

RECIPROCITY POLICY

The Career Development Office (CDO) provides reasonable access of resources to students and alumni of law schools outside the Washington, DC metropolitan area as follows:

1. All requests for services must be made in writing by the student's/graduate's Career Development Office at least 2 weeks in advance of the intended visit;
2. Services are available on a one-to-one basis only to those ABA-accredited law schools which allow GW Law students and/or alumni use of their facilities;
3. Reciprocity privileges are available only to second, third and fourth year students or a graduate for a three month period, beginning with the date of our letter granting reciprocity, or until July 15th (whichever comes first). Each renewal request will be treated as a new request; and may therefore be denied. No walk in requests will be honored;
4. The student/graduate must wait until s/he has received a copy of our letter granting reciprocity before accessing services in our office, and must bring the letter with them on every visit to the CDO Resource Library;
5. The following services will be provided to the extent that the reciprocating school provides in-kind services:
 - Current position vacancy announcements (except “blind listings”) accessible **in our office** for a three-month period.
 - Remote access to our online job postings for a one-month period of time (Remote access will be granted if the requesting school offers the same privilege to a GW Law student)
 - Resource Library publications and directories
 - Handout materials
6. The Director may deny further services to any school seen to surpass a reasonable number of requests within a given calendar year or to individuals who abuse the facilities, services or staff;
7. Reciprocity will not be available between July 15 and November 15;
8. Our CDO Resource Library regular hours are MWF, 8:30am-5:00pm; T/TH, 8:30am-7pm; Saturday, 10am-2pm. Please call the office for evening, exam period, holiday and summer hours;
9. Without exception, students and graduates of other schools will not be permitted to schedule campus interview appointments with prospective employers, make an appointment to receive counseling, use computers, the fax machine or the telephone room;
10. Requests for reciprocity may be made to only one Washington, DC area law school per student or graduate. Reciprocity is not available between Washington, DC area schools.