The following steps describe how to remove a course from your Knowledge Link Learning Plan.

1. Go to [http://knowledgelink.upenn.edu](http://knowledgelink.upenn.edu), click LOGIN, enter your PennKey username and password and click Log in.

2. Choose one of the options below. If one option is not available, go to the next option:

   **OPTION A**: Click the arrow next to the "Start Course," "Continue Course," or "Register Now" and then click Remove.

   ![Start Course Arrow](image)

   ![Remove Button](image)

   **OPTION B**: Click View Program and then click Withdraw. If Withdraw is not an option, send an email to the "Need Support?" email address.

   ![View Program Button](image)

   ![Withdraw Button](image)

   **OPTION C**: Check for an "Assigned By" note underneath the title. If so, contact the person who assigned the course.
OPTION D: Click the "My Curricula" pie chart, search for the curriculum title, and click the "Remove" icon. If there is a different name shown, contact that person to request removal.

![My Curricula Pie Chart]

OPTION E: Click the course title OR the curriculum title beneath the course title, and send an email to the person/address indicated. (Click "more" on the curriculum description to see all instructions.)

![Course Details]

3. If you cannot remove the course by following the steps here, please ask your supervisor to submit a KL Support Request Form. Your supervisor should include your name, the name of the course, and a statement approving removal of the course.

**Note:** In most cases, having your supervisor submit the request will help expedite the removal of the course. If the employee submits the request, administrators may need to contact their supervisor for approval.