

ELON UNIVERSITY

SCHOOL of LAW

Elon University School of Law Office of Career & Student Development RECIPROCITY POLICY

Elon University School of Law is pleased to provide access to our Office of Career & Student Development to students and graduates of other ABA-accredited law schools outside the state of North Carolina. The guidelines for reciprocity are as follows:

1. A career services employee from the applicant's law school must send a letter via mail, email or fax requesting reciprocity for their student or alumnus. No walk-ins or phone requests will be considered. The request should clearly state that the requesting school will make similar reciprocal services available to Elon Law students and alumni. Following receipt of a response from our office, the student or alumnus may contact our office to arrange a mutually convenient time to visit the office, except during those times noted in Paragraph 3 below.
2. Services are available to students and alumni in good standing from ABA-accredited law schools outside of North Carolina which permit Elon Law students and/or alumni similar access to their career services facilities and resources.
3. Requests for reciprocity will not be processed and reciprocal services will be suspended from August 1 until November 1 due to Elon Law's fall recruiting season.
4. Our reciprocal services will be available for ninety (90) days from the date the request is approved by our office.
5. Reciprocal services include the following:
 - a. Access to employment postings via Elon Law's online recruiting system, Symplicity; and
 - b. Access to general career and employer information in the Office of Career & Student Development's Resources Library.
6. Reciprocal services exclude the following: On- and off-campus interviews, counseling, resume and cover letter review, job fairs, and use of office equipment. Also excluded is access to Elon Law's Lexis and Westlaw accounts.
7. The student or alumnus must indicate in his or her cover letter(s) to any employer(s) that the job listing was received from the Elon Law Office of Career & Student Development through a reciprocal agreement between the student's or alumnus' law school. Failure to do so will result in immediate revocation of reciprocity privileges.
8. The Office of Career & Student Development has the discretion to review each request for reciprocity independently and to make the decision to grant or deny services based on the demands on the Elon Law Office of Career & Student Development at any given time.

201 N. Greene Street • Greensboro, NC 27401

TELEPHONE 336.279.9200 or TOLL FREE 888.ELON.LAW FAX 336.279.8199 WEB law.elon.edu

ELON UNIVERSITY

SCHOOL *of* LAW

Moreover, the Office of Career & Student Development may terminate services to individuals who misuse the facilities or services. The Office of Career & Student Development reserves the right to adjust the above policy if the requesting school has a more restrictive policy.

For further information or to direct a letter of request, please contact:

Melissa Duncan
Director, Office of Career & Student Development
Elon University School of Law
201 N. Greene Street
Greensboro, NC 27401
336.279.9256
mduncan6@elon.edu

Revised February 4, 2016