising, Apparel and Textiles). The program is individualized to meet each student's career interests using a combination of course work, independent study, and research experience. Coursework in RTM is selected to either the HMT (Hospitality Management & Tourism) or MAT (Merchandising, Apparel and Textiles) focus.

III. GENERAL INFORMATION

A. General Regulations

It is the student's responsibility to be informed concerning all regulations and procedures required by the course of study being pursued. Therefore, the student should become familiar with *The Graduate School Bulletin*. The link is <http://www.research.uky.edu/g/bulletin/bullinfo.shtml>.

B. Selection of Coursework Committee

The DGS (Director of Graduate Studies) will serve as temporary advisor to each student upon entering the program until the student selects a permanent advisor they want to work with.

By the end of the first semester or the completion of 9 semester hours of coursework, the student will select a Coursework Committee consisting of at least three faculty members. One faculty member from the Coursework Committee will serve as the student's Coursework Committee Chair. If the DGS is still the student's temporary advisor, they will serve as the committee chair and serve on the committee. At least one Coursework Committee member must have full graduate faculty status and a second member must have full or associate graduate faculty status. (See Appendix A for faculty status listing.)

Each committee member must be asked by the graduate student in writing (an email will suffice) to serve on the Coursework Committee. Should the graduate student's interests change, requiring new committee members to replace former committee members, an email will be sent by the student informing the former committee member/s that they are being removed from the committee.

C. Filing a Plan of Work

Each graduate student will file a Plan of Work at the completion of the student's first semester. The student and the chair of the Coursework Committee will establish the student's tentative program of study. As soon as a Coursework Committee is finalized, the other members of the committee shall also have input into the student's program. Changes in the plan of work may occur, but they should be submitted in writing and receive written approval by the Coursework Committee. (See "Plan of Work" in Appendix C)

D. Thesis/Non-thesis Option

Graduate students may satisfy the Master of Science requirements by either of two options: Thesis Option (Plan A) or Non-thesis Option (Plan B).

The Thesis Option requires a thesis to be developed under the direction of a full or associate member of the RTM Graduate Faculty. A minimum of 30 semester hours, including thesis hours,

must be completed to satisfy requirements for the Thesis Option. Instructions for the preparation of thesis and dissertations are available at <http://www.research.uky.edu/gs/thesdissprep.html>.

The Non-thesis Option requires six or more graduate credit hours of either RTM 690 Industry Experience in RTM or RTM 790 Research Problems to be submitted in lieu of a thesis under the direction of a Non-thesis Research Committee. If the student selects RTM 790, a special project is developed with a research component. If the student selects RTM 690, then the student will complete a DGS approved internship experience within their industry. A minimum of 30 total semester hours must be completed to satisfy requirements for the Non-thesis Option.

Thesis:

The primary objective of a thesis research component is to expand the existing knowledge base. Each student completing Option A must present a thesis which represents the culmination of a major research project. The thesis must be a well reasoned, original contribution to knowledge in the field of study and should provide evidence of high scholarly achievement. The major professor is the primary source of guidance in the planning and preparation of the thesis. However, other members of the Research Committee may be involved in the process as well. The following guidelines apply:

- Thesis proposal must be submitted to Research Committee for approval and will include Chapters 1, 2, & 3 of thesis.
- Thesis proposal must be reviewed and approved by Research Committee before student can begin work on thesis research.
- Final thesis draft must be submitted at least 7 days in advance of the Final Exam.
- All members of the Thesis committee must read the thesis prior to signing the Approval Form.

Non-Thesis:

When selecting to complete RTM 790, students are choosing to complete a non-thesis creative project. In a non-thesis creative project, the focus is on the application of new or existing knowledge to an identified problem. Non-thesis options require the completion of 6 hours (RTM 790) of research problems. The non-thesis creative project culminates in a product. The product produced must demonstrate the application of knowledge in an original manner. The process used to produce the product must be documented in written form and illustrate how the product is an application of knowledge in the field.

A non-thesis student may also opt to complete RTM 690 Industry Experience in RTM. This will involve the completion of an industry internship approved by the DGS and the student's Research Committee. This experience must be within the student's field of study and must include 400 work hours.

E. Selection of Major Professor and Research Committee

By the end of the first year or the completion of 15-18 semester hours of course work, the student must select a Research Committee* consisting of at least three qualified members. One faculty member from this committee should be requested by the student to serve as the student's Major Professor*. At least one committee member must have full graduate faculty status (does not have to be major professor). A second member must have full or associate graduate faculty status (see Appendix A for faculty status listing). The student must file their committee selection (email is sufficient) with the department's Director of Graduate Studies, in addition the student must do the following:

1. By the end of the first year of study or completion of 15-18 semester hours of coursework, each graduate student should work with their major professor to develop a thesis\non-thesis proposal. This proposal should be presented during the first scheduled meeting of the Research Committee.
2. The thesis\non-thesis proposal must be submitted to the Research Committee for approval prior to the collection of data.

**Note: Coursework Committee and Chair may or may not be the same as the Research Committee and Major Professor. (See definition of terms pg 9) At least one faculty member from the Coursework Committee must serve on the Research Committee.*

F. Program Requirements

A minimum of 30 semester hours including six thesis credit hours RTM 768 (Residence Credit for Master's Degree) is required of students in the Thesis Option (Plan A). For students in the Non-Thesis Option (Plan B), 30 semester hours is required including 6 hours of either RTM 690 Industry Experience in RTM or MAT 790 Research Problems in RTM.

At least two-thirds of the minimum course requirements (16 credits) must be taken in regular courses which meet as organized classes. Courses taken as independent study or research courses must not duplicate thesis work. At least 12 hours of the minimum course requirements must be completed in 600 or 700 level courses.

Courses numbered at the 500, 600, and 700 levels may be counted for credit toward a master's degree. Courses numbered at the 400G level may be counted for graduate credit only if the course is taken outside of the student's major. No graduate credit may be earned for correspondence courses or courses listed as deficiencies, or undergraduate courses.

G. Academic Load

The normal course load for a graduate student is nine (9) credit hours per regular semester. During the summer term, which may include a combination of Summer Session I and II, the total course load should not exceed 13 credit hours. The maximum course load is nine credit hours for the eight-week session and four credit hours for the four-week intersession.

H. Grades/Grade Average

An overall average of "B" (3.0) on all graduate work in the program must be attained before a master's degree will be awarded. "D" grades are not awarded to graduate students. Anything lower than a C will be recorded as an E. Graduate courses may not be taken Pass/Fail.

Students who have earned an average of less than 3.0 on 12 or more semester hours will be placed on scholastic probation and are subject to dismissal from the program. See section "I" entitled "Termination Policy" for additional information.

I. Termination Policy

Students having completed 12 or more credit hours with less than a 3.0 G.P.A. will be placed on scholastic probation. The Director of Graduate Studies will review the academic performance of graduate students in the department on a semester basis and consult with all RTM Graduate Faculty. Students will have one full-time semester (9 hours) to remove the probation by attaining a 3.0 G.P.A. If probation is not removed, they will be dismissed from the Graduate School.

J. Transfer Credits

The student may elect to transfer regular graduate course credits earned prior to admission to the program from an accredited university, provided that the grades earned were A or B. Transfer

credits are subject to approval by the student's Coursework Committee, the Director of Graduate Studies, and the Graduate Dean. Up to nine semester hours or 25% of the semester hours required for the degree (whichever is greater) may be credited toward the minimum course requirements excluding those required for thesis or residence credit.

K. Final Examination (“Final Defense”)

For students enrolled in the non-thesis option, the final examination shall consist of topics covered in the student's coursework, independent studies and non-thesis research/project. Final examinations for students selecting the thesis option will consist primarily of a defense of the thesis. However, topics covered in coursework also may be included.

As indicated in *The Graduate Bulletin*, the final examination must be scheduled for a date no later than eight days before the last day of classes (excluding final examination week) in the semester in which the degree is to be awarded. The recommendation for a final examination must be filed with The Graduate School at least two weeks prior to the date of the examination. The recommendation for a final examination should be initiated by the student by arranging a date with his/her major advisor at least 30 days prior to the date on which the examination is to be given.

However, the RTM Graduate Faculty strongly recommend that a student schedule his/her final examination earlier than eight days prior to the end of classes to allow for changes required in the thesis following the final examination. Before the final examination, the thesis director and the Director of Graduate Studies must indicate to The Graduate School that the thesis is complete in content and satisfies all requirements of The Graduate School, and that the student is ready to be examined.

IV. FINANCIAL SUPPORT

There are a range of assistantships, scholarships and fellowships for eligible graduate students both within the RTM department and The Graduate School. Please contact the DGS for more information and review The Graduate School Bulletin and the College of Agriculture Food and Environment for additional information on financial support.

V. IMPORTANT DEADLINES

<i>Selecting Coursework Committee and Chair</i>	To be selected before the completion of the 1st semester or 9 credit hours of coursework.
<i>Filing a Plan of Work</i>	To be filed before completion of the 1st semester or 9 credit hours of course work.
<i>Selecting Research Advisory Committee</i>	To be selected by the completion of the 1st year (18 hrs. coursework) and in consultation with Major Professor.
<i>Submission of Thesis or Non-Thesis Research Proposal</i>	By the end of the first year during 1st committee meeting of Research Committee.
<i>Submission of Thesis or Non-Thesis</i>	By end of the 2nd year.
<i>Request for Final Examination</i>	Schedule with Major Advisor at least 30 days prior to the date of the final examination.
<i>Schedule Final Examination</i>	Schedule with The Graduate School two weeks prior to the date of the final examination.
<i>Complete Final Examination</i>	Must be taken at least 8 days prior to the last day of classes in the semester in which degree is to be awarded.
<i>Finalize Revisions and Format Thesis/Non-Thesis document</i>	Must meet the posted The Graduate School deadlines for review of thesis and submission

NOTE: Students must consult with major professor or committee chair prior to scheduling committee meetings. Students must submit drafts of all written work to major professor or committee chair prior to distribution among committee members. Students must submit written work to the committee members for review at least 5 days before a scheduled meeting otherwise the meeting may be canceled.

Policy on Graduate Student Use of Department Resources (added August 2014)

- Room 303 EH provides a computer with internet connection and limited storage space for your work as a TA or RA. These resources are provided by the Retailing and Tourism Management Department and are restricted to departmental business.
- All computers in 303 EH are open to all TAs and RAs in RTM. Please choose any open computer when you are working on department business.
- Teaching Assistants and Research Assistants are to use a department provided flash drive for their assigned work rather than saving documents on the hard drive of computers in 303 EH.
- Use of space and computers in 303 EH are restricted to departmental work as assigned by your faculty supervisor.
- Please do not personalize your space as other TAs/RAs will need to use it.
- Activities not allowed include: playing music, videos, or TV programs (please use headphones when listening to music); engaging other students in loud conversations across the space of the room so that others' work is interrupted or disturbed; viewing your Facebook page or other social media for extended periods of time or any other use of the computers that are not work related.
- Each computer is set up to print to the copier machine. You should use your faculty supervisors' copy code for DEPARTMENT WORK ONLY. The number of copies is tracked by copier code on a regular basis. The department is on a tight budget with paper being one of our largest expenditures. Please do not make personal or class work copies from computers in 303. If/should the number of copies become excessive, the ability to print to the copier from a computer in 303 will be removed.
- **It is critical that you LOCK the door to 303 if you are the last to leave in the afternoon or if you come in at night or on the weekend.**

APPENDIX A

RTM Department GRADUATE FACULTY

Full Time Graduate Status

Desmond Brown, Ph.D. - HMT
Elizabeth Easter, Ph.D. – MAT
Vanessa Jackson, Ph.D. – MAT
Min-Young Lee, Ph.D. – MAT
Scarlett Wesley, Ph.D. – MAT

Associate Graduate Status

Tracy Lu, Ph.D. – HMT
Jason Swanson, Ph.D. – HMT

APPENDIX B

DEFINITION OF TERMS

Faculty Terminology:

Director of Graduate Studies (DGS)-- Coordinates department's graduate program. Serves as Temporary Advisor to all new graduate students.

Associate Graduate Faculty Status--Authorization to teach graduate level courses and supervise masters' theses. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status. Abbreviated as **AM** (Associate Member of the Graduate Faculty) on the FINAL EXAMINATION RECOMMENDATION (page 15 of handbook).

Full Graduate Faculty Status--Authorization to teach graduate level courses, supervise masters' theses, and direct doctoral students. Appendix A contains a current listing of departmental faculty with associate and full graduate faculty status. Abbreviated as **FM** (Full Member of the Graduate Faculty) on the FINAL EXAMINATION RECOMMENDATION (page 15 of handbook).

Major Professor--Supervises thesis/non-thesis research progress.

Coursework Committee--Coursework Committee consists of at least three faculty members who supervise the graduate coursework. One member must be selected by the student to chair the committee.

Research Committee--Consists of at least three faculty members who supervise the master's thesis/non-thesis project. The committee consists of the following individuals: the student's major professor, one professor with associate graduate faculty status, and one professor with full graduate faculty status.

Degree Completion Terminology

Non-thesis Option--Creative project with a research component. The project includes graphic and written components (review of literature, summary of research methodology, and findings) or completion of an industry experience approved by the department.

Research Proposal – Chapters 1, 2, & 3 that outlines the research problem, hypotheses/ questions, significance, important prior research, possible research methodology, and potential outcomes of the study or final form.

Final Examination (or “Final Defense”)--Members of the Research Committee pose questions on graduate coursework, and thesis/non-thesis project in the master's oral defense. The questions are not given to the candidate prior to the defense. Any member of the University community may attend.

Retailing and Tourism Management
21 Checklist for the Completion of Degree Requirements

Check when completed

1. Select a Coursework Advisor _____
2. Submit a Plan of Work for your proposed courses to Coursework Advisor for preliminary approval. _____
3. Before preregistration for the second semester or upon completion of 9 semester hours of coursework (for part-time students only), select a three-member Coursework Committee. _____
4. Schedule a meeting with the Coursework Committee; the Plan of Work must be submitted to the committee one week prior to the meeting.
 *Note: This must be done at least one week prior to preregistration. _____
5. Obtain written approval of the Plan of Work from the Coursework Committee.
 *Note: Future schedule changes must be approved in writing by the student's committee.
 File a copy of your approved Plan of Work with the Director of Graduate Studies. _____

6. Select a Major Professor to head your Thesis/Non-Thesis Research Committee.
 *Note: Your Major Professor may or may not be your Coursework Committee Chair. _____
7. Establish a Research Committee of at least three members.
 *Note: Two members must be graduate faculty with a least one person being a full member.
 Email your committee selection to the department's Director of Graduate Studies. _____
8. By the end of the first year of study, file a Thesis/Non-Thesis Prospectus with your Research Committee after approval of your Major Professor. _____
9. If applicable, submit a Thesis Proposal to your Research Committee by the beginning of your second year of study and no later than the mid-point of the third semester. This should be done only after approval of your Major Professor. _____
10. If Thesis/Non-Thesis involves human subjects, gain IRB approval for the study. Check IRB deadlines for review. _____
11. Apply for competitive funding for data collection from the Graduate School. Check published deadlines. _____
12. Format Thesis/Non-Thesis document with The Graduate School manual entitled:
Instructions for the Preparation of Theses and Dissertations _____
13. Check the following dates in The Graduate School Bulletin:
 *Filing for graduation; walk through your application form _____
 *Final date for paying thesis fee _____
 *Deadline for scheduling final oral examination _____
 *Deadline for submitting a final thesis copy to the Graduate School _____

Retailing and Tourism Management
Checklist for the Completion of Degree Requirements (continued)

14. At least 30 days prior to the desired date of the final oral examination, schedule a meeting time with your Major Professor. _____
*Note: Upon approval, schedule the examination with each committee member. Submit a final copy of your thesis/non-thesis project to your committee at least one week prior to your exam.

15. Schedule your examination with the Graduate School using the Graduate School published deadlines (Final Examination Recommendation Form) _____
*Note: For the Thesis Option, a second form must be filed stating that the student is ready to defend (Thesis Approval Sheet Form)
*Note: Final Examination Recommendation Form should be filled out by the Graduate Student and presented to the DGS prior to the scheduling of final exam date for signatures.

16. Reserve a room for your defense. All faculty, students, and other interested parties are welcome to attend a short Powerpoint presentation about the thesis or project, followed by a closed two hour defense with the students' committee. _____

17. Successfully complete your Final Examination. _____

18. Complete final mandated revisions to the thesis or non-thesis project. _____

19. Schedule appointment to review Thesis with Graduate School _____
Note: Paper and formatting requirements in the Graduate School Guide for Theses.
File Thesis with the Graduate School.

20. Get signatures from Major Professor and DGS on all official copies of Thesis/Nonthesis project _____

20. File a hard or soft bound copy of your Thesis/Non-Thesis project with the DGS to place on file in Interior Design, Merchandising and Textiles. _____

21. Submit a CD Powerpoint Presentation of Thesis/Non-Thesis prepared for the Defense with the DGS. _____

22. Present a soft bound copy of your Thesis/Non-Thesis project to each member of your Research Advisory Committee along with a formal letter of appreciation to individual committee members. _____

23. Receive appropriate congratulations from all of those concerned in your graduate program. _____

Plan A for HMT

PLAN OF WORK FOR _____ (student's name)
Retailing & Tourism Management (RTM)
HOSPITALITY & TOURISM MANAGEMENT Formal Option
Master's Degree Program

Plan A (thesis) – 30 hours

CORE COURSES = 15 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 768	Residence Credit for Master's Degree	3		
RTM 768	Residence Credit for Master's Degree	3		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan A _____ 12 hours of course work 600-700 level

Plan A _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan B for HMT

PLAN OF WORK FOR _____ (student's name)
Retailing & Tourism Management (RTM)
HOSPITALITY MANAGEMENT AND TOURISM Formal Option
Master's Degree Program

Plan B (non-thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

NON-THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 690	Industry Experience in RTM	6	RTM 690	
Or MAT 790	Research Problems in MAT	6	Or MAT 790	

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan B _____ 12 hours of course work 600-700 level

Plan B _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan A for MAT

PLAN OF WORK FOR _____ (student's name)
Retailing & Tourism Management (RTM)
MERCHANDISING, APPAREL & TEXTILES Formal Option
Master's Degree Program

Plan A (thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 768	Residence Credit for Master's Degree	3		
RTM 768	Residence Credit for Master's Degree	3		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan A _____ 12 hours of course work 600-700 level

Plan A _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Plan B for MAT

PLAN OF WORK FOR _____ (student's name)
Retailing & Tourism Management (RTM)
MERCHANDISING, APPAREL & TEXTILES Formal Option
Master's Degree Program

Plan B (non-thesis) – 30 hours

CORE COURSES = 12 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM/HES 600	Research Methods in RTM	3		
RTM 650	Survey of Current Theories & Literature	3		
STA 570	Basic Statistical Analysis	4		
RTM 772	Seminar in RTM	3		

NON-THESIS REQUIREMENT: 6 hours				
Course	Name	Cr. Hrs.	Date	Grade
RTM 690	Industry Experience in RTM	6		
Or MAT 790	Research Problems in MAT	6		

SUPPORT SELECTIONS: 12 hours				
Course	Name	Cr. Hrs.	Date	Grade

Additional Requirements which apply to the Total Number of Hours Requested:

Plan B _____ 12 hours of course work 600-700 level

Plan B _____ 16 hours of regular courses (structured course and not independent study)

Graduate Student _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

Coursework Major Advisory Committee _____ Date _____

- Notes:**
1. The plan of work must be completed and signed by the committee no later than the end of the 1st full semester the student is enrolled in graduate school.
 2. The graduate student is responsible for organizing his/her Coursework Committee and completing this form.
 3. Any change in the approved program must be submitted in writing to the committee for approval.
 4. Three copies of completed form are required: 1 for graduate student, 1 for advisor, 1 for Director of Graduate Studies

The Coursework Committee may require a student to take more than the minimum number of courses required.

Thesis Title _____

Student's Name _____

We verify that this thesis proposal satisfies the requirements of the Department of Retailing and Tourism Management, and that the research committee has met and approved the thesis proposal.

Director of Thesis

Committee Member

Committee Member

Date

**Note:* A signed copy must be turned into the Director of Graduate Studies in the Department of Retailing and Tourism Management after proposal has been approved by the committee.