Reciprocity Policy

The Career Development Office will provide reasonable access to its services for students and alumni of other law schools per the following policy.

1. Reciprocity is granted on a one-to-one basis. **A request for reciprocity from another law school must be matched by a request for reciprocity from Tulane Law School before a second request will be considered.** Please do not make requests when an imbalance in the number of one-to-one reciprocity grants exists. Reciprocity privileges are suspended from August 1st to October 31st.

2. Reciprocity privileges are granted for a period of one month.

3. Requests for reciprocity, which should include the individual’s date of graduation, must be made in writing by a career services official at least one month in advance of the intended visit. **No walk-in or phone requests can be honored.** Individuals who have been granted reciprocity must call before coming to the office for the first time. **The first visit must occur within two months of the grant of reciprocity.**

4. Usually, reciprocity privileges entitle a visitor to use the office. However, conditions may vary due to time and space limitations at various times of the year. (Please note that all privileges will expire as of August 1st regardless of the date of the first visit.) **Visitors should be aware that printed materials may not be xeroxed or removed from the office. We are not able to offer counseling services to students or graduates of other law schools.**

5. A request for an extension of time will be considered as a new, first-time request and must be accompanied by a letter from a career services official. This will count as an additional individual’s use of the office.

6. The Career Development Office may terminate reciprocity privileges of individuals who violate these regulations or misuse our facilities and services.

7. The following reciprocity privileges are available to students and graduates of other law schools:
   - Use of Career Development Library Resources
   - Access for students/graduates to our online job bank for one month. This is a password-protected site; the password will be provided in the letter of reciprocity.

    **Please note that due to the extremely large number of reciprocity requests received by our office each year, we may not be able to grant all requests.**

Exclusions:

Services excluded from reciprocity privileges include: On- and off-campus interview programs; counseling services; blind job postings; use of CDO telephones, or fax.

Contact Person for Reciprocity Requests (Updated March 22, 2011)
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