



## TRUTH & SERVICE

North Carolina Central University School of Law  
Office of Career Services  
640 Nelson Street  
Turner Law Building – Suite 160  
Durham, North Carolina 27707

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### NORTH CAROLINA CENTRAL UNIVERSITY SCHOOL OF LAW OFFICE OF CAREER SERVICES

**Office Hours: Monday through Friday, 9 a.m. to 5 p.m.**

#### RECIPROCITY POLICY

1. North Carolina Central University School of Law's Office of Career Services offers selective use of its facilities to students and graduates of ABA-accredited law schools that permit individuals affiliated with NCCU School of Law to use their facilities.
2. Requests for reciprocity may only be made to one law school in the North Carolina "Triangle" area (e.g. Duke University, University of North Carolina or Campbell University.)
3. Requests for reciprocity must be made in writing by a Career Services representative from the requestor's school. Please ensure that the letter of request contains or attaches a statement of the reciprocity services available from the requesting school. Such requests must be made at least two weeks prior to any visit to the NCCU's Office of Career Services. No walk-in requests shall be honored.

Requests should be addressed to:  
Sandra English, Asst. Dean Office for Career Services  
North Carolina Central Univ. School of Law  
640 Nelson Street  
Turner Law Building  
Office of Career Services - Suite 160  
Durham, North Carolina 27707

FAX: 919. 530. 7332

EMAIL: [sengli12@ncu.edu](mailto:sengli12@ncu.edu)

4. If reciprocity is granted, the NCCU Career Services Office will generate an Approval Letter. Once approved, the person seeking reciprocity may contact the Office of Career Services and schedule an appointment. This Approval Letter must be presented at NCCU on each visit to the office.
5. Reciprocity is granted for a period of three (3) months commencing on the date of the Approval Letter. An applicant may make a renewal request, its grant shall be at the Assistant or Associate Dean's discretion and only one renewal may be granted in an academic year.

6. The services supplied to reciprocity recipients include electronic access to job announcements and the use of the resource library. These reciprocity privileges are reviewed individually and granted at the discretion of the Assistant Dean of Career Services who retains authority to limit or revoke these privileges.
7. *Reciprocity recipients who apply for positions found through or posted with the NCCU's School of Law's Office of Career Services should mention this source of the job opening in their cover letter to prospective employers.*
8. Reciprocity shall not, under any circumstances, apply to on-campus interviewing, and resume collections. The reciprocity recipient is also not permitted to use the Office's printers, fax machines and telephones.
9. Reciprocity is generally unavailable from August 1 to November 1.
10. Individuals who misuse the facilities or services will be denied further access and the requesting school will receive notification of the termination of reciprocity.
11. North Carolina Central University School of Law reserves the right, in its sole discretion and without notice, to modify the terms and conditions of its reciprocity policy.