



DRAKE UNIVERSITY LAW SCHOOL STATEMENT OF RECIPROCITY

The Career Development Office (CDO) at Drake University Law School provides reciprocal services to law students and alumni of other ABA accredited law schools under the following guidelines:

1. Requests for services must be made by email (law-career@drake.edu) by the student's/graduate's career services office of the requesting law school and must be received and approved by the and confirmed by the Drake Law School CDO. The request should include a copy of the requesting school's reciprocity policy. No walk-in requests will be honored.
2. Services are available only to students whose law schools grant reciprocal privileges to students and graduates of Drake University Law School.
3. Requests for reciprocity can only be made to one Iowa law school per student/graduate. Reciprocity is not permitted between Iowa law schools.
4. Reciprocity is granted on a case-by-case basis. Up to two requests will be granted for students and graduates of requesting schools without one-to-one policies and then no further access will be made until a Drake Law student or graduate is granted reciprocity at that school. For schools with one-to-one reciprocity policies, the CDO reserves the right to match requests. The CDO reserves the right to terminate or deny reciprocity for any reason, including misuse of facilities and services, or staff.
5. Reciprocity is granted for three months from the date of approval. Recipients will be granted a guest account in our Symplicity system and will only be able to view online job postings. Students and graduates are welcome to apply for any positions found. However, they are not permitted to upload and save documents or apply through Symplicity. When applying to employment notices listed with Drake Law, applicants are required to indicate in their cover letter that they obtained the information through a reciprocal agreement between the applicant's law school and Drake University Law School.
6. The Drake Law Library is open to the public and reciprocity recipients are welcome to use the space if they are in Des Moines. We require advance notice of seven business days. Users will be subject to library policies and rules; violations may result in loss of privileges, including removal from site and loss of reciprocity.



7. Services not available to reciprocity students/graduates include:
 - Counseling services, including resume/cover letter review, interview preparation, etc.,
 - on-campus interview and resume collects,
 - career fairs, mock interviews, panels, skills workshops, employer events or CDO programming,
 - access to password-protected job databases, including any national databases to which Drake subscribes and,
 - access to laptops, copy/print/fax services, and tech support services.
8. Reciprocity services are not available during the fall and spring on-campus interview seasons (August 1 through November 1 and January 15 through March 15. Under no circumstances will students or graduates from other schools be permitted to schedule interviews/appointments with prospective employers visiting Drake University Law School. All reciprocity access will end on July 31.
9. The CDO and Drake University Law School reserves the right to alter the terms of this policy without prior notice.

Reciprocity requests and questions should be directed to:

Lyra Halsten, Program Coordinator
She/Hers
Career Development Office
Drake University Law School
law-career@drake.edu (preferred)
(515) 271-2988

Revised 5/15/2025