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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? \_\_\_\_\_\_\_ | |