

Appendix N: CDO Reciprocity Policy

For GW Law Students Seeking Reciprocity

Reciprocity is the process through which GW Law students may access some of the career resources available at other law schools in order to look for jobs in other areas of the country.

Please note: reciprocity is not available for first-year students.¹⁴ Reciprocity may be available for second-, third-, fourth-year students and graduates only.

Each law school has a different reciprocity policy, all of which have limitations including:

- GW Law students will not be permitted to meet with career counselors at other law schools;
- GW Law students will not be permitted to participate in recruitment programs at other law schools;
- GW Law students may be able to access Symplicity and/or other electronic resources, but may be required to pay a fee;
- All law schools have a Fall Recruitment Program that usually starts in August and runs through November. During this time, reciprocity is generally not granted.

Please familiarize yourself with the reciprocity policies of the law schools from which you intend to seek reciprocity, most of which are available on individual law school websites.

To seek reciprocity at another law school, please contact the GW Law Reference Librarian at cdolibrary@law.gwu.edu

¹⁴ Because the CDO does not grant reciprocity to first-year students at other law schools, typically, other law schools will not extend reciprocity to first-year GW Law students.

For Law Students Seeking Reciprocity at GW Law

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. Reciprocity is not available for first-year students from other law schools. Reciprocity may be available for second-, third-, and fourth-year students and graduates.
2. 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;
3. 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;
4. 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;
5. 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;
6. The following services will be provided to the extent that the reciprocating school provides in-kind services:
 - Current position vacancy announcements (except "blind listings");
 - Resource Library publications and directories; and
 - Handout materials
7. 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;
8. Reciprocity will not be available between July 15 and November 15;
9. Our CDO Resource Library regular hours are MWF 8:30am - 5pm; T/TH 8:30am – 7pm; SAT 10am - 2pm. Please call the office for evening, exam period, holiday and summer hours;
10. 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;

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.