

SOUTHWESTERN

LAW SCHOOL

Los Angeles, CA

Career Services Office Reciprocity Policy

Administrative policy.

Revision history: Revised June 2024 to address the change to on-campus interview timing; edits made in August 2025.

Related policies: Policy to Prevent Discrimination, Harassment, and Retaliation; Acceptable Use Policy; Website and Digital Accessibility Policy

Scheduled Review Date: June 2028 (Career Services Office)

A. Reciprocity Guidelines

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

1. Courtesy to other ABA-accredited law schools

Reciprocity will be granted as a courtesy to any ABA-accredited law school that allows Southwestern students or alumni to use their career office services. Southwestern reserves the right to deny or limit requests from any law school that makes an excessive number of requests in a single year.

2. Requesting reciprocity

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 the reciprocity candidate's name and email address. Southwestern will not consider direct requests from students or alumni of other schools. Southwestern considers reciprocity requests on a case-by-case basis.

3. Geographic restrictions

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. Southwestern does not extend reciprocity to students or alumni from schools within the Los Angeles region.

4. Length, renewal, and termination

Reciprocity visitors may use the services and resources of Southwestern's Career Services Office noted in this policy for three months from the date reciprocity is granted. A visitor may request one thirty-day extension. Southwestern reserves the right to terminate any visitor's reciprocity or access at any time, with or without notice, and for any reason.

5. Services provided

Reciprocity visitors may access online remote job listings. Each visitor must request a temporary Symplicity account by emailing careerservices@swlaw.edu for a login link.

6. Services not provided

Services available to reciprocity visitors **do not** include the following:

- 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; or
- on-campus interviews.

7. Blackout periods

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**.

8. Accessibility

Southwestern will make appropriate accommodations in accordance with the Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act to enable individuals with disabilities to access permitted reciprocity services. Approved reciprocity visitors should email accessibilityservices@swlaw.edu for assistance.

B. Terms of Use

Reciprocity visitors must:

1. Not share or publicize their login credentials or information gained from Southwestern resources.
2. Use Southwestern's resources for their own job search only.
3. Follow any usage rules (e.g., if an employer posting says, "no third-party

distribution”).

4. Abide by relevant [Southwestern policies](#), including but not limited to its Policy to Prevent Discrimination, Harassment, and Retaliation and Acceptable Use Policy.
5. Abide by Southwestern Career Services Office policies posted on the Career Services [webpage](#) and within the Symplicity system.
6. Disclose in each cover letter or application that they located the position through a reciprocal agreement with Southwestern Law School.

C. Policy Violations

If a reciprocity visitor shares Southwestern’s information with others or uses Southwestern’s resources for any fraudulent reason, Southwestern will immediately revoke the visitor’s privileges and may deny reciprocity to the visitor’s school in the future. Southwestern may inform the visitor’s law school of any issues or concerns.

D. Policy Revisions

Southwestern expressly reserves the right to change or modify any aspect of this policy at any time, with or without notice.