

SOUTHWESTERN

LAW SCHOOL Los Angeles, CA

Reciprocity Policy

Administrative policy.

Revision history: Revised June 2024 to address the change to on-campus interview timing.

Related policies: Policy to Prevent Discrimination, Harassment, and Retaliation

Scheduled Review Date: June 2025 (Career Services Office)

The Career Services Office of Southwestern Law School provides reciprocity to students and graduates of other ABA-accredited law schools as follows:

1. Reciprocity will be granted to all ABA-accredited law schools that allow Southwestern students or graduates to use their career office services.
2. Requests for reciprocity must be made via e-mail to the Career Services Office at careerservices@swlaw.edu from a representative of the career office at the requesting individual's law school. The reciprocity request must include an email address for the reciprocity candidate.
3. Southwestern considers all reciprocity requests on a case-by-case basis.
4. Law schools seeking reciprocity with Southwestern must abide by the agreement established by the Law School Career Advisors of Southern California, which provides that the number of reciprocity requests from a reciprocity candidate will be limited to one school per geographic region. Southern California is, for these purposes, divided into two geographic regions, Los Angeles and San Diego, allowing reciprocity candidates to request reciprocity from one ABA-accredited law school in each geographic region.
5. Reciprocity visitors may use Southwestern's Career Services Office for three months from the date reciprocity is granted.
6. Reciprocity visitors may access online remote job listings (each user must request a temporary account).
7. Services available to reciprocity visitors **do not** include:
 - Individual career counseling appointments;
 - Assistance with job application materials, including resume and cover letter review;

- Access to online legal research tools including Lexis and Westlaw; and
 - On-campus interviews.
8. Reciprocity under this policy is **not** available during Southwestern's on-campus interviewing season, which occurs **July 1 through October 1**, and **February 1 through March 15**.
 9. Southwestern reserves the right to change or modify any aspect of this policy at any time, with or without prior notice.