



**ELON UNIVERSITY SCHOOL OF LAW
RECIPROCITY POLICY**

Elon University School of Law is pleased to provide access to our Office of Career & Student Development to law students and J.D. alumni 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 granted from August 1 until November 1.
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, Pathways, on the 12Twenty platform; 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, use of office equipment, access to Elon Law's Lexis and Westlaw accounts.
7. The student or alumnus must indicate in their 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.
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. 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.

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

Stacie M. Dooley, Assistant Dean for Career & Student Development

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