

## DRAKE UNIVERSITY LAW SCHOOL STATEMENT OF RECIPROCITY

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

1. Services are available only to students whose law schools grant reciprocal privileges to students and graduates of Drake University Law School.
2. Reciprocity is granted on a case-by-case basis. Drake Law School reserves the right to deny or terminate reciprocity for any reason. Services may be denied to students/graduates of any school seen to surpass a reasonable number of requests or which limits the number of requests by Drake Law students or graduates or to individuals who misuse the facilities, services or staff.
3. Requests for services must be made in writing by a career counseling official of the requesting law school and must be received and approved at least one week in advance of the visit. The written request should include a copy of the requesting school's reciprocity policy. No walk-in requests will be honored.
4. Reciprocity visitors are permitted to use the office for **three months** from the date of approval. Reciprocity students may view hard copies of job listings while in our office and access will be granted to Drake's password-protected job listings for students from out-of-state law schools but only if the requesting school allows Drake Law students access to their online job database. In-office use of resource materials and handouts in the Career Development Office library is also permitted. Resources are not available to be checked out. (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.)
5. Services not available to reciprocity students/graduates include:
  - Counseling services
  - Access to password-protected job databases (unless you qualify under #4 above), including Drake's and any national databases to which Drake subscribes and
  - Access to telephones, faxes, recruitment programs, job fairs or skills workshops and resume/cover letter reviews.
6. Reciprocity services are not available during the fall on-campus interview season, which is from August 1 through November 15 or during any additional recruiting programs. Under no circumstances will students or graduates from other schools be permitted to schedule interviews/appointments with prospective employers visiting Drake University Law School.
7. Drake University Law School reserves the right to alter the terms of this policy without prior notice.
8. Requests for or questions about reciprocity should be directed to:

Career Development Office  
Drake University Law School  
2507 University Avenue  
Des Moines, IA 50311

Telephone: (515) 271-2988  
Fax: (515) 271-1958  
Email: [law-career@drake.edu](mailto:law-career@drake.edu)

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