

## Reciprocity Statement

If you are a UNT Dallas College of Law student or alumni, The Office of Career and Professional Development ("OCPD") will facilitate reciprocity requests from other ABA-accredited law schools that afford reciprocal services to UNT Dallas College of Law. The OCPD reserves the right to match the terms and restrictions of schools requesting reciprocity on behalf of their students.

### **Request Process for UNT Dallas College of Law Students & Alumni:**

Please note that The Office of Career and Professional Development **must** request reciprocity on your behalf. Please keep the following information in mind when making your request:

- Review each school's reciprocity statement and guidelines prior to making your request. NALP provides links to the [reciprocity policies](#) of most member law schools.
- Many schools have blackout dates during recruitment season when they do not accept requests due to on-campus interviews. Please take note of these dates listed on the school's website and plan your requests accordingly.
- Send an email with your request of up to (3) schools to the Assistant Dean, Courteney Harris at [Courteney.Harris@untdallas.edu](mailto:Courteney.Harris@untdallas.edu). Include your graduation year or expected graduation date and the approximate dates you expect to visit the school and/or utilize their services. Once we receive this information, please allow 24-48 business hours for the OCPD to process your request.
- If the requested institution grants reciprocity, you should honor the reciprocity statement of the host school(s), which should be outlined in the email you receive granting reciprocity. It is your responsibility to contact that school's career services office and arrange use of services and resources. If you are utilizing the host school(s) services in-person, please provide a copy of the letter granting your reciprocity and a photo I.D.
- Note: schools located in major metropolitan areas, such as New York, Chicago, and Los Angeles, may honor a request to only one law school in their area. In Texas, the University of Houston Law Center, South Texas College of Law, and Texas Southern University Thurgood Marshall School of Law, will honor a request to only one of these schools in the Houston area. In Dallas, Southern Methodist University Dedman School of Law, Texas A&M School of Law and UNT Dallas College of Law will honor a request to only one institution in the Dallas-Fort Worth metropolitan area.

### **Reciprocity for Students or Graduates of Other ABA-Accredited Law Schools:**

As Dallas is a large legal community in the United States, The Office of Career and Professional Development is aware of the attractive nature of the job market. In consideration of our duty to not only the legal job market but also to our students, the statement is as follows:

**Eligibility:** The Office of Career and Professional Development ("OCPD") at UNT Dallas College of Law will grant access to specified resources for third-year law students and graduates of ABA-accredited law schools outside the Dallas-Fort Worth metropolitan area that grant reciprocal services to UNT Dallas College of Law students and graduates. **Such access is contingent upon:**

1. Verification of the requesting institution's reciprocity statement;
2. Maintenance of equitable exchange of services between institutions;
3. Proper usage of OCPD resources and services by requesting individuals.

Agreements are made on an individual basis. The OCPD reserves the right to deny or revoke access, with or without prior notice, to any individual who misuses staff time, facilities, resources, or services, or to any institution exceeding a reasonable number of requests within an academic year. Reciprocity privileges are not available to students or graduates from other Dallas-Fort Worth area law schools. In circumstances where a significant imbalance in reciprocal exchanges is identified, the OCPD may implement a temporary suspension of services until appropriate balance is restored.

**Request Process:** Requests **must** be sent in writing by a career services official from the requesting student's or graduate's law school. Contact career services at your law school and request that a letter be sent, by e-mail, to Assistant Dean Courteney Harris ([Courteney.Harris@untdallas.edu](mailto:Courteney.Harris@untdallas.edu)) with a copy of your school's reciprocity statement. Use "Reciprocity Request" as the subject of the email. The email request should include the name of the law student or graduate, their year of graduation, and email address.

Note that reciprocity will be granted only twice to the same person within a two-year period. The request must be received and granted one week prior to any use of OCPD services, in-person or otherwise. Walk-in and telephone requests will not be honored. Reciprocity is granted for 45 days, effective from the date of correspondence from our office approving the request. Subsequent extensions must be made in the same form as an original request.

#### **Reciprocity Privileges Include:**

- In-office access to current job postings, handouts, books related to career development and the job search, directories and computers all of which are available in the OCPD.
- Upon arrival, visitors should check-in at the front desk during regular business hours and present student identification and/or a driver's license and the letter approving reciprocity.

#### **Reciprocity Privileges Do Not Include:**

- Participation in on-campus recruitment programs, job fairs, and/or resume collections;
- Guidance from OCPD staff, such as document review, mock interviews, or career advising;
- Attendance at OCPD-sponsored presentations or networking events;
- Referrals or remote access to online job postings.

**Blackout Periods:**

Unless specifically exempted in writing by the OCPD, reciprocity privileges are suspended during any on-campus interview program.

This statement will be reviewed periodically to keep pace with employment demands of the legal community.