## <u>Villanova Law Reciprocity Policy for Non Villanova Law Visitors</u>
(Updated May 2021)

The Office of Career Strategy and Advancement at Villanova University Charles Widger School of Law will provide reasonable access to workspace and resources for alumni and students of ABA-accredited law schools outside the Philadelphia area according to the terms set forth below. Any questions or concerns about this policy should be directed to the Assistant Dean for Career Strategy & Advancement.

1.  **<u>Eligibility</u>**. Reciprocity privileges are available only to graduates and students of ABA-accredited law schools outside the Philadelphia area law school consortium that provide reciprocity privileges to students and alumni of Villanova University Charles Widger School of Law. Further, those seeking reciprocity at Villanova may not concurrently hold reciprocity privileges to another greater Philadelphia area law school. The Office of Career Strategy and Advancement reserves the right to adjust this policy if the requesting school has a more restrictive policy. Services are only granted to the extent that the reciprocating school provides in-kind services.

2.  **<u>Request process</u>.** Requests for reciprocity must be made in writing by a career services official of the requesting law school. "In writing" may mean a written request transmitted by mail or by e-mail.Please allow up to two weeks for processing. E-mailed requests must contain sufficient indicia of authenticity (i.e., the request originates from the law school e-mail account of a career services official or includes the law school seal or letterhead). E-mailed requests must be sent to [careers@law.villanova.edu](mailto:careers@law.villanova.edu) for attention. Telephone requests are not accepted.

3.  **<u>Timing and duration</u>.** Reciprocity privileges are available for a period of 3 months, beginning with the date of Villanova's letter or e-mail that grants the request. Reciprocity is not available during the period of July 1$^{st}$ through December 1$^{st}$ of each year. Additionally, if the reciprocating school imposes "blackout periods" during which it will not grant reciprocity and/or restricts the type of services available, the Office of Career Strategy and Advancement will impose a comparable blackout period and/or restriction on the individual's use of our services.

4.  **<u>Scope of privileges</u>**. Provided that the requesting law school offers offsite access to job postings to students and alumni of Villanova University Charles Widger School of Law, reciprocity privileges consist of offsite access to job postings through the Office's jobs database. In the event the requesting law school does not offer offsite access to job postings, reciprocity privileges will consist of in person visits to the Office of Career Strategy and Advancement to view job postings, provided that current Villanova University and Law School guidelines and federal, state and local health and safety guidelines allow for visitors to the Law School. Reciprocity privileges do not include in person visits to other areas of the Law School. In addition, reciprocity does not include access to: recruitment programs and job fairs (listings or participation), blind listings, resume collections/resume referral, or counseling or review of application materials. Applicants granted reciprocity must state in cover letters to employers and other application materials that the job listings were provided by Villanova University Charles Widger School of Law Office of Career Strategy and Advancement through a reciprocal agreement with their school.

5.  **<u>All rights reserved.</u>** Villanova Career Strategy may restrict or revoke reciprocity privileges to any individual who misuses the facilities or services, or to any school or individual who surpasses a reasonable or equitable number of requests. Villanova may also restrict or suspend reciprocity access at any time as circumstances warrant, in light of the needs of Villanova students and the Office of Career Strategy and Advancement's professional responsibility to meet the needs of Villanova students first and foremost.