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| **Proposal For:** | [ ]  New Subject | [ ]  Revision  | [ ]  Joint with Existing MIT Subject |

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| **Subject Number:** |       | **Title:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| *Leave blank if new subject*Subject number if cross-listed at Harvard | \_\_\_\_\_\_\_\_ |

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| **Joint/Meets with another MIT subject?** | **Type**: [ ]  *Joint*  | [ ]  *Meets With* | **Subject Number**         |
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| **Equivalent Subjects:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Subjects for which credit cannot be received in addition to this subject, e.g. “18.014, 18.01A” for 18.01) |

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| **Level/Type:** | \_\_\_\_\_\_\_\_\_\_\_\_ |  |

 (U)ndergraduate/(G)raduate

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| **Prerequisites:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (Note: Place square brackets [] around any co-requisite subjects) |
| **Units:** |  | (\_\_ - Lecture | \_\_ -Lab | \_\_)Prep | OR [ ]  Units arranged |  |  |

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| **Grading:** | [ ]  Letter Grading | [ ]  Pass/D/Fail |  | [ ]  Can Repeat for Credit |  |
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| **Institute Requirements:** | Subject satisfies the following institute requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Term(s) Offered:** | [ ]  Fall | [ ]  Spring | [ ]  IAP (January) | [ ]  Summer |  |
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| **Academic Year(s)** class will be first offered: | [ ]  2020-21 | [ ]  2021-22 |  |

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| **Subject Site:** |  *( MIT, HMS, Hospital, etc. )*  |
| (Please list primary site of subject and all additional sites used) |

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| **Enrollment:** *(optional)* | Minimum \_\_\_\_ | Maximum \_\_\_\_ |
| **Meeting Times:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **1st Meeting Time and Place:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (If you are not able to provide the time/location for the 1st meeting, you must fill in a contact person on page 3.) |
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| **Subject Description**Please provide the description that you would like to appear in the catalog. Descriptions should not use future tense and should be as direct and concise as possible. | (max length 550 characters) |
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| **Learning Objectives** |       |

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| **Evaluation Criteria:**  |       |
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| **Activities/Format:** |       |
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**If available, please also attach a syllabus to proposal.**

***For MIT Catalog listing***

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| **Course Director(s)**(format: first name initial last name)  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **Instructor(s)**(format: first name initial last name) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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***Primary Faculty Contact***

Please indicate the primary faculty member who will responsible for grades, catalog descriptions, etc.

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|  **Primary Contact** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| *Email* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| *Phone* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| *Assistant Name/Email* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \*\* Grades are submitted on-line at MIT, does the primary contact have an active MIT Kerberos account? \_\_\_\_\_\_\_ |